OVERVIEW

Find purchase orders (POs) for your business unit in myUFL. You will need the role UF.PO_Receiver to use this functionality. Search for your myUF Market purchase orders in myUFL to see if they have been Dispatched (sent to the vendor and awaiting receiving and/or vouchering) or Completed.

You may also use this page in myUFL to find:
- ChartFields for your purchase order
- The myUF Market requisition number for this PO
- Related documents such as vouchers and receipts for this PO

STEPS

1. Navigate to the Purchase Order Inquiry page in myUFL
   - Log in to http://my.ufl.edu with your GatorLink username and password.
   - Click Main Menu > Click Purchasing > Click Purchase Orders > Click Review PO Information > Click Purchase Orders

2. Search for Purchase Orders in Your Business Unit
   - Enter your Business Unit
   - Enter “11” in the PO ID field to retrieve purchase orders for the 2011 Fiscal Year
   - Click the Search button

3. Narrow the Search
   - Search by PO Status
     - Click the Dispatched list item to find vouchers that have been sent to the vendor by myUF Market and are ready for vouchering
     - Click the Search button
   - Search by Date Range
     - Change the Purchase Order Date dropdown from “Begins” to “Between” to enter a beginning date and ending date
     - Click the Search button

4. Search Results – Selecting a PO
   - Click the row of the purchase order you would like to view
5. Finding What You Need

- On the top of this page, you may view the purchase order ID number in the **PO ID** field, purchase order status in the **PO Status** field, and whether or not this PO has been received by checking the **Receipt Status** field. To find the myUF Market requisition number for this PO, check the **PO Reference** number in the Header.
To view ChartFields for this PO, click the Schedule icon on the right side of each row.

Then scroll to the right and click the Distributions/ChartFields icon.
Using the Purchase Order Inquiry Page in 9.1

- To find vouchers and receipts for this purchase order, click the **Document Status** link.

- On this page, view related documents such as receipts, vouchers and payments. The **DOC ID** column contains the ID numbers for each of these items.