Searching for a Requisition or Purchase Order

Use this guide to search for an Academic or Miller School of Medicine requisition or purchase order.
http://workday.miami.edu

Contents

Before Searching
Access – Employees can view requisitions and purchase orders they initiated. To request viewing access to requisitions and purchase orders initiated by another employee in your cost center, email help@miami.edu.

Searching - Known Req/PO Number	
1. Log into Workday.	https://workday.miami.edu
2. From the search box, type the requisition or purchase order number. **TIP:** If the document does not appear, configure your Search Box to include *Procurement*.	

Searching - Unknown Req/PO Number	
1. Log into Workday.	https://workday.miami.edu
2. To search for orders **initiated by yourself**, click the app *My Requisitions*. To search for orders **initiated by another employee**, find the search box, and type "Find Req" or "Find Pur Ord." Select the corresponding report.	

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Then adjust the search parameters and click **OK**. *TIP:* For more results, complete fewer fields. For example:

Company	✕ 200 Academy ···
Requisition	
Requester	✕ Michelle Roy ···
Requisition Type	
Requisition Date On or After	04/24/2023
Requisition Date On or Before	MM/DD/YYYY
Status	

- ○ Has Unsourced Lines
- ○ Fully Sourced
- ● None of the above

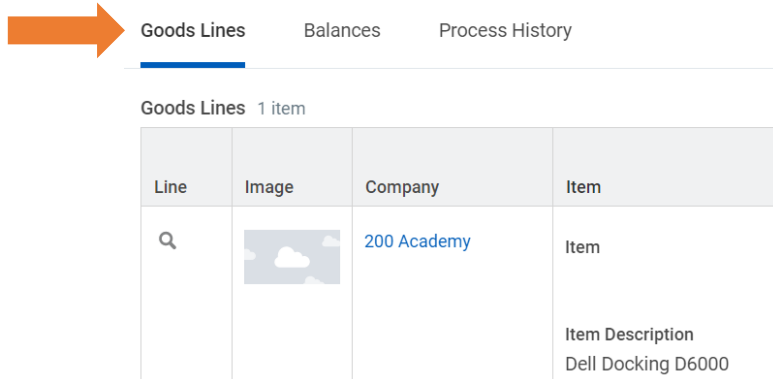|	
Sourcing Buyer	
Fulfillment Source	
Supplier	✕ STAPLES, INC. ···
Contract	
Spend Category	
Item	
Purchase Order	
Approving Worker	
Created by Worker	
Worktags	
Exclude Canceled	☐
Exclude Closed	☐

OK   Cancel

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Searching for a Purchase Order Number Within a Requisition

The PO number will only appear on requisitions that have been fully approved.
1. Open the requisition.
2. Scroll down to the line items. *TIP:* Select the *Goods Lines* or *Service Lines* tab.

| Goods Lines | Balances | Process History |

Goods Lines 1 item

Line	Image	Company	Item
🔍		200 Academy	Item
			Item Description Dell Docking D6000

3. Scroll to the right-side column. The PO number will appear on each line item.

Legacy Value	*Additional Worktags	Sourced
		Purchase Ord__ PO-0000

For assistance, contact the PurchasingHelpDesk@miami.edu.