Procurement Inquiry

- **Procurement Inquiry** is a web-based tool which allows University employees to query and view the status of a requisition, purchase order, invoice, check request, VIP or supplier.
- Access Procurement Inquiry at [www.yale.edu/start](http://www.yale.edu/start) or open the START menu, click on “Yale Admin Menu”
- Select “Procurement Inquiry”

Select Specific Search in Procurement Inquiry

- **By Invoice, Check Request, Advances and Replenishments**

Helpful Tips:

- Uncheck Match Case at bottom left of screen
- This Screen is also where you would search the status of a Check Request, Petty Cash Replenishment, Study Participant Advances and Replenishments
- If not certain of the exact invoice number %partial invoice number%
  - Example: Actual Invoice Number is NYS 124, search would be %NYS%
• **By Supplier/Vendor**

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**Tips to Search**
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Tip 1: Enter a 10 character Supplier Number and click "Go".
Tip 2: Enter a partial Supplier Name and click "Go".
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**Tips to Search**
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Tip 1: Enter up to 10 character VIP Number and click "Go".
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• **By VIP**

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**Tips to Search**
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Tip 1: Enter up to 10 character VIP Number and click "Go".
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**Tips to Search**
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Tip 1: Enter up to 10 character Supplier Number and click "Go".
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**Tips to Search**
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Tip 1: Enter a partial Supplier Name and click "Go".
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**Tips to Search**
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Tip 1: Enter up to 10 character VIP Number and click "Go".
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**Tips to Search**
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Tip 1: Enter up to 10 character Supplier Number and click "Go".
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**Tips to Search**
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Tip 1: Enter a partial Supplier Name and click "Go".
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**Tips to Search**
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Tip 1: Enter up to 10 character VIP Number and click "Go".
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**Tips to Search**
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Tip 1: Enter up to 10 character Supplier Number and click "Go".
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**Tips to Search**
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```
Tip 1: Enter a partial Supplier Name and click "Go".
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• By Purchase Order

• By Requisition Number

If further detailed training is needed, please go to The Procurement Inquiry Quick Guide at http://yss.yale.edu