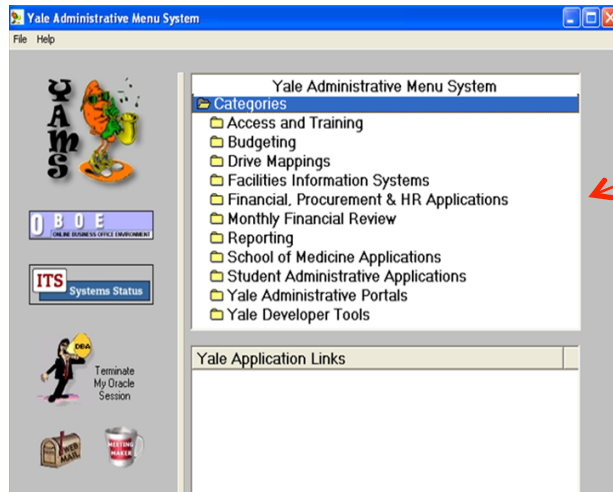
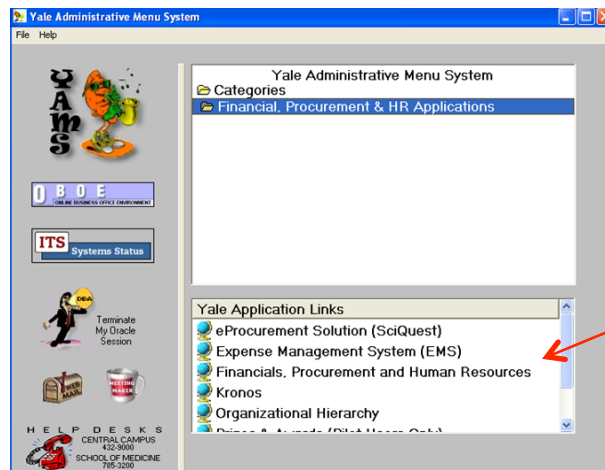


## Procurement Inquiry

- Procurement Inquiry is a web-based tool that allows University employees to query and view the status of a requisition, purchase order, invoice, check request, VIP or supplier.
- Log into [www.yale.edu/start](http://www.yale.edu/start) or open the START menu, click on “Yale Admin Menu”
- Click the “Financial, Procurement & HR Applications”

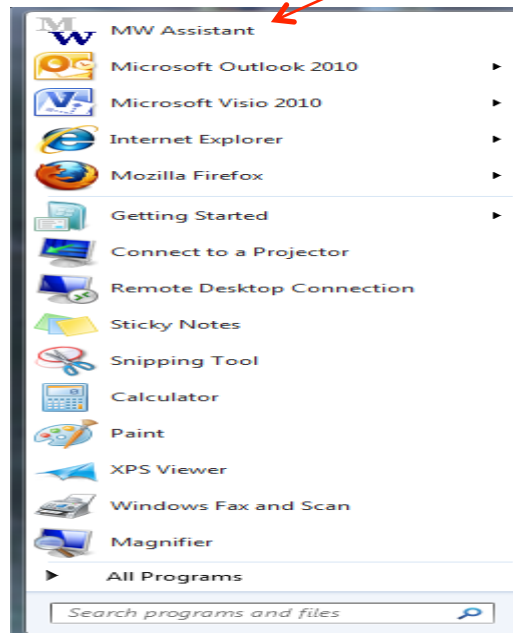


- Double Click the “Financials, Procurement and Human Resources” under Yale Application Links



If you have an recently upated machine, please login by going to your START Menu

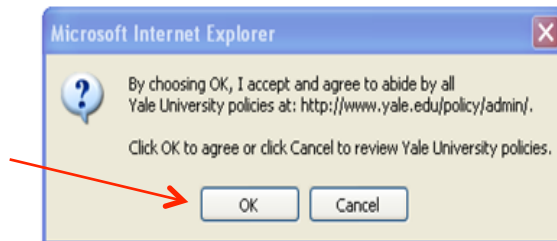
- Click the “MW Assistant”



- Click the “Financial, Procurement & Human Resource”



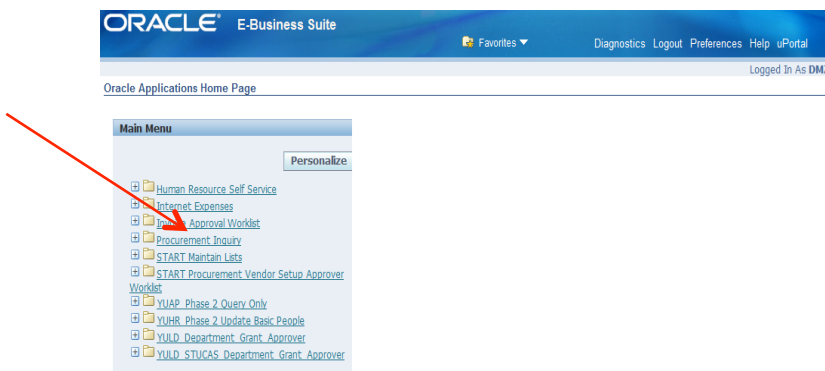
- A Dialog Box will appear – Click the OK button to Login.



- The CAS Login window opens, Enter your NetID and password



- Select *Procurement Inquiry*



## Select Specific Search in Procurement Inquiry

- By Invoice, Check Request, Advances and Replenishments

### Tips to Search

**ORACLE**

Requisition Inquiry | Purchase Order Inquiry | **Invoice Inquiry** | VIP Inquiry | Supplier Inquiry

Yale Invoice Inquiry

Enter search criteria to find invoice and click Go.  
Recommended practice is to search by Supplier and Invoice Number (e.g., Supplier Name is DELL MARKETING L P and Invoice Number is XJ1234567).  
If you know the exact value you are looking for, using "is" or "starts with" will return results more quickly than "contains."  
If Invoice Number is not known, look up the Supplier by Supplier Number or Supplier Name and select a Creation Date or Invoice Date parameter (e.g., Supplier Name = DELL MARKETING L P and Creation Date after 30-APR-2013). Dates must be in DD-MON-YYYY format with month being in capital letters (e.g., 15-MAY-2013).  
When searching by Supplier Name, % serves as a wildcard. For example, searching for %OASIS will return both AUDIO & VIDEO LABS INC DBA OASIS CD MANUFACTURING and OASIS MEDICAL INC. Enter Supplier Name in ALL CAPITAL LETTERS

Supplier Name

Invoice Number  starts with

☒ Match Case

### Helpful Tips:

- ✓ Enter search criteria to find invoice and click Go.
- ✓ Recommended practice is to search by Supplier and Invoice Number (e.g., Supplier Name is DELL MARKETING L P and Invoice Number is XJ1234567).
- ✓ If you know the exact value you are looking for, using "**is**" or "**starts with**" will return results more quickly than "contains."
- ✓ If Invoice Number is not known, look up the Supplier by Supplier Number or Supplier Name and select a Creation Date or Invoice Date parameter (e.g., Supplier Name = DELL MARKETING L P and Creation Date after 30-APR-2013). Dates must be in DD-MON-YYYY format with month being in capital letters (e.g., 15-MAY-2013).
- ✓ When searching by Supplier Name, % serves as a wildcard. For example, searching for %OASIS will return both AUDIO & VIDEO LABS INC DBA OASIS CD MANUFACTURING and OASIS MEDICAL INC. Enter Supplier Name in **ALL CAPITAL LETTERS**

**Scenario:** Department is looking for the status of an invoice that was to be paid to Star Distributors. On the copy of the invoice they have for their records, only partial invoice number is showing.

- Be sure you have chosen the “Invoice Inquiry” tab at the top of the page
- Type Vendor Name in Supplier Name Field, Click on the Flashlight

**ORACLE**

Requisition Inquiry | Purchase Order Inquiry | **Invoice Inquiry** | VIP Inquiry | Supplier Inquiry

**Yale Invoice Inquiry**

Enter search criteria to find invoice and click Go.  
 Recommended practice is to search by Supplier and Invoice Number (e.g., Supplier Name is DELL MARKETING L P and Invoice Number is XJ1234567).  
 If you know the exact value you are looking for, using "is" or "starts with" will return results more quickly than "contains."  
 If Invoice Number is not known, look up the Supplier by Supplier Number or Supplier Name and select a Creation Date or Invoice Date parameter (e.g., Supplier Name = DELL MARKETING L P and Creation Date after 30-APR-2013). Dates must be in DD-MON-YYYY format with month being in capital letters (e.g., 15-MAY-2013).  
 When searching by Supplier Name, % serves as a wildcard. For example, searching for %OASIS will return both AUDIO & VIDEO LABS INC DBA OASIS CD MANUFACTURING and OASIS MEDICAL INC. Enter Supplier Name in ALL CAPITAL LETTERS

Supplier Name: STAR DISTRIBUTORS [Flashlight Icon]

Invoice Number: contains

☐ Match Case

- List of Vendor Names will appear.
- Click on Vendor Name, “Select”

**Search and Select: Supplier Name**

Cancel Select

**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Supplier Name [STAR DISTRIBUTORS] Go

**Results**

Select	Quick Select	Supplier Name	Supplier Number	Supplier Type
<input checked="" type="radio"/>		STAR DISTRIBUTORS INC	103932	VENDOR

[About this Page](#)

Cancel Select

Trusted sites | Protected Mode: Off

- Select "Contains" in the middle box drop down list
- Put the partial number of the invoice in the field.
- Select "GO" and the information will populate

**ORACLE**

Requisition Inquiry Purchase Order Inquiry **Invoice Inquiry** VIP Inquiry Supplier Inquiry

Yale Invoice Inquiry

Enter search criteria to find invoice and click Go.  
Recommended practice is to search by Supplier and Invoice Number (e.g., Supplier Name is DELL MARKETING L.P. and Invoice Number is X01234567).  
If you know the exact value you are looking for, using "is" or "starts with" will return results more quickly than "contains."  
If Invoice Number is not known, look up the Supplier by Supplier Number or Supplier Name and select a Creation Date or Invoice Date parameter (e.g., Supplier Name = DELL MARKETING L.P. and Creation Date after 30-APR-2013). Dates must be in DD-MON-YYYY format with month being in capital letters (e.g., 15-MAY-2013).  
When searching by Supplier Name, % serves as a wildcard. For example, searching for %OASIS will return both AUDIO & VIDEO LABS INC DBA OASIS CD MANUFACTURING and OASIS MEDICAL INC. Enter Supplier Name in ALL CAPITAL LETTERS

Supplier Name: STAR DISTRIBUTORS INC

Invoice Number: contains %506%

☒ Match Case

Go Clear

**ORACLE**

Requisition Inquiry Purchase Order Inquiry **Invoice Inquiry** VIP Inquiry Supplier Inquiry

Yale Invoice Summary

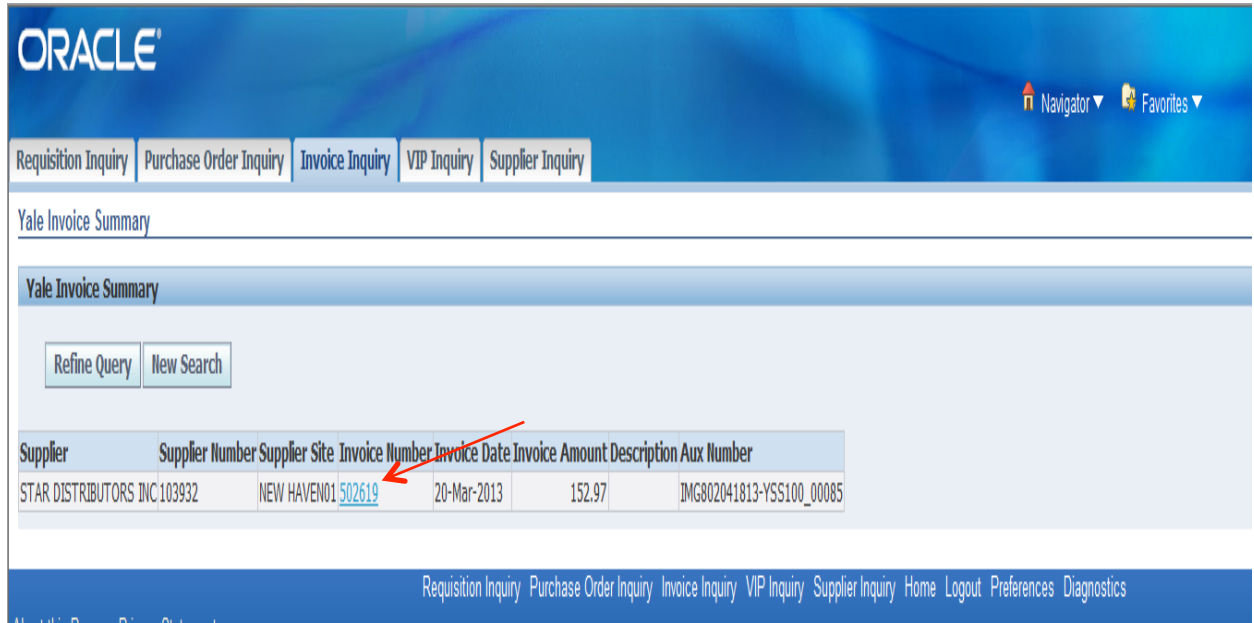
Yale Invoice Summary

Refine Query New Search

Supplier	Supplier Number	Supplier Site	Invoice Number	Invoice Date	Invoice Amount	Description	Aux Number
STAR DISTRIBUTORS INC	103932	NEW HAVEN01	<a href="#">502619</a>	20-Mar-2013	152.97		IMG802041813-YSS100_00085

Requisition Inquiry Purchase Order Inquiry Invoice Inquiry VIP Inquiry Supplier Inquiry Home Logout Preferences Diagnostics

- To get detailed affiliated with the invoice, click on the invoice number



ORACLE

Requisition Inquiry Purchase Order Inquiry **Invoice Inquiry** VIP Inquiry Supplier Inquiry

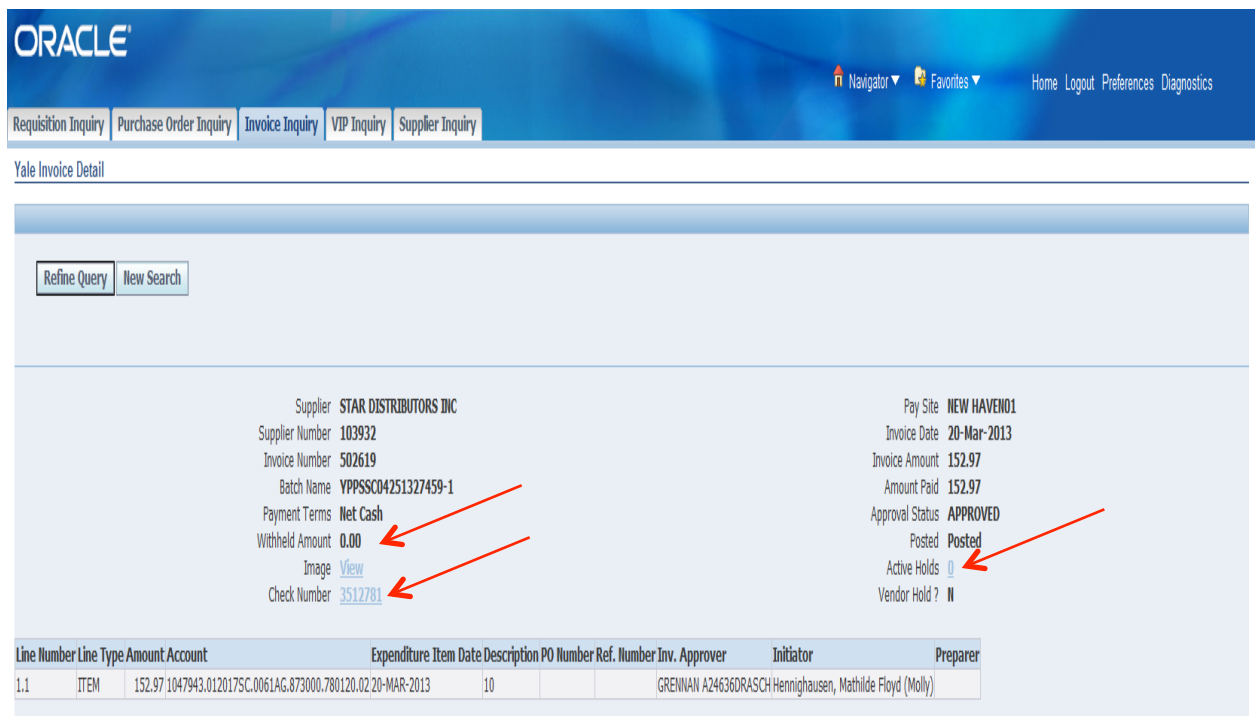
Yale Invoice Summary

Refine Query New Search

Supplier	Supplier Number	Supplier Site	Invoice Number	Invoice Date	Invoice Amount	Description	Aux Number
STAR DISTRIBUTORS INC	103932	NEW HAVEN01	<a href="#">502619</a>	20-Mar-2013	152.97		JMG802041813-YSS100_00085

Requisition Inquiry Purchase Order Inquiry Invoice Inquiry VIP Inquiry Supplier Inquiry Home Logout Preferences Diagnostics

- This screen will provide further information and links to view the image, check number and if there are any active holds. Click on that specific blue link.



ORACLE

Requisition Inquiry Purchase Order Inquiry **Invoice Inquiry** VIP Inquiry Supplier Inquiry

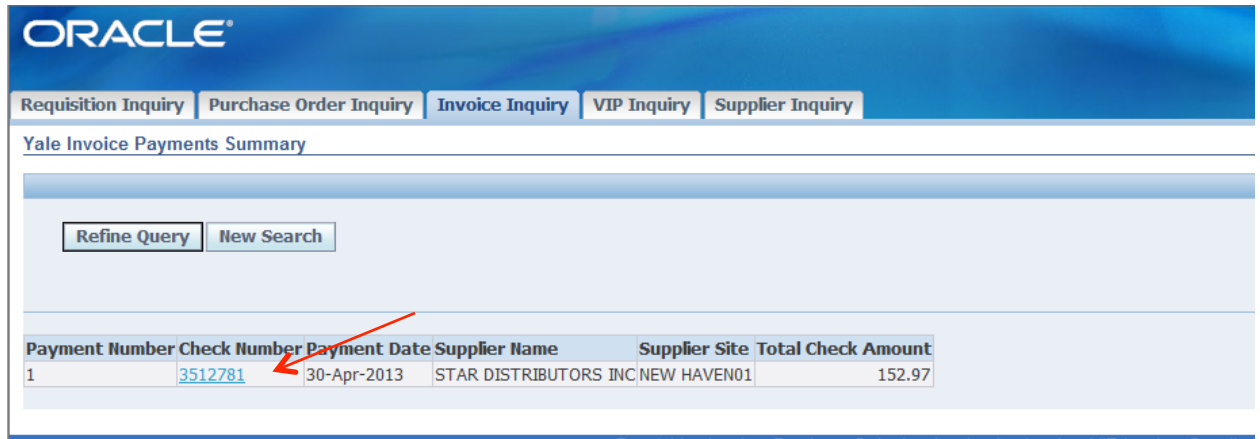
Yale Invoice Detail

Refine Query New Search

Supplier	STAR DISTRIBUTORS INC	Pay Site	NEW HAVEN01
Supplier Number	103932	Invoice Date	20-Mar-2013
Invoice Number	502619	Invoice Amount	152.97
Batch Name	YPPSSC04251327459-1	Amount Paid	152.97
Payment Terms	Net Cash	Approval Status	APPROVED
Withheld Amount	0.00	Posted	Posted
Image	<a href="#">View</a>	Active Holds	<a href="#">0</a>
Check Number	<a href="#">3512781</a>	Vendor Hold ?	N

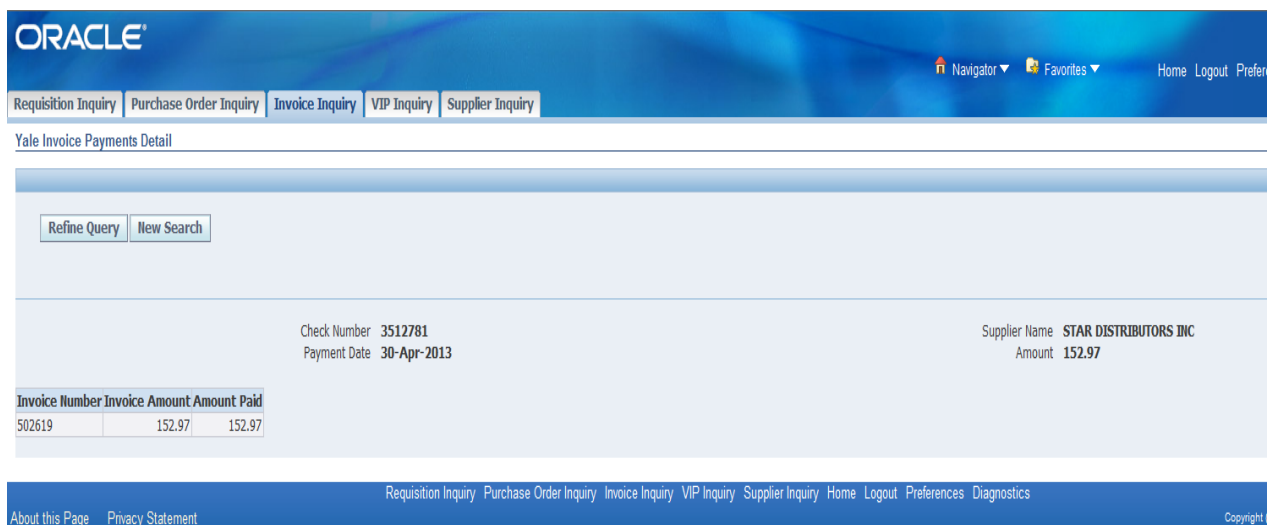
Line Number	Line Type	Amount	Account	Expenditure Item	Date	Description	PO Number	Ref. Number	Inv. Approver	Initiator	Preparer
1.1	ITEM	152.97	1047943.012017SC.0061AG.873000.780120.02	20-MAR-2013	10				GRENNAN A24636DRASCH Hennighausen, Mathilde Floyd (Molly)		

- To view check number, date of payment and amount. Click on the check number.



Payment Number	Check Number	Payment Date	Supplier Name	Supplier Site	Total Check Amount
1	<a href="#">3512781</a>	30-Apr-2013	STAR DISTRIBUTORS INC	NEW HAVEN01	152.97

- In this screen you are able to view detailed information pertaining to the payment of the invoice
  - Supplier Name
  - Invoice Number
  - Invoice Amount
  - Payment Amount
  - Payment Date



Invoice Number	Invoice Amount	Amount Paid
502619	152.97	152.97



### Type of Payments identified in the “*Check Number*” Field in Procurement Inquiry

#### ❖ Payment Number Begins with:

- i. 1- ACH/EFT (electronic) payment*
- ii. 3 - Actual Check has been cut*
- iii. 4 - Single Use Account (SUA)*

#### ❖ Payment Number is a 5 Digit Number beginning with:

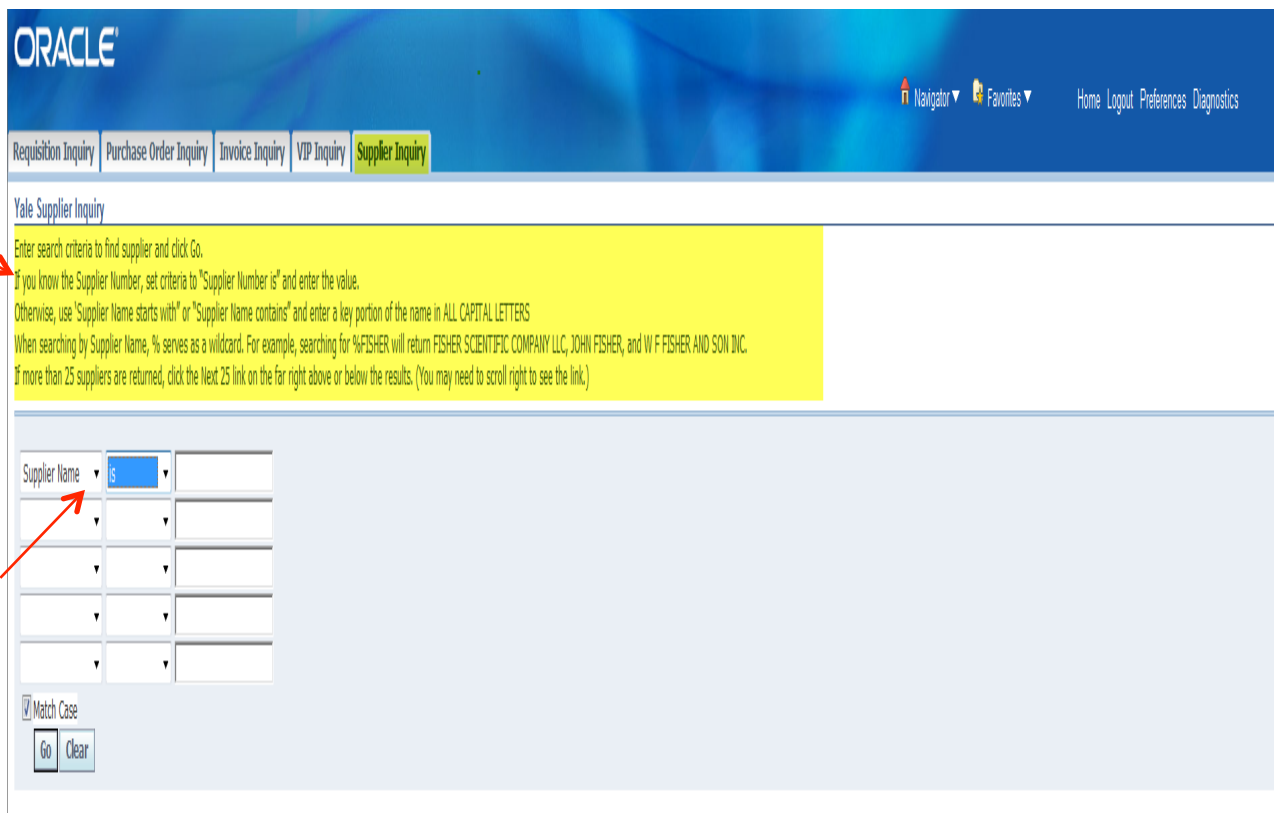
- iv. 4 - is a Wire Payment*
- v. 1 - is a travel advance payment*

## Select Specific Search in Procurement Inquiry

- **By Supplier/Vendor**

- Be sure you have chosen the “Supplier Inquiry” tab at the top of the page
- Can be searched by Supplier Name or Supplies Number (if known) by selecting your choice in the dropdown list next to **Supplier Name**.
- When searching by Supplier Name, % serves as a wildcard. For example, searching for %OASIS will return both AUDIO & VIDEO LABS INC DBA OASIS CD MANUFACTURING and OASIS MEDICAL INC. Enter Supplier Name in ALL CAPITAL LETTERS

### Tips to Search



The screenshot shows the Oracle Procurement Inquiry interface. At the top, the Oracle logo is on the left, and navigation links (Navigator, Favorites, Home, Logout, Preferences, Diagnostics) are on the right. Below the navigation bar, there are tabs for Requisition Inquiry, Purchase Order Inquiry, Invoice Inquiry, VIP Inquiry, and Supplier Inquiry. The Supplier Inquiry tab is selected. Below the tabs, the page title is 'Yale Supplier Inquiry'. A yellow box contains instructions: 'Enter search criteria to find supplier and click Go. If you know the Supplier Number, set criteria to "Supplier Number is" and enter the value. Otherwise, use "Supplier Name starts with" or "Supplier Name contains" and enter a key portion of the name in ALL CAPITAL LETTERS. When searching by Supplier Name, % serves as a wildcard. For example, searching for %FISHER will return FISHER SCIENTIFIC COMPANY LLC, JOHN FISHER, and W F FISHER AND SON INC. If more than 25 suppliers are returned, click the Next 25 link on the far right above or below the results. (You may need to scroll right to see the link.)' Below the instructions, there is a search form with a dropdown menu for 'Supplier Name' and a text input field. The dropdown menu is open, showing options: 'is', 'starts with', and 'contains'. A red arrow points from the 'Tips to Search' box to the 'Supplier Name' dropdown menu. Below the search form, there is a checkbox for 'Match Case' and buttons for 'Go' and 'Clear'.

## Example of Searching Supplier by Partial Name

**ORACLE®**

Requisition Inquiry Purchase Order Inquiry Invoice Inquiry VIP Inquiry **Supplier Inquiry**

**Yale Supplier Inquiry**

Enter search criteria to find supplier and click Go.  
 If you know the Supplier Number, set criteria to "Supplier Number is" and enter the value.  
 Otherwise, use "Supplier Name starts with" or "Supplier Name contains" and enter a key portion of the name in ALL CAPITAL LETTERS.  
 When searching by Supplier Name, % serves as a wildcard. For example, searching for %FISHER will return FISHER SCIENTIFIC COMPANY LLC, JOHN FISHER, and W F FISHER AND SON INC.  
 If more than 25 suppliers are returned, click the Next 25 link on the far right above or below the results. (You may need to scroll right to see the link.)

Supplier Name contains %STAR%DIST%

☒ Match Case

## Results

Supplier Details

Yale Supplier Inquiry

Refine Query

New Search

Supplier Name	Supplier Number	Site Code	Address 1	Address 2	Address 3	City	State	ZIP	Province	Country	Hold ?	Site On	Supplier Site	Site Supplier	RequestedBy	ApprovedBy	Terms	Payment Method	Payment Number	Walker/ORBIS	Aux Number	Background Check	OSHA 10 Certified	Pay Site (Y/N)	PO Site (Y/N)	Vendor Hold Reason
STAR DISTRIBUTORS INC	103932	NEW HAVEN	PO BOX 1200			NEW HAVEN	CT	06505		US	N			VENDOR				NET CASH CHECK	STAR101001			N	Y	Y		

Requisition InquiryPurchase Order InquiryInvoice InquiryVIP InquirySupplier InquiryHomeLogoutPreferencesDiagnostics

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## Example of Searching by Supplier Number

**ORACLE®**

Requisition Inquiry | Purchase Order Inquiry | Invoice Inquiry | VIP Inquiry | **Supplier Inquiry**

**Yale Supplier Inquiry**

Enter search criteria to find supplier and click Go.  
If you know the Supplier Number, set criteria to "Supplier Number is" and enter the value.  
Otherwise, use "Supplier Name starts with" or "Supplier Name contains" and enter a key portion of the name in ALL CAPITAL LETTERS.  
When searching by Supplier Name, % serves as a wildcard. For example, searching for %FISHER will return FISHER SCIENTIFIC COMPANY LLC, JOHN FISHER, and W F FISHER AND SON INC.  
If more than 25 suppliers are returned, click the Next 25 link on the far right above or below the results. (You may need to scroll right to see the link.)

Supplier Number is 103932

☒ Match Case

Requisition Inquiry | Purchase Order Inquiry | Invoice Inquiry | VIP Inquiry | **Supplier Inquiry** | Home | Logout | Preferences | Diagnostics

## Results

Supplier Details

**Yale Supplier Inquiry**

Supplier Name	Supplier Number	Site Code	Address 1	Address 2	Address 3	City	State	ZIP	Province	Country	Hold ?	Site Contact	Site Telephone	Site Fax	Site Supplier Type	RequestedBy	ApprovedBy	Terms	Payment Method	Walker/ORBIS Number	Aux Number	Background Check Compliance	OSHA 10 Certified	Pay Site (Y/N)	PO Site (Y/N)	Vendor Hold Reason
STAR DISTRIBUTORS INC	103932	NEW HAVEN01	PO BOX 1200			NEW HAVEN	CT	06505		US	N				VENDOR				NET CASH CHECK	STAR101001			N	Y	Y	

Requisition Inquiry | Purchase Order Inquiry | Invoice Inquiry | VIP Inquiry | **Supplier Inquiry** | Home | Logout | Preferences | Diagnostics

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### Select Specific Search in Procurement Inquiry

- **By VIP**
  - Be sure you have chosen the “VIP Inquiry” tab at the top of the page
  - Include “VIP” as a prefix before the 7 numerical digits.

Tips to  
Search

The screenshot shows the Oracle Procurement Inquiry interface. At the top, there is a navigation bar with the Oracle logo and links for Navigator, Favorites, Home, Logout, Preferences, and Diagnostics. Below this is a tabbed interface with five tabs: Requisition Inquiry, Purchase Order Inquiry, Invoice Inquiry, VIP Inquiry (which is highlighted in green), and Supplier Inquiry. Below the tabs, the page title is "Yale VIP Inquiry". A yellow highlighted box contains the instruction: "Enter 10 character VIP Number (e.g., VIP1907634) and click 'Go'. For fastest results, type VIP in all caps and check 'Match Case' box." Below this instruction is a form with a label "\* VIP Number" and a text input field. To the left of the input field is a checkbox labeled "Match Case". At the bottom of the form are two buttons: "Go" and "Clear". A red arrow points from the "Tips to Search" box to the "Match Case" checkbox. Another red arrow points from the yellow instruction box to the "Go" button.

## Example

ORACLE

Requisition Inquiry Purchase Order Inquiry Invoice Inquiry **VIP Inquiry** Supplier Inquiry

Yale VIP Inquiry

Enter 10 character VIP Number (e.g., VIP1987654) and click "Go". For fastest results, type VIP in all caps and check "Match Case" box.

\* VIP Number

☒ Match Case

## Results of VIP

ORACLE

Requisition Inquiry Purchase Order Inquiry Invoice Inquiry **VIP Inquiry** Supplier Inquiry

Yale VIP Results

Yale VIP Inquiry

VIP Number	VIP Description	VIP Owner	PTAO	Project Name	Task Name	Award Name	Organization Name	Last Updated By	Last Update Date	Inactive Date
VIP1595862	S. Crisafi for expenses for Yale Shared Services	Crisafi, Susan	11058120.00.000100.524007	YSBSC Business Operations	Task 00	GA - Fin Adm Other	000100 YSBSC Shared Services Admin 524007	Sarno, Robin	17-Sep-2013	

Note: If the PTAEO linked to the VIP needs to be validated you can do so from this screen by clicking on PTAEO Validator. The PTAEO Validator will appear.

- Choose Accounts Payable
- Type in the date of the transaction
- Type in full PTAEO
- Click Validate the Entire PTAEO String

**ORACLE**

Requisition Inquiry Purchase Order Inquiry Invoice Inquiry **VIP Inquiry** Supplier Inquiry

Yale VIP Results

**Yale VIP Inquiry**

Refine Query **PTAE Validator** New Search

VIP Number VIP Description  
VIP1595862 S. Crisafi for expenses for Yale Shared Services

About this Page Privacy Statement

**PTAE Validator - Windows Internet Explorer**

https://www-iispl.its.yale.edu/onlineval/ptaeval.asp

**Online Validator**

Project*	Task	Award	Expenditure Type	Organization
1058120	00	0001DD	822100	524007

As Of Date (MM/DD/YYYY): 11 / 6 / 2013

\* Leading Zeroes Required for Project Numbers

Transaction Type:  
☐ JSA Non-Labor ☐ Labor ☒ Accounts Payable

Note: All PTAE fields must be entered.

Validate the Entire PTAE String Reset

(You may click [here](#) to validate a batch of PTAEs.)

## Results of PTAE Validation

**Online Validator**

Project*	Task	Award	Expenditure Type	Organization
1058120	00	0001DD	822100	524007

As Of Date (MM/DD/YYYY): 11 / 6 / 2013

\* Leading Zeroes Required for Project Numbers

Transaction Type:  
☐ JSA Non-Labor ☐ Labor ☒ Accounts Payable

✓ Valid Project

✓ Valid Task

✓ Valid Award

✓ Valid Expenditure Type

✓ Valid Organization

Fields	Begin	End
Project Dates:	1-JAN-2010	
Task Dates:	1-JAN-2010	
Award Dates:	1-JUL-1998	30-JUN-2050
Expenditure Dates:	1-JUL-1998	
Organization Dates:	1-FEB-2010	
Project-Org Dates:	n/a	30-JUN-2050
Project-Award Dates:	n/a	30-JUN-2050
Pre-Award Dates:		n/a

Note: All PTAE fields must be entered.

Validate the Entire PTAE String Reset

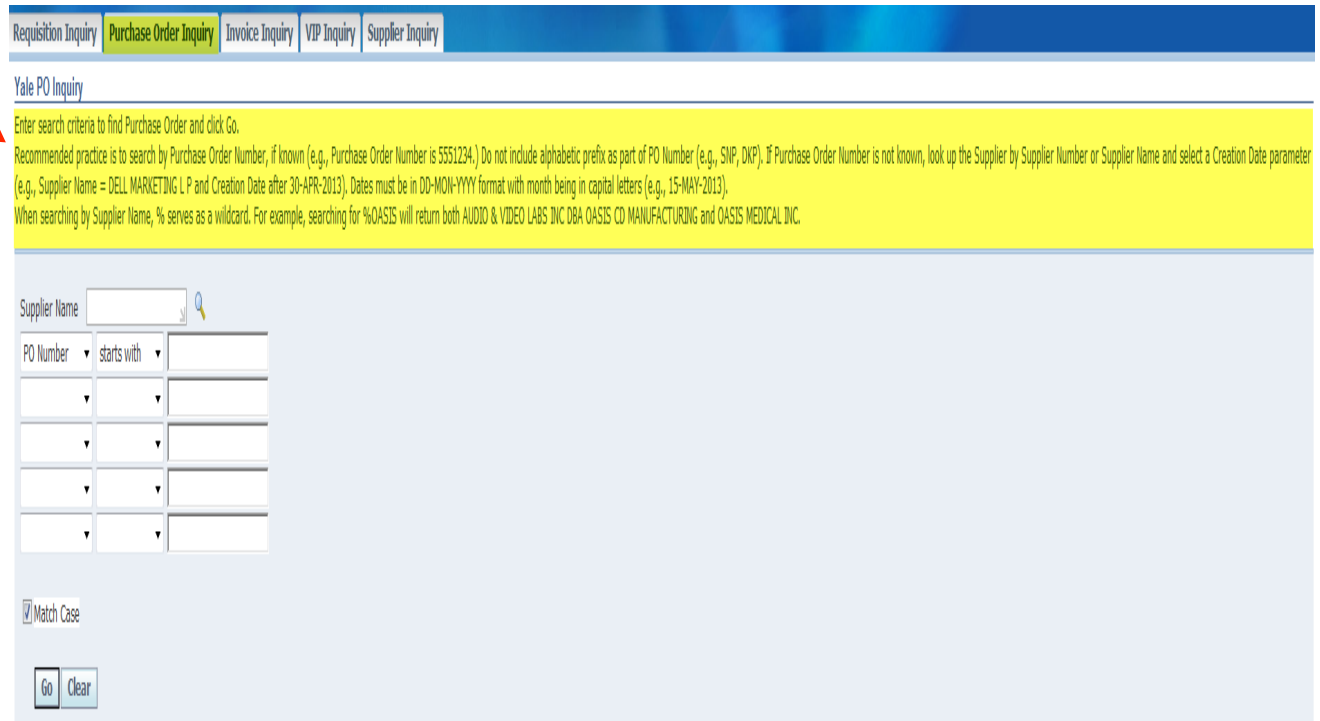
(You may click [here](#) to validate a batch of PTAEs.)

## Select Specific Search in Procurement Inquiry

- **By Purchase Order**

- Be sure you have chosen the “Purchase Order Inquiry” tab at the top of the page

### Tips to Search



Requisition Inquiry **Purchase Order Inquiry** Invoice Inquiry VIP Inquiry Supplier Inquiry

Yale PO Inquiry

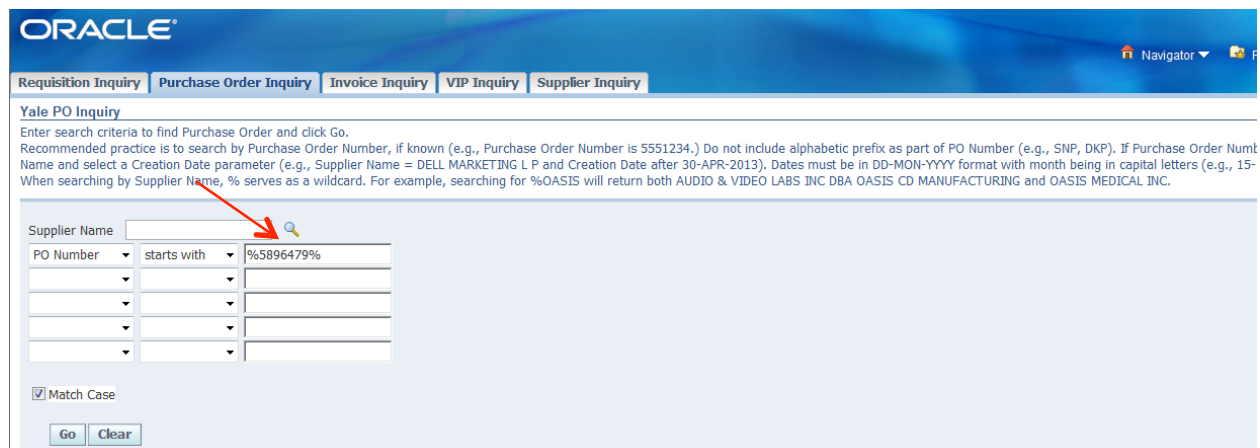
Enter search criteria to find Purchase Order and click Go.  
 Recommended practice is to search by Purchase Order Number, if known (e.g., Purchase Order Number is 5551234.) Do not include alphabetic prefix as part of PO Number (e.g., SNP, DKP). If Purchase Order Number is not known, look up the Supplier by Supplier Number or Supplier Name and select a Creation Date parameter (e.g., Supplier Name = DELL MARKETING L P and Creation Date after 30-APR-2013). Dates must be in DD-MON-YYYY format with month being in capital letters (e.g., 15-MAY-2013).  
 When searching by Supplier Name, % serves as a wildcard. For example, searching for %OASIS will return both AUDIO & VIDEO LABS INC DBA OASIS CD MANUFACTURING and OASIS MEDICAL INC.

Supplier Name

PO Number  starts with

☒ Match Case

## Example



ORACLE

Requisition Inquiry **Purchase Order Inquiry** Invoice Inquiry VIP Inquiry Supplier Inquiry

Yale PO Inquiry

Enter search criteria to find Purchase Order and click Go.  
 Recommended practice is to search by Purchase Order Number, if known (e.g., Purchase Order Number is 5551234.) Do not include alphabetic prefix as part of PO Number (e.g., SNP, DKP). If Purchase Order Number is not known, look up the Supplier by Supplier Number or Supplier Name and select a Creation Date parameter (e.g., Supplier Name = DELL MARKETING L P and Creation Date after 30-APR-2013). Dates must be in DD-MON-YYYY format with month being in capital letters (e.g., 15-MAY-2013).  
 When searching by Supplier Name, % serves as a wildcard. For example, searching for %OASIS will return both AUDIO & VIDEO LABS INC DBA OASIS CD MANUFACTURING and OASIS MEDICAL INC.

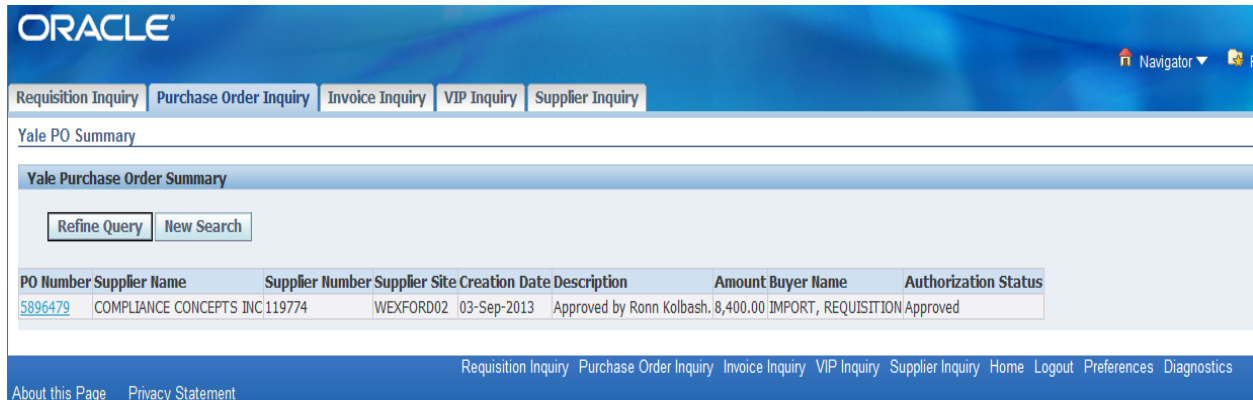
Supplier Name

PO Number  starts with

☒ Match Case



## Results from Purchase Order Search



ORACLE®

Requisition Inquiry Purchase Order Inquiry Invoice Inquiry VIP Inquiry Supplier Inquiry

Yale PO Summary

Yale Purchase Order Summary

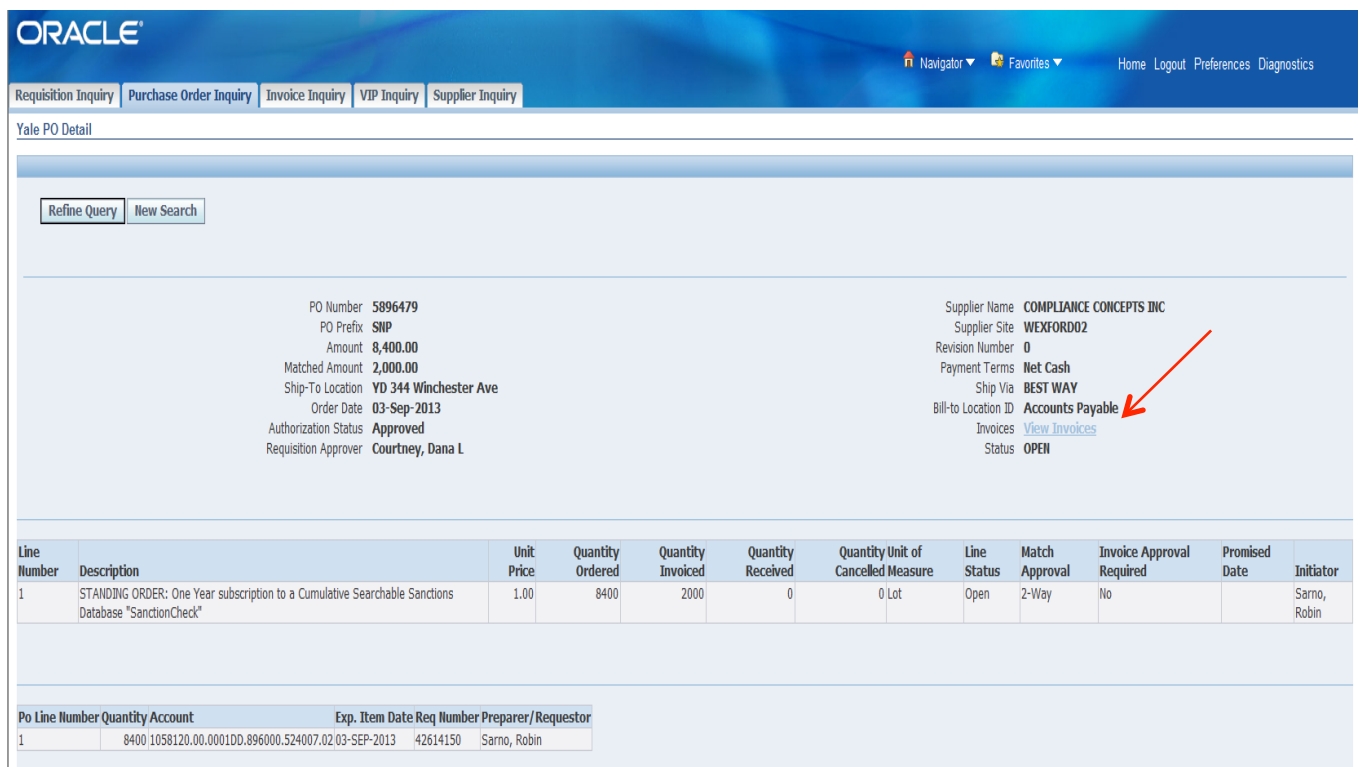
Refine Query New Search

PO Number	Supplier Name	Supplier Number	Supplier Site	Creation Date	Description	Amount	Buyer Name	Authorization Status
<a href="#">5896479</a>	COMPLIANCE CONCEPTS INC	119774	WEXFORD02	03-Sep-2013	Approved by Ronn Kolbash.	8,400.00	IMPORT, REQUISITION	Approved

Requisition Inquiry Purchase Order Inquiry Invoice Inquiry VIP Inquiry Supplier Inquiry Home Logout Preferences Diagnostics

About this Page Privacy Statement

If you click on the blue PO number you are able to view the PO and have the option to view invoices attached to the PO



ORACLE®

Requisition Inquiry Purchase Order Inquiry Invoice Inquiry VIP Inquiry Supplier Inquiry

Yale PO Detail

Refine Query New Search

PO Number	5896479	Supplier Name	COMPLIANCE CONCEPTS INC
PO Prefix	SNP	Supplier Site	WEXFORD02
Amount	8,400.00	Revision Number	0
Matched Amount	2,000.00	Payment Terms	Net Cash
Ship-To Location	YD 344 Winchester Ave	Ship Via	BEST WAY
Order Date	03-Sep-2013	Bill-to Location ID	Accounts Payable
Authorization Status	Approved	Invoices	<a href="#">View Invoices</a>
Requisition Approver	Courtney, Dana L	Status	OPEN

Line Number	Description	Unit Price	Quantity Ordered	Quantity Invoiced	Quantity Received	Quantity Unit of Cancelled Measure	Line Status	Match Approval	Invoice Approval Required	Promised Date	Initiator
1	STANDING ORDER: One Year subscription to a Cumulative Searchable Sanctions Database "SanctionCheck"	1.00	8400	2000	0	0 Lot	Open	2-Way	No		Sarno, Robin

Po Line Number	Quantity	Account	Exp. Item Date	Req Number	Preparer/Requestor
1	8400	1058120.00.0001DD.896000.524007.02	03-SEP-2013	42614150	Sarno, Robin

Click on “View Invoices” to see invoices



ORACLE

Requisition Inquiry Purchase Order Inquiry Invoice Inquiry VIP Inquiry Supplier Inquiry

Yale Invoice Summary

Yale Invoice Summary

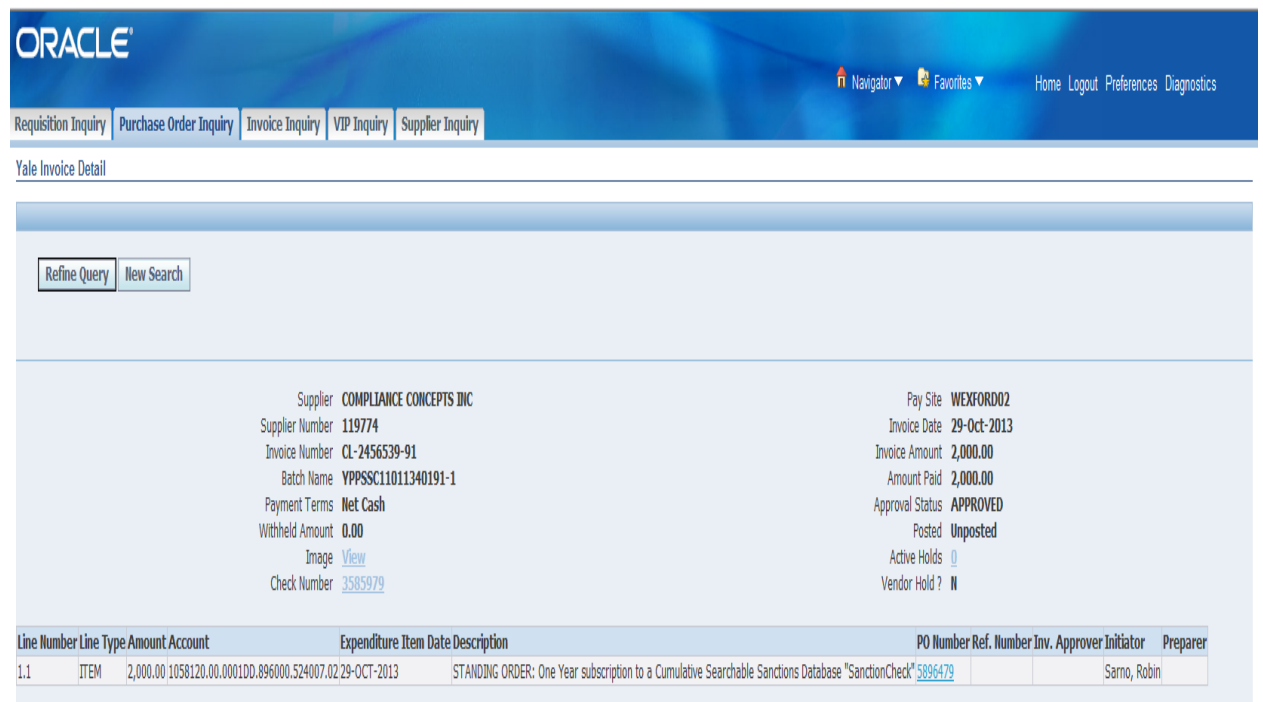
Refine Query New Search

Supplier	Supplier Number	Supplier Site	Invoice Number	Invoice Date	Invoice Amount	Description	Aux Number
COMPLIANCE CONCEPTS INC	119774	WEXFORD02	<a href="#">CL-2456539-91</a>	29-Oct-2013	2,000.00		IMG800131030-YSS100_00011

Requisition Inquiry Purchase Order Inquiry Invoice Inquiry VIP Inquiry Supplier Inquiry Home Logout Preferences Diagnostics

About this Page Privacy Statement

Click on Invoice number to see all the details you would see if you are using Invoice Inquiry



ORACLE

Requisition Inquiry Purchase Order Inquiry Invoice Inquiry VIP Inquiry Supplier Inquiry

Yale Invoice Detail

Refine Query New Search

Supplier	COMPLIANCE CONCEPTS INC	Pay Site	WEXFORD02
Supplier Number	119774	Invoice Date	29-Oct-2013
Invoice Number	CL-2456539-91	Invoice Amount	2,000.00
Batch Name	YPPSSC11011340191-1	Amount Paid	2,000.00
Payment Terms	Net Cash	Approval Status	APPROVED
Withheld Amount	0.00	Posted	Unposted
Image	<a href="#">View</a>	Active Holds	0
Check Number	<a href="#">3585979</a>	Vendor Hold ?	N

Line Number	Line Type	Amount	Account	Expenditure Item	Date	Description	PO Number	Ref. Number	Inv. Approver	Initiator	Preparer
1.1	ITEM	2,000.00	1058120.00.000100.896000.524007.02	29-OCT-2013		STANDING ORDER: One Year subscription to a Cumulative Searchable Sanctions Database "SanctionCheck"	<a href="#">5896479</a>			Sarno, Robin	

## Select Specific Search in Procurement Inquiry

- **By Requisition Number**

- Be sure you have chosen the “Requisition Inquiry” tab at the top of the page
  - Requisition is a request created in SciQuest before it has approved and validated as a Purchase Order that is sent to the vendor.
    - The requisition number is always different from the Purchase order and both can be viewed in SciQuest.

### Example

Tips to Search

**ORACLE**

Requisition Inquiry | Purchase Order Inquiry | Invoice Inquiry | VIP Inquiry | Supplier Inquiry

Yale Requisition Inquiry

Use Requisition Inquiry to find information about Purchase Orders created via SciQuest requisitions or created based on paper requisitions submitted to Purchasing. Requisition Inquiry is useful when you know the Requisition Number but are uncertain of the Purchase Order Number. Recommended practice is to search by Requisition Number, if known (e.g., Requisition Number is 34567890.) If Requisition Number is not known, look up the Supplier by Supplier Number or Supplier Name and select a Creation Date parameter (e.g., Supplier Name = DELL MARKETING L P and Creation Date after 30-APR-2013). Dates must be in DD-MON-YYYY format with month being in capital letters (e.g., 15-MAY-2013). When searching by Supplier Name, % serves as a wildcard. For example, searching for %OASIS will return both AUDIO & VIDEO LABS INC DBA OASIS CD MANUFACTURING and OASIS MEDICAL INC.

Supplier Name

Requisition Number  is

☐ Match Case

### Results

- For more information click on the Requisition Number

**ORACLE**

Requisition Inquiry | Purchase Order Inquiry | Invoice Inquiry | VIP Inquiry | Supplier Inquiry

Yale Requisition Summary

Requisition Number Description Supplier Name Creation Date Requisition Total Preparer Name Requestor Approval Status

<a href="#">2017278</a>		GOVCONNECTION INC	15-Jun-2006	34.16	PURCHASING	Naegel, Brenda Lee	Approved
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Requisition Inquiry | Purchase Order Inquiry | Invoice Inquiry | VIP Inquiry | Supplier Inquiry | Home | Logout | Preferences | Diagnostics

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## Detailed Results

- To research specific invoices affiliated with this Requisition, click on View Invoices

**ORACLE**

Requisition Inquiry | Purchase Order Inquiry | Invoice Inquiry | VIP Inquiry | Supplier Inquiry

Yale PO Detail

Refine Query | New Search

PO Number: 4025922	Supplier Name: GOVCONNECTION INC
PO Prefix: SNIP	Supplier Site: MERRIMACK02
Amount: 34.16	Revision Number: 0
Matched Amount: 34.16	Payment Terms: Net Cash
Ship-To Location: YD 221 Whitney Ave	Ship Via: BEST WAY
Order Date: 15-Jun-2006	Bill-to Location ID: Accounts Payable
Authorization Status: Approved	Invoices: <a href="#">View Invoices</a>
Requisition Approver:	Status: CLOSED

Line Number	Description	Unit Price	Quantity Ordered	Quantity Invoiced	Quantity Received	Quantity Cancelled	Unit of Measure	Line Status	Match	Approval	Invoice Approval	Required	Promised Date	Initiator
1	5412776: Wireless Notebook Optical Mouse 3000 - Winter Blue	20.82	1	1	0	0	Each	Closed	2-Way	No				
2	5113442: Wheel Mouse Optical 1.1 - Black	13.34	1	1	0	0	Each	Closed	2-Way	No				

Po Line Number	Quantity	Account	Exp. Item Date	Req Number	Preparer/Requestor
1	1	0029363.00.000108.821500.955032.02	15-JUN-2006	2017278	Naegel, Brenda Lee
2	1	0029363.00.000108.821500.955032.02	15-JUN-2006	2017278	Naegel, Brenda Lee

## Invoice Information

- Click on Invoice number to see all the details you would see if you are using Invoice Inquiry

**ORACLE**

Requisition Inquiry | Purchase Order Inquiry | Invoice Inquiry | VIP Inquiry | Supplier Inquiry

Yale Invoice Summary

Refine Query | New Search

Supplier	Supplier Number	Supplier Site	Invoice Number	Invoice Date	Invoice Amount	Description	Aux Number
GOVCONNECTION INC	190778	WOBURN01	<a href="#">39692619</a>	15-Jun-2006	34.16		IMG741061770169008

Requisition Inquiry | Purchase Order Inquiry | Invoice Inquiry | VIP Inquiry | Supplier Inquiry | Home | Logout | Preferences | Diagnostics

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