### Quick Guide to Procurement Inquiry

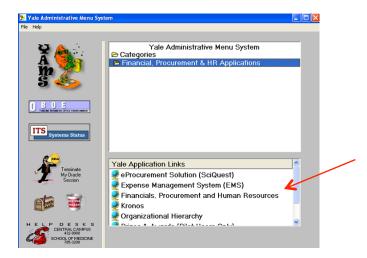
### **Procurement Inquiry**

- 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 or open the START menu, click on "Yale Admin Menu"
- Click the "Financial, Procurement & HR Applications"

| 📡 Yale Administrative Menu Sys   | tem  |   |
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| File Help  |  |   |
| Contraction of the second seco | Yale Administrative Menu System Categories Access and Training Budgeting Training Fracilities Information Systems Fracilities Information Systems Fracilities Information Systems Monthly Financial Review Reporting School of Medicine Applications Student Administrative Applications Student Administrative Portals Yale Administrative Portals Yale Developer Tools | Ł |
| Freminate<br>My Grach<br>Session   | Yale Application Links   |   |

• Double Click the *"Financials, Procurement and Human Resources"* under Yale Application Links

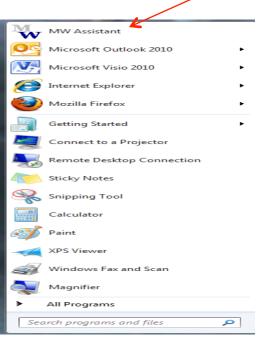
(1.1.13, rev 1)



## Quick Guide to Procurement Inquiry

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

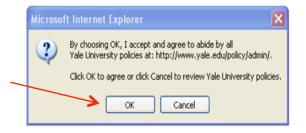
• Click the "MW Assistant"



• Click the "Financial, Procurement & Human Resource"

| W MW As                                | ssistant   |   |            |
|--|--|---|------------|
| W                                      | Managed Wor  | kstation Assistant  | Yale       |
| YAMS                                   | W Yale Administrative Menu System  | ● YAMS<br>◎ Testing - D   | evelopment |
| Administration Workstation Information | <ul> <li>Administrative Applications<br/>Facilities Information Systems<br/>Financials, Procurement And Hr<br/>School Of Medicine Applications<br/>Student Administration</li> </ul> | BMS Web<br>BUG Report Library<br>Data Warehouse Portal<br>Document Management<br>Effort Reporting<br>Eportal<br>eProcurement Solution (SciQuest)<br>FAMIS Space Updates<br>Financials, Procurement and Human Resour<br>FWR - Facilities Web Requests<br>GSPS Production | rces       |

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



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

|  | rvice - Microsoft Internet Explorer   |                 |
|--|---|-----------------|
| File Edit View Favorites Tools   | Help  |                 |
| c.   | Yale University<br>entral Authentication Service  |                 |
| CAS Login<br>CAS Logout<br>Feedback<br>Help  | Login required<br>You have requested access to a site that<br>requires Yale authentication. |                 |
| For security reasons, quit<br>your web browser when you<br>are done accessing services<br>that require authentication!   | NetID:  |                 |
| PLEASE NOTE<br>Before entering your. NetID and<br>password, verify that the URL for<br>this page begins with<br>"https://soc.uru.its.yale.edu".<br>You may also wish to click on<br>the Verifyin logo to the right to<br>help verify the authenticity of<br>this page. If you have any | sites.  |                 |
| questions or concerns, click the<br>help link above.<br>URL: https://secure.its.yale.edu/casterviet/<br>20 Done  | ogin  | C Trusted sites |

• Select Procurement Inquiry



## Quick Guide to Procurement Inquiry

### Select Specific Search in Procurement Inquiry

### • By Invoice, Check Request, Advances and Replenishments

|                   | ORACLE'  |
|-------------------|--|
| Tips to           | Requisition Inquiry Purchase Order Inquiry Invoke Inquiry VIP Inquiry Supplier Inquiry Inputies  |
| 11p3 to           | Yale Invoice Inquiry   |
| Tips to<br>Search | Enter search criteria to find monce and click Go.<br>Recommended practice is to search by Suppler and monce Number (e.g., Supplier Name is DELL MARKETING L P and Invoice Number is X1124567).<br>You know the search value you are looking for using "b" of starts with "will return results more quickly than "contains."<br>You know the search value you are looking for using "b" of starts with "will return results more quickly than "contains."<br>You know the search value you are looking for using "b" starts with "will return results more quickly than "contains."<br>If shocke Number is not Innown, look up the Supplier hys searching for %0x551 will return back and 0x555 CD MANUFACTURING and 0x555 MEDICAL INC. Enter Supplier Name in ALL CAPITAL LETTERS  |
|                   | Suppler Name  Suppler Name  Suppler Name  Sarts with  Sarts with |
|                   | Match Case     Go Clear  |

#### 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 <u>ALL CAPITAL LETTERS</u>

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'   |
|---|
| tequisition Inquiry Purchase Order Inquiry Invoice Inquiry VIP Inquiry Supplier Inquiry   |
| /ale Invoice Inquiry  |
| Ther search oriteria to find mode and click Go.<br>Recommended practice is to search by Supplier and mode Number (e.g., Supplier Name is DELL MARKETING L P and Invoice Number is X31234567).<br>Figue how the asservative you are looking for, using "is" or "starts with" will return results more quickly than "contains."<br>If mode 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 D0-MON-YYYY format with mont<br>wing in capital letters (e.g., IS-MAY-2013).<br>When searching by Supplier Name, werkes as wildcard. For example, searching-from VoASIS will return both ALDIO & VIDEO LABS INC DBA OASIS CD MANUFACTURING and DASIS MEDICAL INC. Enter Supplier Name in ALL CAPITAL LETTERS |
|   |
| Suppler Name 🛛 ISTAR DISTRIBUTORS 🕤 🔍 🦯   |
| Invoice Number  contains  |
|   |
|   |
|   |
|   |
| Match Case  |
| Go Clear  |
|   |

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

|               |                         |   |  | Cancel Sel      |
|---------------|-------------------------|---|--|-----------------|
| Search        |                         |   |  |                 |
| To find       | your item, select a fil | ter item in the pulldown list and enter | a value in the text field, then select t | he "Go" button. |
| Search E      | Supplier Name           | STAR DISTRIBUTORS     G                 | 0  |                 |
| Results       | ;                       |   |  |                 |
| Select        | Quick Select            | Supplier Name                           | Supplier Number                          | Supplier Type   |
| <b>&gt;</b> • |                         | STAR DISTRIBUTORS INC                   | 103932                                   | VENDOR          |
| About th      | is Page                 |   |  |                 |
|               |                         |   |  | Cance! Selec    |
|               |                         |   |  |                 |
|               |                         |   |  |                 |

- 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.<br>Recommended practice is to search by Supplier and Invoice Number (e.g., Supplier Name is DELL MARKETING L P and Invoice Number is X11234567).<br>If you know the exact value you are loaking for, using "is" or "starts with" will return results more quickly than "contains."<br>If hynoice Number is not known, look up the 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-ARR-2013). Dates must be in DO-MON-YYYY format with month   |
| being in capital letters (e.g., 15-MAY-2013).<br>When searching by Suppler 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 IN Q   |
| Invoice Number  contains  Vision  Visi |
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|  |
|  |
| Image: Match Case       Image: One of Clear  |

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| Requisition Inquiry Purchase Order Inquiry Invoice Inquiry VIP Inquiry Supplier Inquiry |  |
| Yale Invoice Summary  |  |
| Yale Invoice Summary  |  |
| Refine Query New Search   |  |
| Supplier Supplier Supplier Site Invoice Number Invoice Date Invoice Amount              | nt Description Aux Number  |
| STAR DISTRIBUTORS INC 103932 NEW HAVEN01 502619 20-Mar-2013 152.5                       | IMG802041813-YSS100_00085  |
|   |  |
| Requisition Inquiry Purchase Or   | der Inquiry Invoice Inquiry VIP Inquiry Supplier Inquiry Home Logout Preferences Diagnostics |

•

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

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|--|--------------------------|-------------------------|--------------------|------------------------------------|-----------------------------|---------------------|---------------|
| Requisition Inquiry Purchase Order Inquiry | Invoice Inquiry VIP In   | nquiry Supplier Inq     | luiry              |                                    |                             |                     |               |
| Yale Invoice Summary                       |                          |                         |                    |                                    |                             |                     |               |
| Yale Invoice Summary                       |                          |                         |                    |                                    |                             |                     |               |
| Refine Query New Search                    |                          |                         |                    |                                    |                             |                     |               |
| Supplier Supplier Number Supplie           | er Site Invoice Number I | invoice Date Invoice    | Amount Descripti   | on Aux Number                      |                             |                     |               |
| STAR DISTRIBUTORS INC 103932 NEW H         | AVEN01 502619            | 20-Mar-2013             | 152.97             | IMG802041813-YSS100_00085          |                             |                     |               |
|  |                          |                         |                    |                                    |                             |                     |               |
|  | Re                       | quisition Inquiry Purch | hase Order Inquiry | nvoice Inquiry VIP Inquiry Supplie | r Inquiry Home Logout Prefe | erences Diagnostics | 3             |

• 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.

| Requisition Inquiry       Purchase Order Inquiry       Invoice Inquiry       VIP Inquiry       Supplier Inquiry  | 🛱 Navigador 🔻 🗟 Favorites 💌 Home Logout Preferences Diagnostics   |
|--|---|
| Yale Invoice Detail  |   |
| Refine Query New Search  |   |
| Supplier STAR DISTRIBUTORS INC<br>Supplier Number 103932<br>Invoice Number 502619<br>Batch Name YPPSSC04251327459-1<br>Payment Terms Net Cash<br>Withheld Amount Image<br>Check Number 3512781 | Pay Site     NEW HAVEN01       Invoice Date     20-Mar-2013       Invoice Amount     152.97       Amount Paid     152.97       Approval Status     APPROVED       Posted     Active Holds       Vendor Hold ?     N |
| Line Number Line Type Amount Account Expenditure Item Date Description PO Number Ref. Number Inv. Approver Initiator   | r Preparer  |
| 1.1 ITEM 152.97 1047943.012017SC.0061AG.873000.780120.02/20-MAR-2013 10 GREINAIN A246360RASCH Hennight   | ausen, Mathilde Floyd (Molly)   |

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

| ORACL                      | E                        | -                 | 5              |                      |  |
|----------------------------|--------------------------|-------------------|----------------|----------------------|--|
| <b>Requisition Inquiry</b> | Purchase Order Inquiry   | Invoice Inquiry   | VIP Inquiry Su | pplier Inquiry       |  |
| Yale Invoice Payme         | nts Summary              |                   |                |                      |  |
|                            |                          |                   |                |                      |  |
| Refine Query               | New Search               |                   |                |                      |  |
| Payment Number Ch          | neck Number Payment Date | Supplier Name     | Supplier Site  | e Total Check Amount |  |
|                            | 12781 30-Apr-2013        | STAR DISTRIBUTORS |                |                      |  |
|                            |                          |                   |                |                      |  |

- 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

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| Requisition Inquiry Purchase Order Inquiry Inv                    | oice Inquiry VI                  | P Inquiry Supplie   | er Inquiry             |                 |               |                 | h           |             |            |                              |         |         |             |
| Yale Invoice Payments Detail                                      |                                  |                     |                        |                 |               |                 |             |             |            |                              |         |         |             |
| Refine Query New Search   |                                  |                     |                        |                 |               |                 |             |             |            |                              |         |         |             |
|   | Check Number 3<br>Payment Date 3 |                     |                        |                 |               |                 |             |             |            | Name STAR DI<br>mount 152.97 | STRIBUT | DRS INC |             |
| Invoice Number Invoice Amount Amount Paid<br>502619 152.97 152.97 |                                  |                     |                        |                 |               |                 |             |             |            |                              |         |         |             |
| About this Page Privacy Statement                                 |                                  | Requisition Inquiry | Purchase Order Inquiry | Invoice Inquiry | VIP Inquiry S | upplier Inquiry | Home Logout | Preferences | Diagnostic | S                            |         |         | Copyright   |

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 <u>5 Digit Number</u> beginning with:
  - iv. 4 is a Wire Payment
  - v. 1 is a travel advance payment

#### • 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 chose 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<br>Search | Requisition Inquiry       Purchase Order Inquiry       Invoice Inquiry       Suppler Inquiry   | 🖻 Narigetor 🔻 🕏 Faronies 🔻 | Home Logout Preferences Diagnostics |
|-------------------|--|----------------------------|-------------------------------------|
| Search            | Yale Supplier Inquiry<br>Enter search criteria to find supplier and click Go.<br>If you know the Supplier Number, set criteria to "Supplier Number is" and enter the value.<br>Otherwise, use "Supplier Name starts with" or "Supplier Name contains" and enter a key portion of the name in ALL CAPITAL LETTERS<br>When searching by Supplier Name, % serves as a wildcard. For example, searching for %FISHER will return FISHER SCIENTFIC COMPANY LLC, JOHN FISHER, and W F FISHER AND SON INC.<br>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.)  |                            |                                     |
|                   | Suppler Name  Suppler Name Supp |                            |                                     |

## Quick Guide to Procurement Inquiry

### Example of Searching Supplier by Partial Name

| equisition Inquiry    | Purchase (                   | Order Inquiry                                      | Invoice Inquir       | y VIP Inquiry       | Supplier Inquiry   |          |
|-----------------------|------------------------------|--|----------------------|---------------------|--|----------|
| le Supplier Inqui     | гу                           |  |                      |                     |  |          |
| ter search criteria f |                              |  |                      |                     |  |          |
|                       |                              |  | Supplier Number is"  |                     |  |          |
|                       |                              |  |                      |                     | portion of the name in ALL CAPITAL LETTERS   | CON THE  |
|                       |                              |  |                      |                     | %FISHER will return FISHER SCIENTIFIC COMPANY LLC, JOHN FISHER, and W F FISHER AND | SON INC. |
|                       |                              |  |                      |                     |  |          |
| more than 25 supp     | iers are return              | eu, click the Ne                                   | ext 25 link on the R | I right above of b  | ow the results. (You may need to scroll right to see the link.)                    |          |
| more than 25 supp     | iers are return              | eu, click the Ne                                   | ext 25 link on the R | In Fight above of b | ow the results. (You may need to scroll right to see the link.)                    |          |
| more than 25 suppl    | <ul> <li>contains</li> </ul> | <ul> <li>%STAR</li> </ul>                          |                      |                     | ow the results. (You may need to scroll right to see the link.)                    |          |
|                       |                              | ▼ %STAR  |                      |                     | ow the results. (You may need to scroll right to see the link.)                    |          |
|                       |                              |  |                      |                     | ow the results. (You may need to scroll right to see the link.)                    |          |
|                       |                              | ▼ %STAR  |                      |                     | ow the results. (You may need to scroll right to see the link.)                    |          |
| Supplier Name         |                              | <ul> <li>✓ %STAR<sup>6</sup></li> <li>✓</li> </ul> |                      |                     | ow the results. (You may need to scroll right to see the link.)                    |          |
| Supplier Name         | contains                     | • %STAR  |                      |                     | ow the results. (You may need to scroll right to see the link.)                    |          |

#### Results

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| Supplier Detail      | upplier Details          |  |                |              |  |              |          |            |    |   |                             |                   |                  |   |              |                        |     |                                   |         |        |      |  |
|----------------------|--------------------------|--|----------------|--------------|--|--------------|----------|------------|----|---|-----------------------------|-------------------|------------------|---|--------------|------------------------|-----|-----------------------------------|---------|--------|------|--|
| Yale Suppler Inquiry |                          |  |                |              |  |              |          |            |    |   |                             |                   |                  |   |              |                        |     |                                   |         |        |      |  |
| Refine Q             | Refine Query IIew Search |  |                |              |  |              |          |            |    |   |                             |                   |                  |   |              |                        |     |                                   |         |        |      |  |
| Supplier Name        | Supplier<br>Number       |  | Address<br>1   | Address<br>2 |  |              | State ZI | P Province |    |   | Site<br>Supplier<br>Contact | Site<br>Telephone | Supplier<br>Type | RequestedBy                             |              | Walker/ORBIS<br>Number | Aux | Background<br>Check<br>Compliance | OSHA 10 | Site S | Site |  |
|                      | 103932                   |  | PO BOX<br>1200 |              |  | NEW<br>HAVEN | CT 06    | 505        | US | N |                             | T                 | VENDOR           | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | <br>NET CASH | STAR101001             |     |                                   | N       | Υ      | Y    |  |
|                      |                          |  |                |              |  |              |          |            |    |   |                             |                   |                  |   |              |                        |     |                                   |         |        |      |  |

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

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## Quick Guide to Procurement Inquiry

### Example of Searching by *Supplier Number*

| ORACLE'  | Navigator 🔻   |    |
|--|---------------|----|
| 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, set searching for "Supplier Name, searching for %FISHER will return FISHER SCIENTIFIC COMPANY LLC, JOHN FISHER, and W F FISHER AND SON INC. If more than 25 supplier Mane, dick 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<br>• • • • • • • • • • • • • • • • • • •   |               |    |
| Requisition Inquiry Purchase Order Inquiry Invoice Inquiry VIP Inquiry Supplier Inquiry Home Logout Preferen   | ces Diagnosti | CS |

### Results

Supplier Details

| Yale Supplier Inquiry           Refine Query         New Search   |   |  |  |  |  |  |  |  |  |  |
|---|---|--|--|--|--|--|--|--|--|--|
| Refine Query New Search   |   |  |  |  |  |  |  |  |  |  |
| Supplier Site         Address Address Address         On         Supplier Site         Site Supplier         Payment Payment Wa           Supplier Name Number Code         1         2         3         City         State ZIP         Province Country Hold ? Contact Telephone Fax Type         RequestedBy ApprovedBy Terms         Method Nur | Walker/ORBIS Aux Check OSHA 10 Site H<br>Number Number Compliance Certified (Y/N) (Y/N) R |  |  |  |  |  |  |  |  |  |
|   | STAR101001 N Y Y  |  |  |  |  |  |  |  |  |  |

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

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- <u>By VIP</u>
  - 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.



## Quick Guide to Procurement Inquiry

#### Example

| ORACLE  | 🛱 Navigator 👻 🗟 Favorites 👻 |
|---|-----------------------------|
| Requisition Inquiry         Purchase Order Inquiry         Invoice Inquiry         VIP Inquiry         Supplier Inquiry                                 |                             |
| Yale VIP Inquiry Ester 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 VIP1595862   |                             |
| ☑ Match Case  |                             |
| Go Clear  |                             |

#### **Results of VIP**

| ORACLE   | -              | -                          |                           |           |                           | 🛱 Navigator 🔻                | 🗣 Favorites 🔻       | Home Logout Preference    | ces Diagno |
|--|----------------|----------------------------|---------------------------|-----------|---------------------------|------------------------------|---------------------|---------------------------|------------|
| Requisition Inquiry Purchase Order Inquiry Invoice         | Inquiry VIF    | Inquiry Supplier Inquir    | y                         |           |                           |                              |                     |                           |            |
| Yale VIP Results   |                |                            |                           |           |                           |                              |                     |                           |            |
| Yale VIP Inquiry   |                |                            |                           |           |                           |                              |                     |                           |            |
| Refine Query PTAEO Validator New Search                    |                |                            |                           |           |                           |                              |                     |                           |            |
| VIP Number VIP Description                                 | VIP Owner      | PTAO                       | Project Name              | Task Name | Award Name                | Organization Name            | Last Updated B      | By Last Update Date Inact | ive Date   |
| VIP1595862 S. Crisafi for expenses for Yale Shared Service | Crisafi, Susan | I 1058120.00.0001DD.524007 | YSBSC Business Operations | Task 00   | GA - Fin Adm Other 0001DD | YSSBSC 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

# Quick Guide to Procurement Inquiry

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|---|---|-------------------|-----------------------|-----------------------------|---------------------------------------|-------------------|------------------|---------------|--------------|
| Requisition Inquiry Purchase Order Inquiry Invoice I          | Inquiry VIP Inquiry Supplier Inquiry        |                   |                       |                             |                                       |                   | Navigator 👻      | Favorites •   | Home L       |
| Yale VIP Results  |   |                   |                       |                             |                                       |                   |                  |               |              |
| Yale VIP Inquiry  |   |                   |                       |                             |                                       |                   |                  |               |              |
| Refine Query PTAEO Validator New Search                       | PTAEO Validator - Windows Internet Explorer |                   |                       |                             |                                       |                   |                  |               |              |
| VIP Number VIP Description                                    | https://www-iisp1.its.yale.edu/on           | nlineval/ptaeoval | .asp                  |                             | •                                     | 🔒 🛛 😽 🗙           | 🔁 Bing           |               | + م          |
| VIP1595862 S. Crisafi for expenses for Yale Shared Services ( | Convert 🔻 🔂 Select                          |                   |                       |                             |                                       |                   |                  |               |              |
|   |   |                   | Onli                  | no Vol                      | idator                                |                   |                  |               | <b>^</b>     |
| About this Page Privacy Statement                             |   |                   | Um                    | ne vai                      | luator                                |                   |                  |               |              |
|   |   | Project*          | Task                  | Award                       | Expenditure<br>Type                   | Organization      | 1                |               |              |
|   |   | 1058120           | 00                    | 0001DD                      | 822100                                | 524007            | -                |               |              |
|   |   | As Of D           | ate (MM/DI            | D/YYYY): 1                  | / 6                                   | / 2013            | -                |               |              |
|   |   | * L               | eading Zeroe          | s Required f                | or Project Nur                        | mbers             |                  |               |              |
|   |   | ⊚ JS.             |                       | ransaction T                | <ul><li><b>(P)</b> Accounts</li></ul> | s Payable         |                  |               |              |
|   |   |                   |                       | -                           | nust be entere                        |                   |                  |               |              |
|   |   |                   | Validate the          | Entire PTAEC                | String                                | Reset             |                  |               |              |
|   |   |                   |                       |                             |                                       |                   |                  |               |              |
|   |   | (You              | may click <u>he</u> i | <mark>re</mark> to validate | a batch of PT                         | AEOs.)            |                  |               |              |
|   |   |                   |                       |                             |                                       |                   |                  |               |              |
|   |   |                   |                       |                             |                                       |                   |                  |               |              |
|   |   |                   |                       |                             |                                       |                   |                  |               |              |
|   |   |                   |                       |                             |                                       |                   |                  |               |              |
|   |   |                   |                       |                             |                                       | Trusted sites   P | rotected Mode: C | off 🔬 🔻       | • • • 100% - |
|   |   |                   |                       |                             |                                       |                   |                  | 1             |              |

#### **Results of PTAEO Validation**

| Project*      | Task              | Award                                      | Expenditure<br>Type | Organization |
|---------------|-------------------|--|---------------------|--------------|
| 1058120       | 00                | 0001DD                                     | 822100              | 524007       |
| As Of D       | ate (MM/DD        | <b>(YYYY):</b> 1                           | 1 / 6               | / 2013       |
| * L           | eading Zeroes     | Required f                                 | or Project Nu       | nbers        |
| ⊚ JS.         | Tı<br>A Non-Labor | ansaction T<br>Labor                       |                     | s Payable    |
| Valid         | Project           |  |                     | -            |
| Valid         | Task              |  |                     |              |
| Valid         | Award             |  |                     |              |
| Valid         | Expenditure 1     | Гуре                                       |                     |              |
| Valid         | Organization      |  |                     |              |
| Fields        |                   |  | Begin               | End          |
| Project Date: | 5:                |  | 1-JAN-2010          |              |
| Task Dates:   |                   |  | 1-JAN-2010          |              |
| Award Dates   | c                 |  | 1-JUL-1998          | 30-JUN-2050  |
| Expenditure l | Dates:            |  | 1-JUL-1998          |              |
| Organization  | Dates:            |  | 1-FEB-2010          |              |
| Project-Org   | Dates:            |  | n/a                 | 30-JUN-2050  |
| Project-Awa   | rd Dates:         |  | n/a                 | 30-JUN-2050  |
| Pre-Award I   | Dates:            |  |                     | n/a          |
|               |                   | <b>4<i>EO fields n</i></b><br>Entire PTAEO | nust be entere      | d.<br>Reset  |

**Online Validator** 

(You may click <u>here</u> to validate a batch of PTAEOs.)

#### • By Purchase Order

• Be sure you have chosen the "Purchase Order Inquiry" tab at the top of the page

| Lips | to |
|------|----|
| Sear | ch |

-----

### Requisition Inquiry Purchase Order Inquiry Invoice Inquiry VIP Inquiry Supplier 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 551234.) Do not include alphabetic prefix as part of FO Number (e.g., SNP, OKP). If Purchase Order Number is not known, look up the 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-MOIH-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 %0ASIS will return both AUDIO & VIDEO LASS INC DBA OASIS CM MANIFACTURING and OASIS MEDICAL INC.

| Supplier Name |             | , Q |  |
|---------------|-------------|-----|--|
| PO Number 🔻   | starts with | •   |  |
| •             |             | •   |  |
| ,             |             | •   |  |
| •             |             | •   |  |
| ,             |             | •   |  |

Match Case

Yale PO Inquiry

Go Clear

#### Example

| ORACLE   | 📅 Navigator 🔻 👒 F             |
|--|-------------------------------|
| Requisition Inquiry         Purchase Order Inquiry         Invoice Inquiry         VIP Inquiry         Supplier Inquiry  |                               |
| Yale PO Inquiry  |                               |
| Enter search criteria to find Purchase Order and click Co.<br>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<br>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 i<br>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 ME | in capital letters (e.g., 15- |
| Supplier Name  |                               |
| PO Number       starts with       %5896479%         •       •       •         •       •       •         •       •       •         •       •       •         •       •       •         •       •       •         •       •       •         •       •       •  |                               |
| ✓ Match Case           Go         Clear  |                               |

#### **Results from Purchase Order Search**

|   | ORACLE   | 🏦 Navigator 🔻      | R F  |
|---|--|--------------------|------|
|   | Requisition Inquiry         Purchase Order Inquiry         Invoice Inquiry         VIP Inquiry         Supplier Inquiry                      |                    |      |
|   | Yale PO Summary  |                    |      |
|   | Yale Purchase Order Summary  |                    |      |
|   | Refine Query New Search  |                    |      |
| 4 | PO Number Supplier Name Supplier Number Supplier Site Creation Date Description Amount Buyer Name Authorization Status                       |                    |      |
|   | 5896479 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 Pre<br>About this Page Privacy Statement | eferences Diagnosi | tics |

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

|            | n Inquiry Purchase Order Inquiry Invoice Inquiry VIP Inquiry Supplier In   | quiry         |                             |                              |                           |  |   |  |                |                  |                   |
|------------|--|---------------|-----------------------------|------------------------------|---------------------------|--|---|--|----------------|------------------|-------------------|
| e PO D     | letail   |               |                             |                              |                           |  |   |  |                |                  |                   |
|            |  |               |                             |                              |                           |  |   |  |                |                  |                   |
| Refi       | ine Query New Search   |               |                             |                              |                           |  |   |  |                |                  |                   |
|            |  |               |                             |                              |                           |  |   |  |                |                  |                   |
|            |  |               |                             |                              |                           |  |   |  |                |                  |                   |
|            | PO Number 5896479  |               |                             |                              |                           |  | Supplier Name   | e COMPLIANO  | E CONCEPTS INC |                  |                   |
|            |  |               |                             |                              |                           |  |   |  |                |                  |                   |
|            | PO Prefix SNP  |               |                             |                              |                           |  |   | WEXFORDO   |                | /                |                   |
|            | PO Prefix <b>SNP</b><br>Amount <b>8,400.00</b><br>Matched Amount <b>2,000.00</b>   |               |                             |                              |                           | Re   | vision Numbe<br>ayment Term   | r O<br>s Net Cash  |                |                  |                   |
|            | Amount 8,400.00<br>Matched Amount 2,000.00<br>Ship-To Location YD 344 Winchester Av  | re            |                             |                              |                           | Re<br>P  | vision Numbe<br>ayment Term<br>Ship Via   | r O<br>s Net Cash<br>a BEST WAY  |                |                  |                   |
|            | Amount 8,400.00<br>Matched Amount 2,000.00   | re            |                             |                              |                           | Re<br>P  | vision Numbe<br>ayment Term<br>Ship Via<br>to Location II                                       | r O<br>s Net Cash  | 2<br>ayable    | /                |                   |
|            | Amount 8,400.00<br>Matched Amount 2,000.00<br>Ship-To Location VD 344 Winchester Av<br>Order Date 03-Sep-2013  | <i>i</i> e    |                             |                              |                           | Re<br>P  | vision Numbe<br>ayment Term<br>Ship Via<br>to Location II<br>Invoice                            | r O<br>s Net Cash<br>a BEST WAY<br>) Accounts P  | 2<br>ayable    |                  |                   |
|            | Amount         8,400.00           Matched Amount         2,000.00           Ship-To Location         YD 344 Winchester Av<br>Order Date           Order Date         03-Sep-2013           Authorization Status         Approved   | /e            |                             |                              |                           | Re<br>P  | vision Numbe<br>ayment Term<br>Ship Via<br>to Location II<br>Invoice                            | r O<br>s Net Cash<br>a BEST WAY<br>O Accounts P<br>s <u>View Invoic</u>                              | 2<br>ayable    | ,                |                   |
|            | Amount         8,400.00           Matched Amount         2,000.00           Ship-To Location         YD 344 Winchester Av<br>Order Date           Order Date         03-Sep-2013           Authorization Status         Approved   | /e            |                             |                              |                           | Re<br>P  | vision Numbe<br>ayment Term<br>Ship Via<br>to Location II<br>Invoice                            | r O<br>s Net Cash<br>a BEST WAY<br>O Accounts P<br>s <u>View Invoic</u>                              | 2<br>ayable    |                  |                   |
|            | Amount 8,400.00<br>Matched Amount 2,000.00<br>Ship To Location YD 344 Winchester Av<br>Order Date 03-Sep-2013<br>Authorization Status Approved<br>Requisition Approver Courtney, Dana L  | Unit          | Quantity                    | Quantity                     | Quantity                  | Re<br>P<br>Bill<br>Quantity Unit of                      | vision Numbe<br>ayment Term:<br>Ship Via<br>to Location II<br>Invoice:<br>Statu:<br>Line        | r 0<br>s Net Cash<br>a BEST WAY<br>Accounts P<br>s <u>View Invoic</u><br>s OPEN<br>Match             | ayable         | Promised         | Initial           |
| ie<br>mber | Amount 8,400.00<br>Matched Amount 2,000.00<br>Ship-To Location YD 344 Winchester Av<br>Order Date 03-Sep-2013<br>Authorization Status Approved<br>Requisition Approver Courtney, Dana L<br>Description<br>STANDING ORDER: One Year subscription to a Cumulative Searchable Sanctions |               | Quantity<br>Ordered<br>8400 | Quantity<br>Invoiced<br>2000 | Quantity<br>Received<br>0 | Re<br>P<br>Bill  | vision Numbe<br>ayment Term<br>Ship Vi<br>to Location II<br>Invoice<br>Statu                    | r O<br>s Net Cash<br>a BEST WAY<br>O Accounts P<br>s <u>View Invoic</u><br>s OPEN                    | 2<br>ayable    | Promised<br>Date | Initiat<br>Sarno, |
|            | Amount 8,400.00<br>Matched Amount 2,000.00<br>Ship-To Location VD 344 Winchester Av<br>Order Date 03-Sep-2013<br>Authorization Status Approved<br>Requisition Approver Courtney, Dana L<br>Description   | Unit<br>Price | Ordered                     | Invoiced                     | Received                  | Re<br>P<br>Bill<br>Quantity Unit of<br>Cancelled Measure | vision Numbe<br>ayment Term<br>Ship Vii<br>to Location II<br>Invoice<br>Statu<br>Line<br>Status | r 0<br>s Net Cash<br>a BEST WAY<br>Accounts P<br>s <u>View Invoic</u><br>s OPEN<br>Match<br>Approval | ayable         |                  |                   |
|            | Amount 8,400.00<br>Matched Amount 2,000.00<br>Ship-To Location YD 344 Winchester Av<br>Order Date 03-Sep-2013<br>Authorization Status Approved<br>Requisition Approver Courtney, Dana L<br>Description<br>STANDING ORDER: One Year subscription to a Cumulative Searchable Sanctions | Unit<br>Price | Ordered                     | Invoiced                     | Received                  | Re<br>P<br>Bill<br>Quantity Unit of<br>Cancelled Measure | vision Numbe<br>ayment Term<br>Ship Vii<br>to Location II<br>Invoice<br>Statu<br>Line<br>Status | r 0<br>s Net Cash<br>a BEST WAY<br>Accounts P<br>s <u>View Invoic</u><br>s OPEN<br>Match<br>Approval | ayable         |                  | Sarno             |

## Quick Guide to Procurement Inquiry

### Click on "View Invoices" to see invoices

| ORACLE  |                                   |        |
|---|-----------------------------------|--------|
| and the second                              | 🛱 Navigator 🔻 🔒 F                 | avorit |
| Requisition Inquiry         Purchase Order Inquiry         Invoice Inquiry         VIP Inquiry         Supplier Inquiry                       | 1                                 |        |
| 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         CL-2456539-91         29-Oct-2013         2,000.00         IMG800131030-YSS100_00011 |                                   |        |
|   |                                   |        |
| Requisition Inquiry Purchase Order Inquiry Invoice Inquiry VIP Inquiry Supplier Inquiry Hor   | ne Logout Preferences Diagnostics |        |
| About this Page Privacy Statement   |                                   |        |
| Requisition Inquiry Purchase Order Inquiry Invoice Inquiry VIP Inquiry Supplier Inquiry Hor   | me Logout Preferences Diagnostics |        |

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

| Yale Invoice Detail         Refine Query       New Search         Suppler       COMPLIANCE CONCEPTS INC         Suppler Number       119774         Invoice Number       111         TEM       2,000.00         Bitch Name       YPPSSC11011340191-1         Annount Paid       2,000.00         Bitch Name       YPPSSC11011340191-1         Annount Code       Popted         Bitch Name       YPPSSC10012         Bitch Name       YPPSSC10012         Bitch Name       YPPSSC10012         Bitch Withheld Amount       0.00         Popted       Active Holds         Check Number       255579         Vender Hold ?       N         11       TTM       2,000.0010584007.8022+0CT-2013       STAIDNIC ORDER: One Year subscription to a Cumulative Searchable Sanctions Dababase Sanctone/Leck <sup>2</sup> Sance, Robin     < | DRACLE <sup>®</sup>     | IP Inquiry Supplier Inquiry | 🏦 Navigator 🔻 🔒 Fa                    | avorites 🔻        | Home Logout Preferences | Diagnostics |
|---|-------------------------|-----------------------------|---------------------------------------|-------------------|-------------------------|-------------|
| 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       VPPSSC11011340191-1       Amount Paid       2,000.00         Batch Name       VPPSSC11011340191-1       Amount Paid       2,000.00         Payment Terms       Net Cash       Approval Status       APPROVED         Wittheid Amount       0.00       Posted       Unposted         Image       View       Active Holds       0         Check Number       3359379       Vendor Hold ?       N  | le Invoice Detail       |                             |                                       |                   |                         |             |
| 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       VPPSSC11011340191-1       Amount Paid       2,000.00         Batch Name       VPPSSC11011340191-1       Amount Paid       2,000.00         Payment Terms       Net Cash       Approval Status       APPROVED         Wittheid Amount       0.00       Posted       Unposted         Image       View       Active Holds       0         Check Number       3359379       Vendor Hold ?       N  |                         |                             |                                       |                   |                         |             |
| Supplier Number       119774       Invoice Date       29-Oct-2013         Invoice Number       C1-2456539-91       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       Impasted         Image       View       Active Holds       0         Check Number       355979       Vendor Hold ?       N   | Refine Query New Search |                             |                                       |                   |                         |             |
| Supplier Number       119774       Invoice Date       29-Oct-2013         Invoice Number       C1-2456539-91       Invoice Amount       2,000.00         Batch Name       PVPSSC11011340191-1       Amount Paid       2,000.00         Payment Terms       Net Cash       Approval Status       APPROVED         Withheld Amount       0.00       Posted       Invoice Holds       0         Image       View       Active Holds       0       Vender Hold?       N         Line Number Line Type Amount Account       Expenditure Item Date Description       P0 Number Ref. Number Inv. Approver Initiator       Preparer   | Sunnlier                | COMPLIANCE CONCEPTS THE     | Pav Site                              | WEXFORD02         |                         |             |
| Batch Name       VPPSSCI1011340191-1       Amourt Paid       2,000.00         Payment Terms       Net Cash       Approval Status       APPROVED         Withheld Amount       0.00       Posted       Unposted         Image       View       Active Holds       0         Check Number       S555979       Vendor Hold ?       N   |                         |                             | · · · · · · · · · · · · · · · · · · · |                   |                         |             |
| Payment Terms     Het Cash     Approval Status     APPROVED       Withheld Amount     0.00     Posted     Unposted       Image     View     Active Holds     0       Check Number     3585979     Vendor Hold ?     N   | Invoice Number          | CL-2456539-91               | Invoice Amount                        | 2,000.00          |                         |             |
| Withheld Amount 0.00 Posted Unposted Image View Check Number 3505979 Vendor Hold ? N Posted Unposted Ref. Number Inv. Approver Initiator Preparer Preparer  |                         |                             |                                       |                   |                         |             |
| Image View Active Holds O<br>Check Number 3585979 Vendor Hold ? N<br>Ine Number Line Type Amount Account Expenditure Item Date Description Preparer   |                         |                             |                                       |                   |                         |             |
| Check Number 3585979 Vendor Hold ? N N N N N N N N N N N N N N N N N N N  |                         |                             |                                       |                   |                         |             |
| ine Number Line Type Amount Account Expenditure Item Date Description PO Number Ref. Number Inv. Approver Initiator Preparer  |                         |                             |                                       | -                 |                         |             |
|   |                         |                             | PO Nu                                 | imher Ref. Numher | Inv. Approver Initiator | Prenarer    |
|   |                         |                             |                                       |                   |                         |             |

#### • 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   |
|         | n Navigator 🔻 💀 Favorites 🕶 Home Logout Preferences Diagnostics  |
|         | Requisition Inquiry   Purchase Order Inquiry   Invoke Inquiry   VIP Inquiry   Supplier Inquiry   |
|         | Yale Requisition Inquiry   |
|         | Use Requisition Inquiry to find information about Purchase Orders created via ScQuest requisitions or created based on paper requisitions submitted to Purchasing. Requisition Inquiry is useful when you know the Requisition Number is 4567890.] The quisition Number is 4567890.] T |
|         | Supplier Hame  |
|         | Requisition Number 🔹 is 🔹 2017278  |
|         |  |
|         |  |
|         |  |
|         |  |
|         | ☑ Match Case   |
|         | Go Clear   |
|         | Requisition Inquiry Purchase Order Inquiry Invoice Inquiry VIP Inquiry Supplier Inquiry Home Logout Preferences Diagnostics  |

#### Results

• For more information click on the Requisition Number

|   | ORACLE   | 📅 Navigator 🔻 😫 Favorites 🔻    | Home Logout Preferences [ |
|---|--|--------------------------------|---------------------------|
|   | Requisition Inquiry Purchase Order Inquiry Invoice Inquiry VIIP Inquiry Supplier Inquiry                             |                                |                           |
|   | Yale Requisition Summary   |                                |                           |
|   | Yale Requisition Summary   |                                |                           |
|   | Refine Query New Search  |                                |                           |
| A | Requisition Number Description Supplier Name Creation Date Requisition Total Preparer Name Requestor Approval Status |                                |                           |
|   | 2017278 GOVCONNECTION INC15-Jun-2006 34.16 PURCHASING Naegel, Brenda Lee Approved                                    |                                |                           |
|   | Requisition Inquiry Purchase Order Inquiry Invoice Inquiry VIP Inquiry Supplier Inquiry Home                         | Logout Preferences Diagnostics |                           |
|   | About this Page Privacy Statement  | Luguur Freiences Diagnostica   | Copyright (c) 2006, C     |
|   |  |                                |                           |

#### **Detailed Results**

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

| ORACLE'  |                            |                        |                  |                  |                       |                 |                        |                              |                  |               |           |
|--|----------------------------|------------------------|------------------|------------------|-----------------------|-----------------|------------------------|------------------------------|------------------|---------------|-----------|
| Requisition Inquiry Purchase Order Inquiry Invoice Inquiry V | IP Inquiry Supplier        | Inquiry                |                  |                  |                       |                 |                        |                              |                  |               |           |
| Yale PO Detail   |                            |                        |                  |                  |                       |                 |                        |                              |                  |               |           |
|  |                            |                        |                  |                  |                       |                 |                        |                              |                  |               |           |
| Refine Query New Search                                      |                            |                        |                  |                  |                       |                 |                        |                              |                  |               |           |
| PO Number<br>PO Prefix                                       |                            |                        |                  |                  |                       |                 |                        | GOVCONNECTION<br>Merrimacko2 | INC              |               |           |
| Amount   |                            |                        |                  |                  |                       |                 | ion Number             | -                            | 1                |               |           |
| Matched Amount<br>Shin-To Location                           | 34.16<br>YD 221 Whitney Av | ρ                      |                  |                  |                       | Payr            | nent Terms<br>Shin Via | Net Cash<br>BEST WAY         |                  |               |           |
|  | 15-Jun-2006                | •                      |                  |                  |                       | Bill-to         |                        | Accounts Payab               |                  |               |           |
| Authorization Status   | Approved                   |                        |                  |                  |                       |                 |                        | View Invoices                |                  |               |           |
| Requisition Approver   |                            |                        |                  |                  |                       |                 | Status                 | CLOSED                       |                  |               |           |
| Line Number Description                                      | Unit Price Quantity        | / Ordered Quantity Inv | piced Quantity R | eceived Quantity | Cancelled Unit of Mea | sure Line Statu | ıs Match Ap            | pproval Invoice A            | pproval Required | Promised Date | Initiator |
| 1 5412776: Wireless Notebook Optical Mouse 3000 - Winter Bl  | Je 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                           |                  |               |           |
|  |                            |                        |                  |                  |                       |                 |                        |                              |                  |               |           |
|  |                            | r Preparer/Requestor   |                  |                  |                       |                 |                        |                              |                  |               |           |
| 1 1 0029363.00.0001DB.821500.955032.02 15-JUN                |                            | Naegel, Brenda Lee     |                  |                  |                       |                 |                        |                              |                  |               |           |
| 2 1/0029363.00.0001DB.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

| ORACL               | E,              |              | -               | 5               |                    |               |                 |             |                  |             | î Nav       | rigator 🔻 🛛 |
|---------------------|-----------------|--------------|-----------------|-----------------|--------------------|---------------|-----------------|-------------|------------------|-------------|-------------|-------------|
| Requisition Inquiry | Purchase Order  | Inquiry I    | Invoice Inquiry | VIP Inquiry     | Supplier Inquiry   |               |                 |             |                  |             |             |             |
| Yale Invoice Summa  | ary             |              |                 |                 |                    |               |                 |             |                  |             |             |             |
| Yale Invoice Summ   | New Search      |              |                 |                 |                    |               |                 |             |                  |             |             |             |
| Supplier            | Supplier Number | Supplier Sit | te Invoice I    | er Invoice Date | e Invoice Amount   | Description   | Aux Number      |             |                  |             |             |             |
| GOVCONNECTION INC   | 190778          | WOBURN01     | <u>39692619</u> | 15-Jun-2006     | 34.16              |               | IMG74106177016  | 59008       |                  |             |             |             |
| About this Page Pri | vacy Statement  |              |                 | Requisition     | Inquiry Purchase ( | Order Inquiry | Invoice Inquiry | VIP Inquiry | Supplier Inquiry | Home Logout | Preferences | Diagnostics |