Find a Requisition, Purchase Order, or Invoice in B2P

To locate a B2P requisition, PO, or invoice, use the Requests, Orders, and Invoices tabs.

1. Select the tab based on what you are looking for:
   - Requests - Find Requisitions (MIT)
   - Orders - Find Purchase Orders (MIT)
   - Invoices - Find Invoices (MIT)

2. Click Advanced and select the desired search criteria, then click Search.

Tips:
- To search by cost object or department, use search criteria “Account contains ____”
  - Enter cost object number, name, or supervisor/PI name in the CostObj field
  - Enter fund center number or department qualifier (D_) in the FundCtr field

Tips:
- To view invoices for a certain PO:
  - Locate and open the PO
  - In the PO Line Items, locate the Invoiced column
  - Click the invoiced dollar amount to bring up a list of invoices against that PO