

Q: HOW DO I FIND THE PO THAT WAS ISSUED FOR AN APPROVED REQUISITION?**A: SERVICE LINES/GOOD LINES TAB****Find a PO for a Requisition**

1. From the View Requisition screen, scroll down to the Service/Good line.
2. From the Service/Good Lines tab, scroll to the right to until you identify the **Sourced** column.

| Line | Image | Company | Item | Amount |
|------|-------|---|---|---------------------|
| Q | | University of Arkansas for Medical Sciences | Item | Requested 499.00 |
| | | | Description EB Medicine Renewal-Invoice #1810516 (Randy Maddox) | Ordered 499.00 |
| | | | Spend Category SC0111 Library Subscriptions/Publications Services | |

3. Click on the **Related Actions** button for a quick view that contains links for the Service Order Line and the PO.

| Service Order Line | |
|--------------------|---|
| Order | PO-1000434548 |
| Company | University of Arkansas for Medical Sciences |
| Supplier | EB PRACTICE LLC-DBA EB MEDICINE |