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.

Service Lines Attachments Balances Process History								
Line Image	Company	Item	Amount					
	University of Arkansas for Medical Sciences	Item Description EB Medicine Renewal-Invoice #1810516 (Randy Maddox) Spend Category SCO111 Library Subscriptions/Publications Services	Requested 499.00 Ordered 499.00					

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

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Actions	Service Ore	der Line				XIII	PDF	Â	
Favorite >	PO-10004345	48 - <u>Line 1</u>							
	Order	PO-1000434548						Ш	
	Company	University of Arkan	nsas for Medical Sciences					Ш	
	Supplier	EB PRACTICE LLC-	-DBA EB MEDICINE						