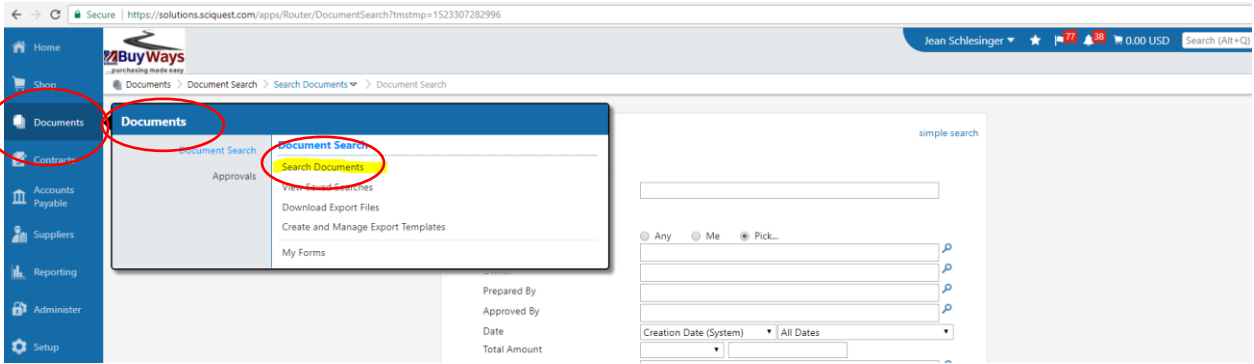
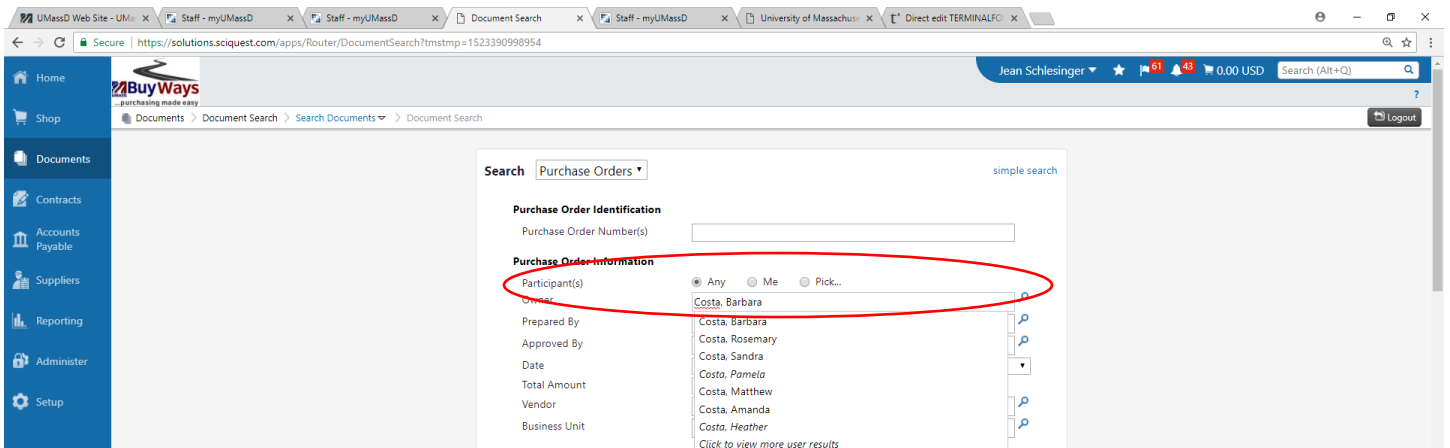
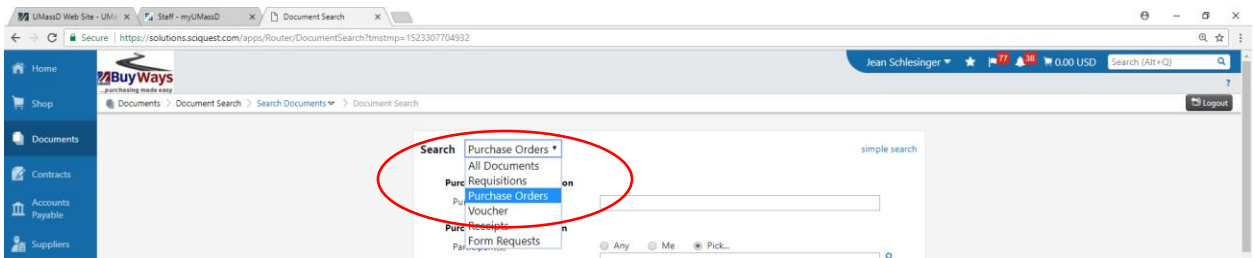


Searching for Open Purchase Orders in BuyWays

1. Navigate to Documents > Document Search > Search Documents



2. In the Search Drop Down box choose Purchase Order




3. In the Participant Section Enter Lastname, Firstname and Select from the list of returned names. You may add more than one participant.

Searching for Open Purchase Orders in BuyWays

4. If you cannot find the name, you can click the magnifying glass to search for a participant by name and other criteria.

Search Purchase Orders ▾ simple search

Purchase Order Identification
 Purchase Order Number(s)

Purchase Order Information
 Participant(s)
 Any
 Me
 Pick...
 

5. Enter the Last Name and First initial or any combination of the fields below to narrow the search results and click Search.


User Search

Last Name [?]

First Name [?]

User Name [?]

Email [?]

Business Unit [?] 

Role [?]

Status [?]

Results Per Page

Search

6. Select the User you wish to add by clicking the [select](#) Action to add the name to the Owner box.

Owner

Add Selected Users

Name ▲	User Name ▲	Email ▲	Phone	Status	Action
Galarza, Jason	10180363	Jason_Galarza@uml.edu		Active	[select]
Galarza, José	10064313	jgalarza@umassd.edu	+1 508-999-8367 ext. 98367	Active	[select]

Searching for Open Purchase Orders in BuyWays

7. If you are finished, click Add Selected Users to add the users to the Open PO search criteria. Otherwise, Click Search for another User to continue searching and repeat steps 6 and 7.

Owner José Galarza x

Add Selected Users

Search For Another User

Name ▲	User Name ▲	Email ▲	Phone	Status	Action
Galarza, Jason	10180363	Jason_Galarza@uml.edu		Active	[select]

8. Leave Creation date at all Dates. Scroll down and turn on the AP Status Flag to **Open**. Click **Search**.

Search Purchase Orders simple sear

Purchase Order Identification
Purchase Order Number(s)

Purchase Order Information
Participant(s) Any Me Pick...
Owner Costa, Barbara x José Galarza x

Prepared By

Approved By

Date Creation Date (System) All Dates

Total Amount

Vendor

Business Unit

Invoice Status

No Invoices Fully Invoiced
 Partially Invoiced Over Invoiced

Matching Status

Partially Matched Fully Matched
 No Matches

AP Status

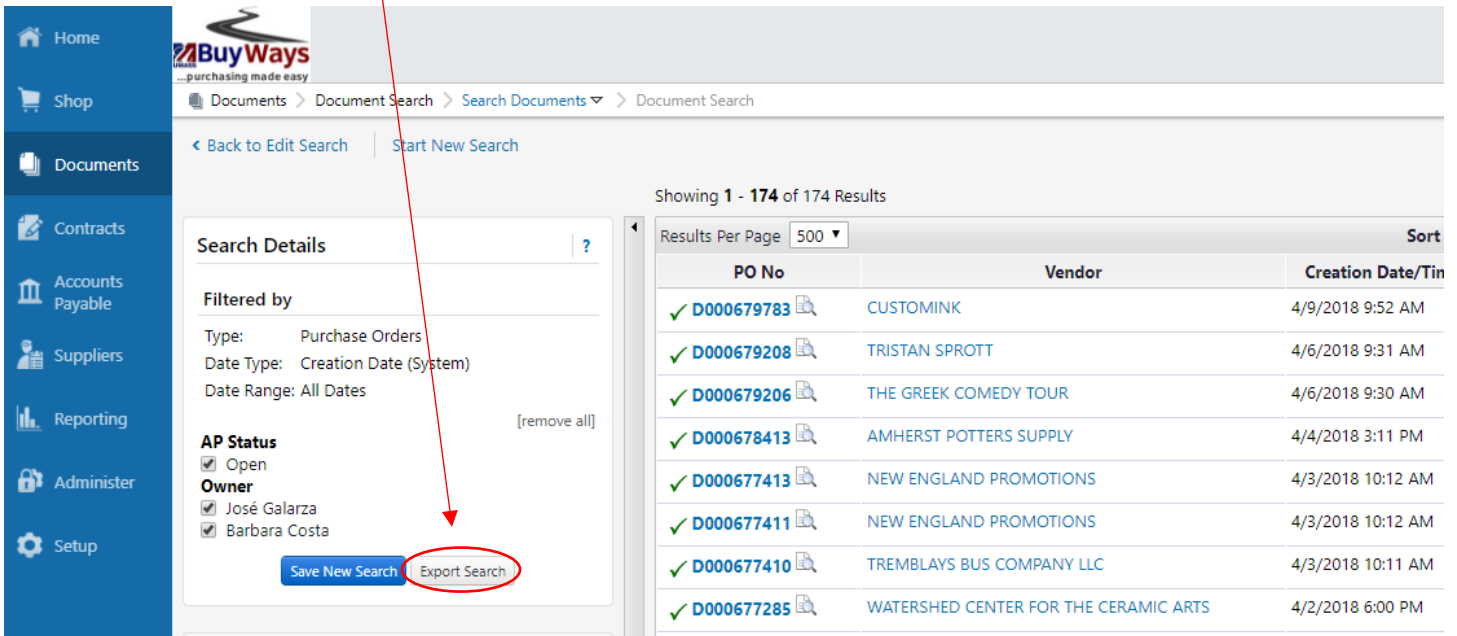
Open Soft Closed
 Soft Closed - Waiting for Invoice Pay Status Closed

Go to: [simple search](#) | [my requisitions](#) | [my purchase orders](#) | [my vouchers](#) | [my forms](#)

Search

Searching for Open Purchase Orders in BuyWays

9. The search will return all Purchase Orders that meet the criteria. You may export the search to Excel by Clicking on Export Search.



BuyWays
...purchasing made easy

Documents > Document Search > Search Documents > Document Search

< Back to Edit Search | Start New Search

Showing 1 - 174 of 174 Results

Results Per Page 500

PO No	Vendor	Creation Date/Tin
✓ D000679783	CUSTOMINK	4/9/2018 9:52 AM
✓ D000679208	TRISTAN SPROTT	4/6/2018 9:31 AM
✓ D000679206	THE GREEK COMEDY TOUR	4/6/2018 9:30 AM
✓ D000678413	AMHERST POTTERS SUPPLY	4/4/2018 3:11 PM
✓ D000677413	NEW ENGLAND PROMOTIONS	4/3/2018 10:12 AM
✓ D000677411	NEW ENGLAND PROMOTIONS	4/3/2018 10:12 AM
✓ D000677410	TREMBLAYS BUS COMPANY LLC	4/3/2018 10:11 AM
✓ D000677285	WATERSHED CENTER FOR THE CERAMIC ARTS	4/2/2018 6:00 PM

Search Details

Filtered by

Type: Purchase Orders
Date Type: Creation Date (System)
Date Range: All Dates [remove all]

AP Status

Open

Owner

José Galarza
 Barbara Costa

Save New Search | **Export Search**

10. Give the Export a File Name and a Description of your choice. Select an Export Template. In this example, choose Screen Export. Click Submit to run the export.

Document Search Export

Request Export (Step 1 of 1)

File Name *

Description

Request Export Template *

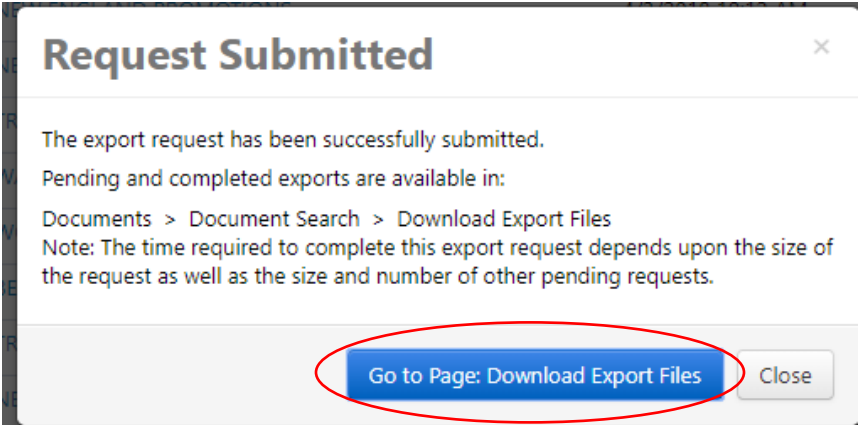
Description System Default Screen Export

* Required

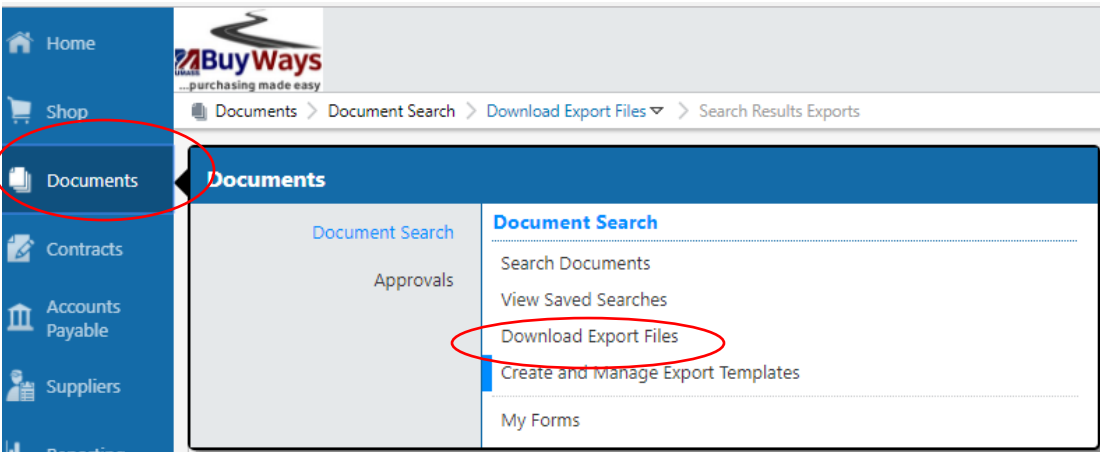
Submit

Searching for Open Purchase Orders in BuyWays

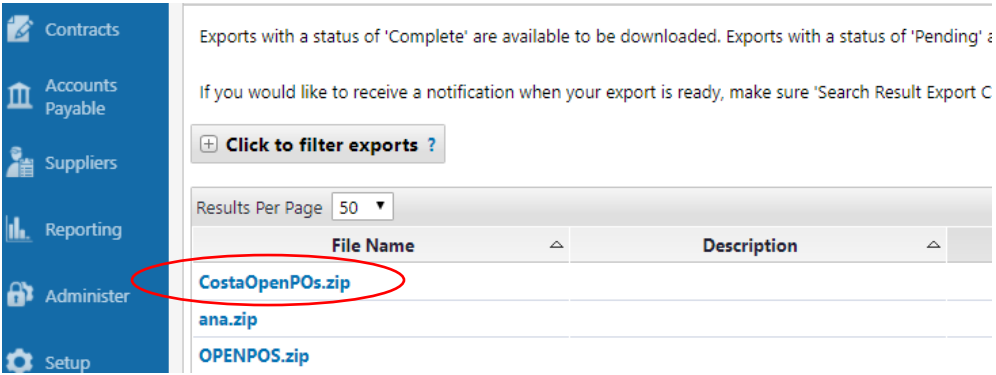
11. Once Submitted you will see a box that says the export has been successfully submitted.
12. Click the Blue Go to Page: Download Export Files. Note: The export may take several minutes to complete.



13. You may also navigate there by clicking Documents > Download Export Files. Note: You will also receive an email when the export is completed. You can link to the export from your email.

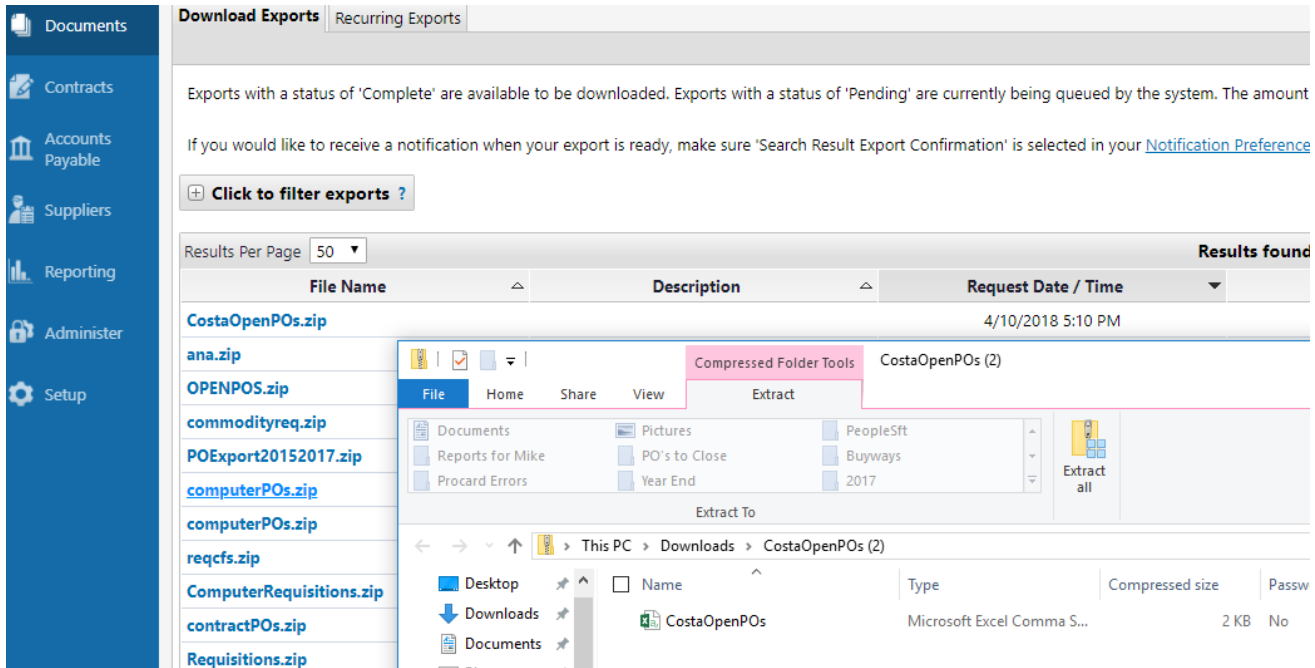


14. Click on the export you wish to open.



Searching for Open Purchase Orders in BuyWays

15. The file will export to the downloads directory. You may have to wait several minutes for the file to open. Click on the file to open it from your downloads directory.



The screenshot shows a web application interface for downloading exports. On the left is a navigation menu with items: Documents, Contracts, Accounts Payable, Suppliers, Reporting, Administer, and Setup. The main content area is titled "Download Exports" and includes a sub-tab "Recurring Exports". Below this, there is explanatory text about export statuses and a link to "Notification Preference". A "Click to filter exports ?" button is present. A table displays export results with columns for File Name, Description, and Request Date / Time. The first entry is "CostaOpenPOs.zip" with a request date of "4/10/2018 5:10 PM". Other entries include "ana.zip", "OPENPOS.zip", "commodityreq.zip", "POExport20152017.zip", "computerPOs.zip", "computerPOs.zip", "reqcfs.zip", "ComputerRequisitions.zip", "contractPOs.zip", and "Requisitions.zip".

Overlaid on the bottom right is a Windows File Explorer window titled "CostaOpenPOs (2)". The address bar shows the path "This PC > Downloads > CostaOpenPOs (2)". The file list contains one item: "CostaOpenPOs" with a type of "Microsoft Excel Comma S...", a compressed size of "2 KB", and a password status of "No". The "Compressed Folder Tools" ribbon is active, showing the "Extract" tab.

End of Procedure