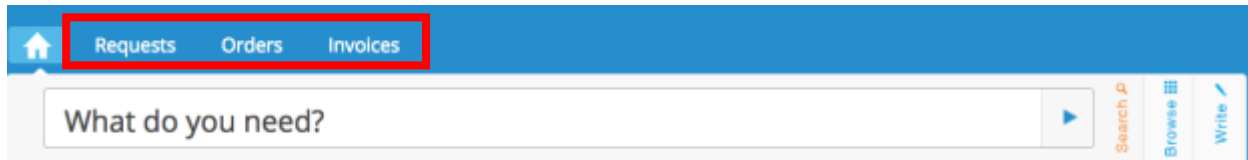


## Find a Requisition, Purchase Order, or Invoice in B2P

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.

**Select your View:**

- On the Requests tab, Find Requisitions (MIT)
- On the Orders tab, Find Purchase Orders (MIT)
- On the Invoices tab, Find Invoices (MIT)

**Use the Advanced search to add or remove search criteria**

**Drill down:**

- Into the req or PO from the Requests or Orders tabs
- Into the invoice from the Invoices tab

Req #	PO Number	SAP Requisition
3261	999	None
3260	998	None
2510	997	2510:0012091558

**TIP:**

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

**TIP:**

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