LOCATING KUALI PO NUMBER USING SCIQUEST & FRS PO #'S

1) **Main Menu – Custom Document Searches – Purchasing/Accounts Payable – Purchase Orders**

2) *Organization Document Number – Enter the Sciquest or FRS PO number (Sxxxxxx, Pxxxxxx) – Press enter or click the search button at the bottom of the screen - AFE's will not show here, they did not transfer to Kuali and will need to be paid with a Disbursement voucher*

3) **The PO information will appear at the bottom of the screen – the Kuali PO number is in the fourth box from the right and begins with a 2 – write this number on your invoice and send the invoice to AP for processing –** *If nothing shows at the bottom of the screen, the PO did not transfer from FRS and will need to be re-created in Kuali or paid on a disbursement voucher*

Total Amount:														
Search Result Type:	⦿ Document Specific Data ○ Workflow Data														
Name this search (optional):														

(search) (clear) (cancel)

1 items found. Please refine your search criteria to narrow down your search.

One item retrieved.

Document/Notification Id	Document Description	Organization Document Number	Purchase Order #	Purchase Order Status Description	Contract Manager Name	Chart/Org	Vendor	University Fiscal Year	Type	Chart Code	Account Number	Organization Code	Total Amount	Route Log
203916	Batch Generated PO	8026242	201573	In Process	BOB HENDON	CO-1680	Professional Embryo Transfer	2010	Purchase Order	CO	2217100		3729	🔍

Export options: CSV | spreadsheet | XML