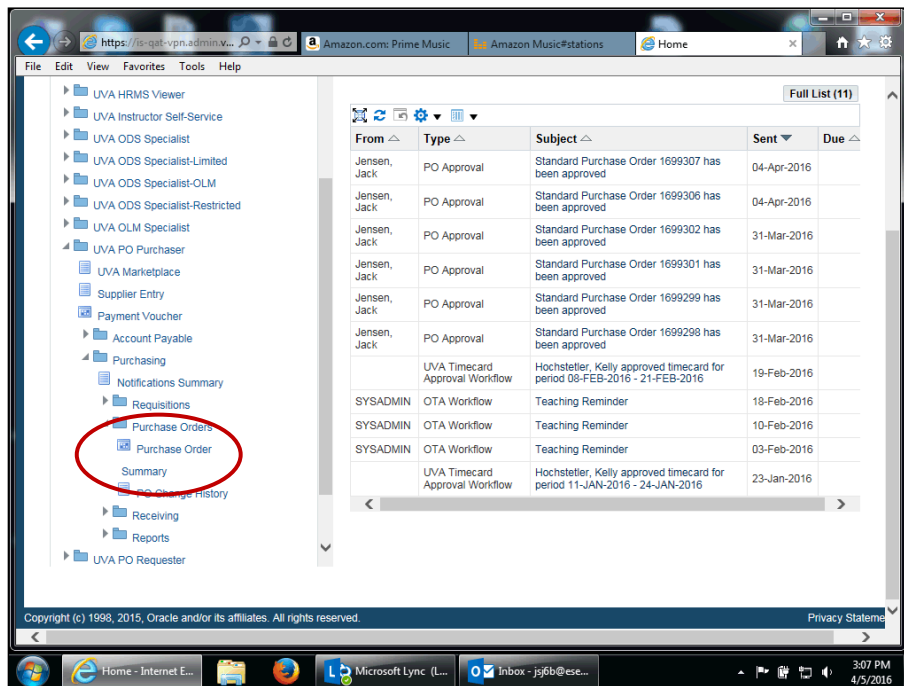
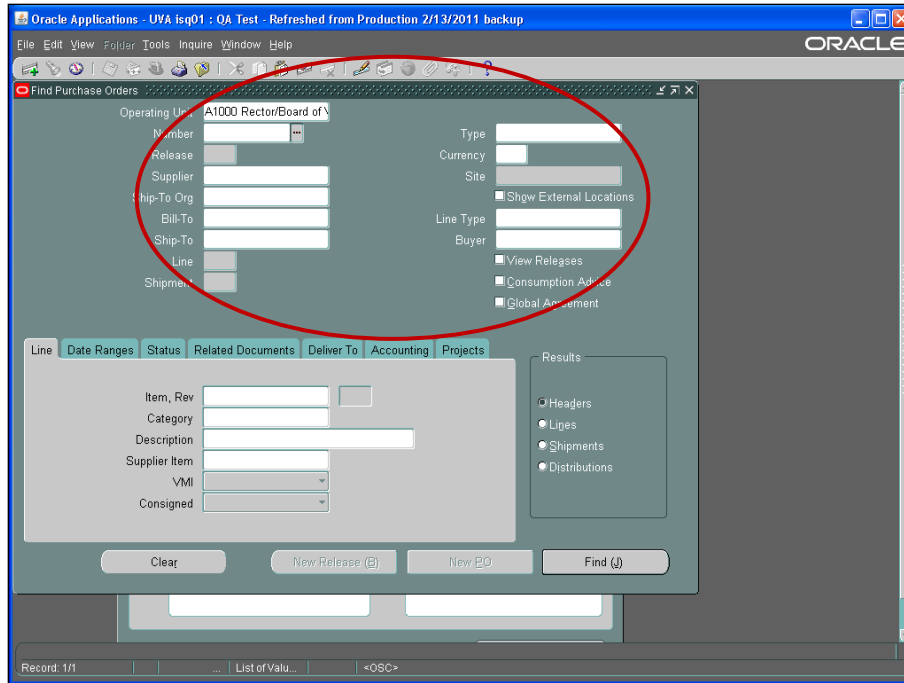


## Can I find information about what invoices have been entered against my PO?

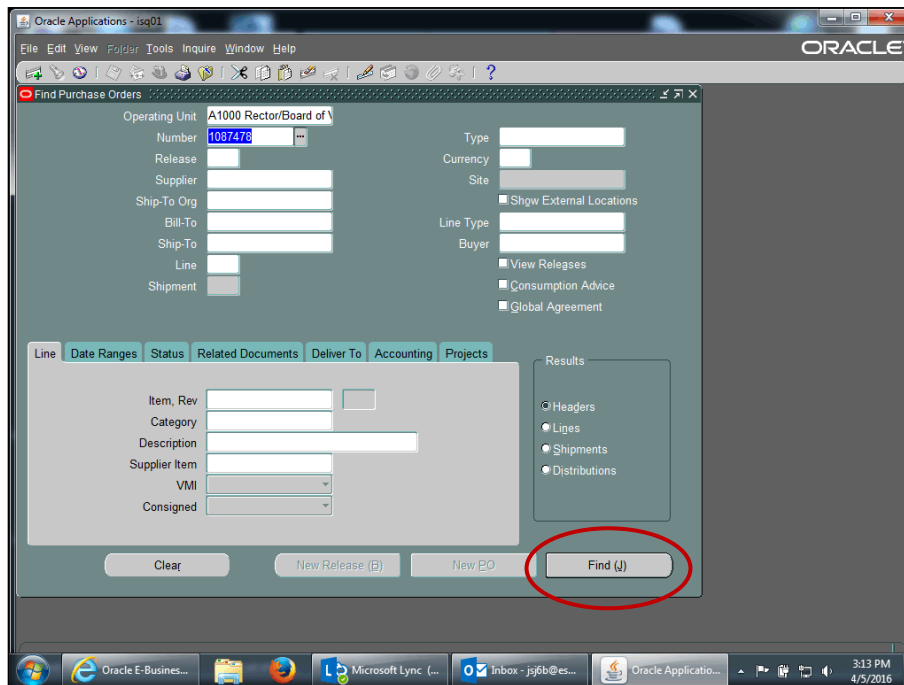
Step	Action
1.	From your Home page, navigate to the <b>Find Purchase Order</b> screen.  UVA PO Purchaser > Purchasing > Purchase Orders, click the <b>Purchase Order Summary</b> link.



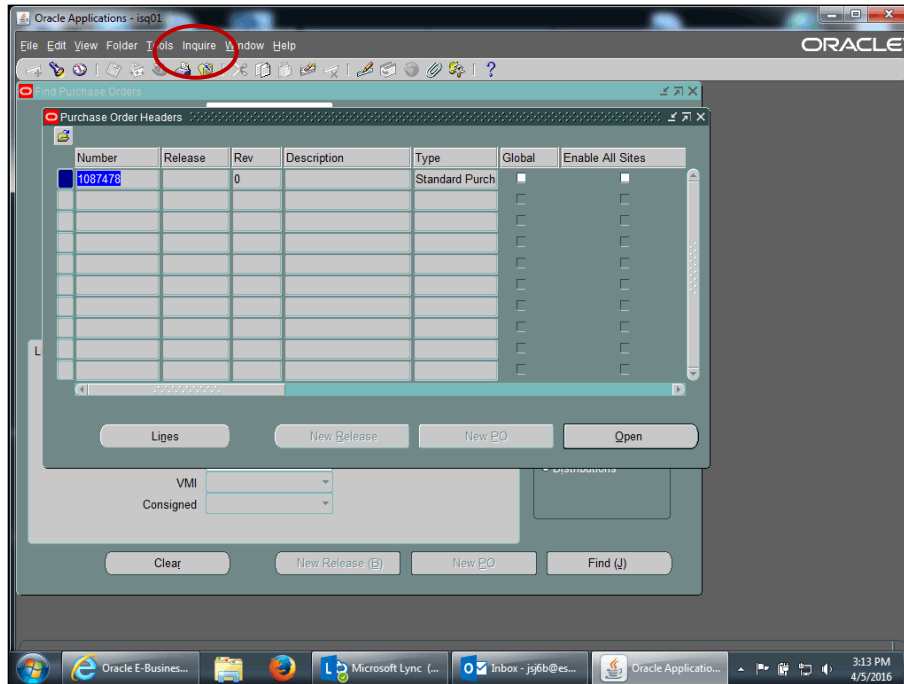
Step	Action
2.	Enter known criteria in the fields. The more information you include, the more restrictive the search. We recommend that you search either by purchase order <b>Number</b> or by <b>Buyer</b> name.



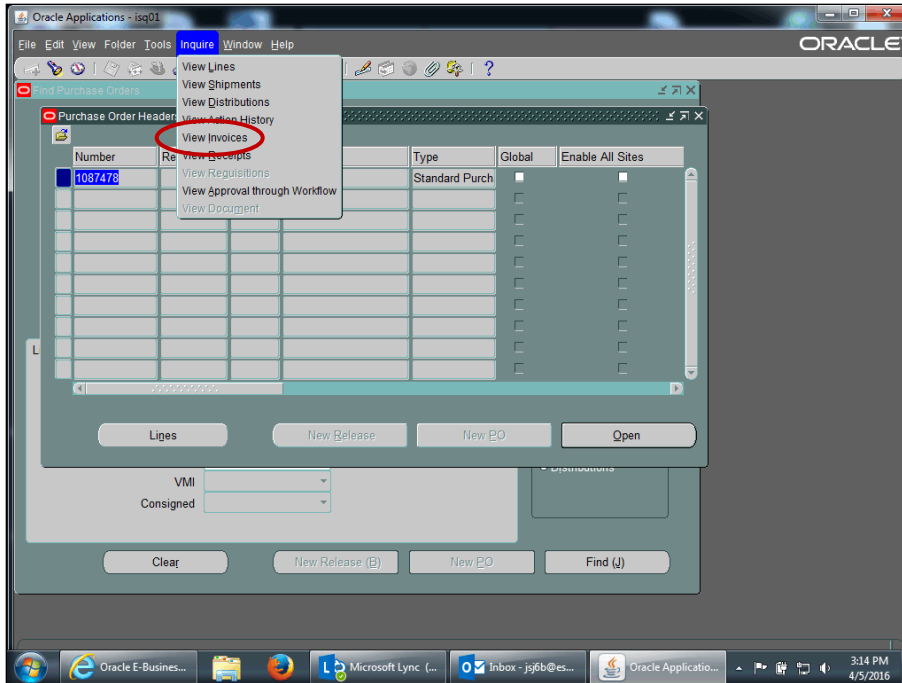
Step	Action
3.	Click the <b>Find (J)</b> button.



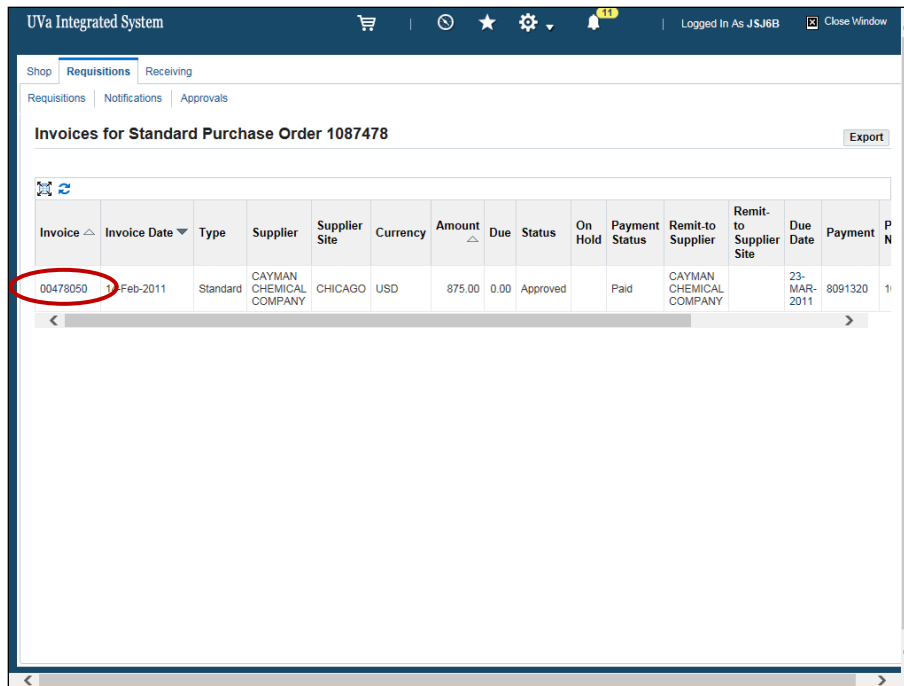
Step	Action
4.	Instead of opening the PO, click the <b>Inquire</b> menu.



Step	Action
5.	Click the <b>View Invoices</b> list item.



Step	Action
6.	<p>The invoice(s) displays. Here you can view the invoice date, supplier name, amount, payment status, PO number, receipt, and attachments (if there are any).</p> <p>You can also view linked information.</p> <p>Click the <b>Invoice</b> link.</p>



UVa Integrated System

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**Invoices for Standard Purchase Order 1087478** Export

Invoice	Invoice Date	Type	Supplier	Supplier Site	Currency	Amount	Due	Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	P N
00478050	11-Feb-2011	Standard	CAYMAN CHEMICAL COMPANY	CHICAGO	USD	875.00	0.00	Approved		Paid	CAYMAN CHEMICAL COMPANY		23-MAR-2011	8091320	1

Step	Action
7.	Invoice information displayed includes general and payment details, an amount summary, and access to three tabs (Invoice Lines, Scheduled Payments, and Hold Reasons) for additional information.

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**Standard Invoice: 00478050 (Total USD 875.00)** Export

Currency= USD

General		Amount Summary		Payment Information	
Invoice Date	14-Feb-2011	Item	798.00	Paid	875.00
Status	Approved	Freight	77.00	Discount Taken	0.00
On Hold		Miscellaneous	0.00	Due	0.00
Batch		Tax	0.00	Status	Paid
Attachments	None	Prepayment	0.00	Payment Date	23-MAR-2011
Supplier	CAYMAN CHEMICAL COMPANY	Retainage	0.00	Payment	8091320
Supplier Site	CHICAGO	Withholding Tax	0.00	Term	Net 30 days
Address	16875 COLLECTION CTR DR CHICAGO, IL 60693	Total	875.00		

**Invoice Lines** | Scheduled Payments | Hold Reasons

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt	Order Type	Ref Nur
1	Item	CGMP ELISA KIT	3	Each	266.00		798.00	0.00	Approved	1087478	1	1	Howell, Nancy L			
2	Freight	2690		N			77.00	0.00	Approved							

[Return to Requisitions](#)