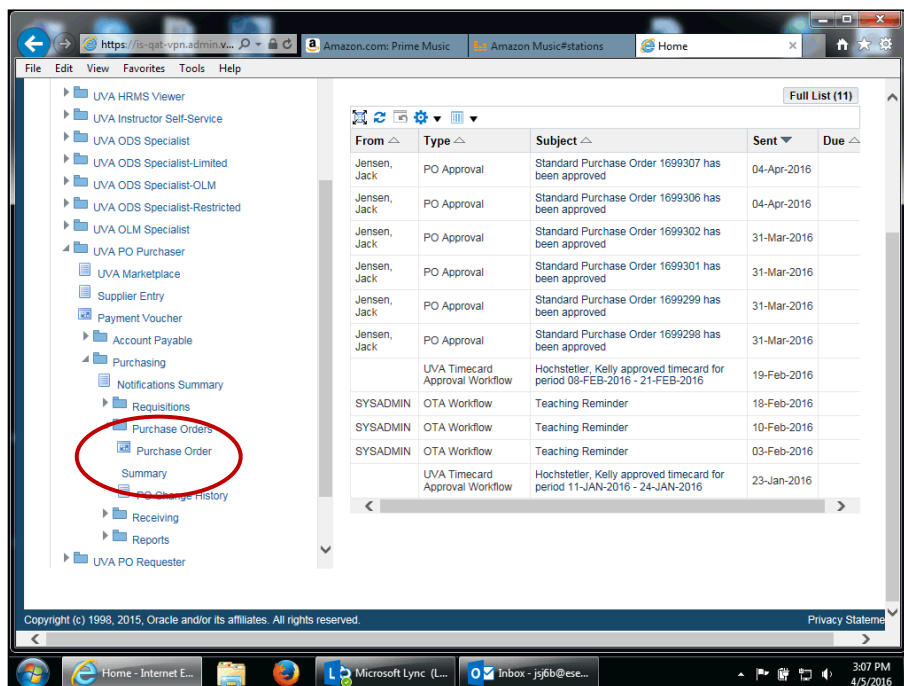
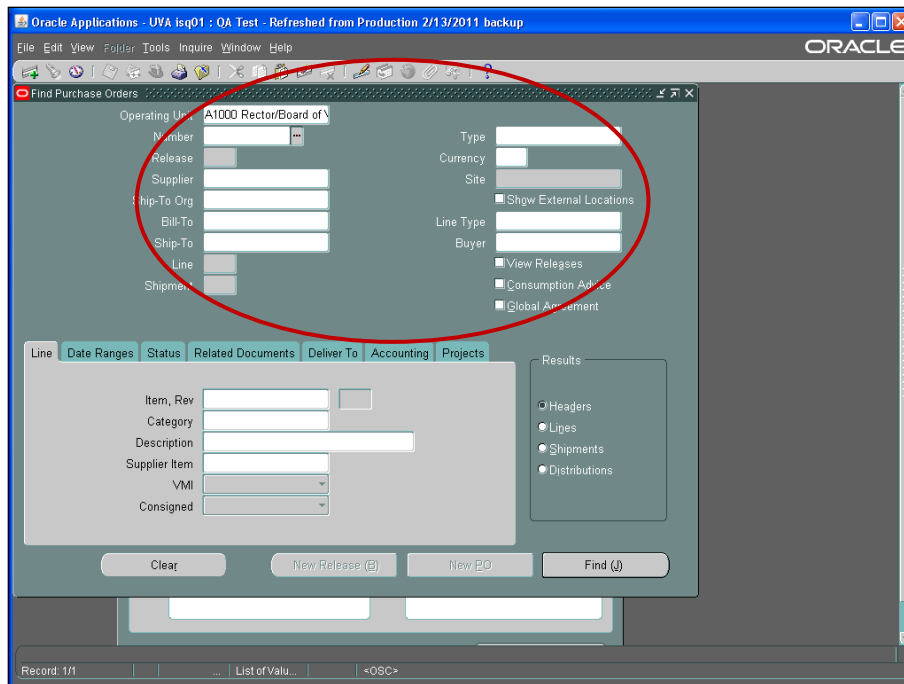


Can I find information about what invoices have been entered against my PO?

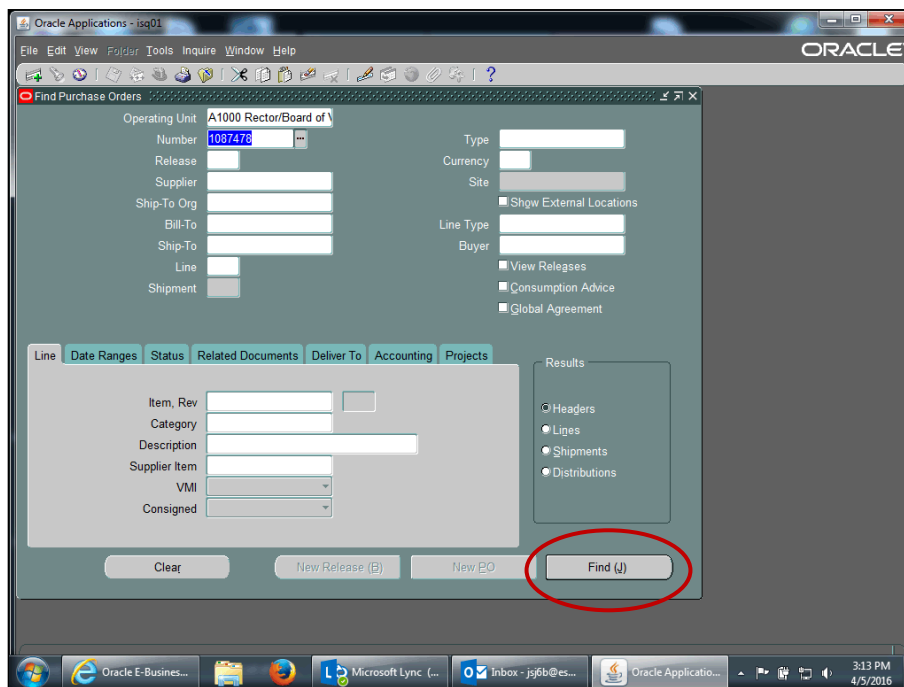
| Step | Action |
|------|---|
| 1. | From your Home page, navigate to the Find Purchase Order screen. UVA PO Purchaser > Purchasing > Purchase Orders, click the Purchase Order Summary link. |



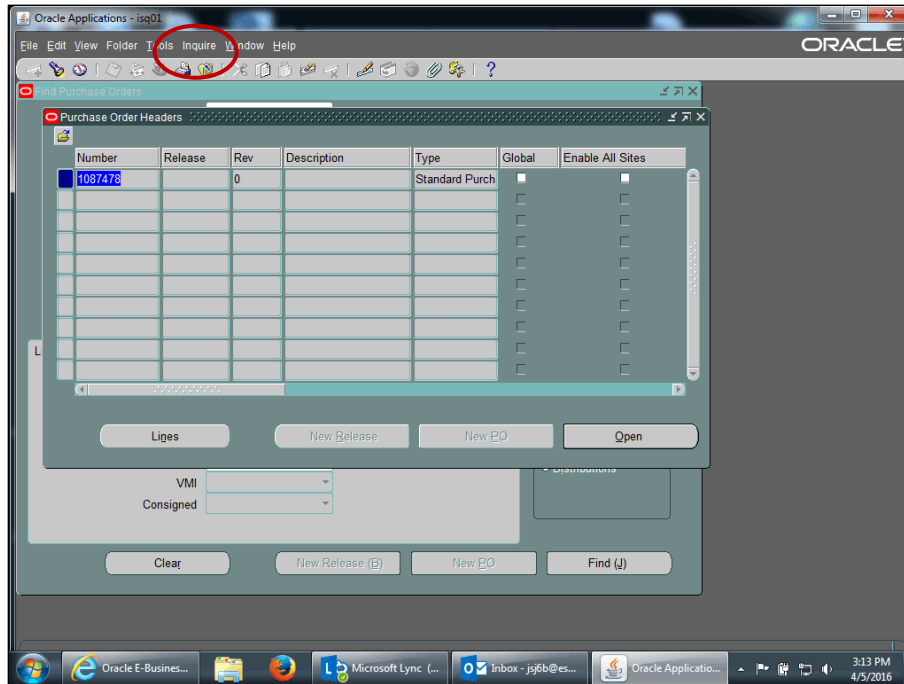
| Step | Action |
|------|---|
| 2. | Enter known criteria in the fields. The more information you include, the more restrictive the search. We recommend that you search either by purchase order Number or by Buyer name. |



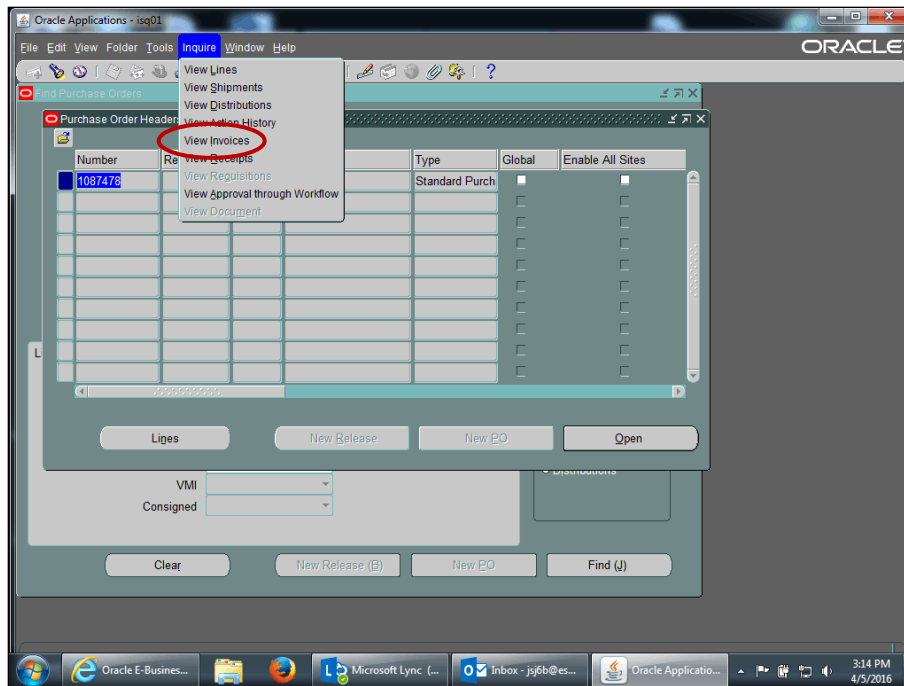
| Step | Action |
|------|-----------------------------------|
| 3. | Click the Find (J) button. |



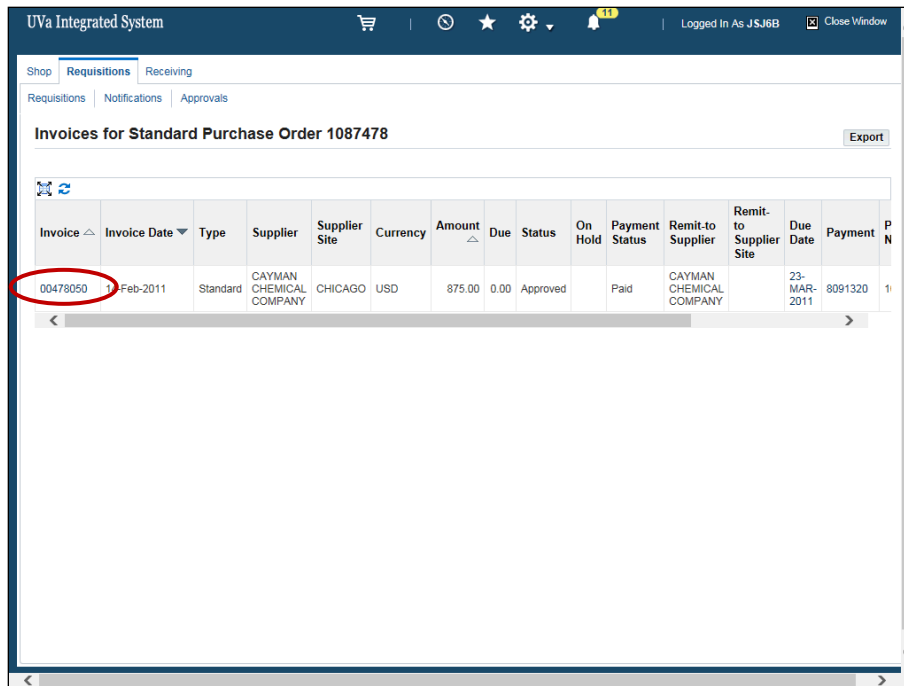
| Step | Action |
|------|---|
| 4. | Instead of opening the PO, click the Inquire menu. |



| Step | Action |
|------|---|
| 5. | Click the View Invoices 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 Invoice link.</p> |



UVa Integrated System

Shop | Requisitions | Receiving

Requisitions | Notifications | Approvals

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. |

UVA Integrated System

Shop | Requisitions | Receiving

Requisitions | Notifications | Approvals

Requisitions >

Standard Invoice: 00478050 (Total USD 875.00) Export

Currency: USD

General

Invoice Date 14-Feb-2011

Status Approved

On Hold

Batch

Attachments None

Supplier CAYMAN CHEMICAL COMPANY

Supplier Site CHICAGO

Address 16875 COLLECTION CTR DR
CHICAGO, IL 60693

Amount Summary

| | |
|-----------------|---------------|
| Item | 798.00 |
| Freight | 77.00 |
| Miscellaneous | 0.00 |
| Tax | 0.00 |
| Prepayment | 0.00 |
| Retainage | 0.00 |
| Withholding Tax | 0.00 |
| Total | 875.00 |

Payment Information

Paid 875.00

Discount Taken 0.00

Due 0.00

Status Paid

Payment Date 23-MAR-2011

Payment [8091320](#)

Term Net 30 days

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](#)