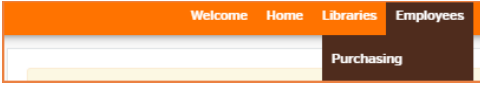


Search and Export

Log in to myBGSU. Click on the Employees tab > Purchasing. Click on the BGSU Falcons Purch logo.



Searching for Documents

Hover over the Documents icon and hover over Search. Select the documents you would like to search for. My Orders/Purchase Orders will take you to purchase orders created by you.



Select filters to narrow the search criteria.

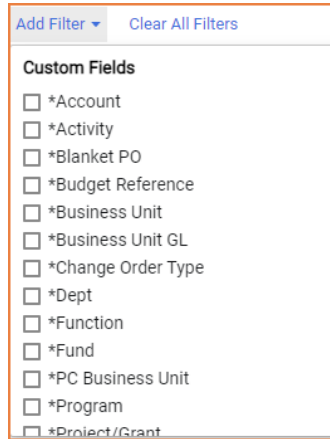
My Purchase Orders (Modified) Save As Pin Filters Export All

Created Date: All Quick search Add Filter Clear All Filters

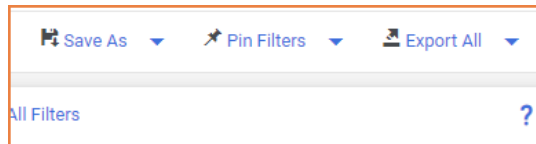
PO Owner: Kalb, Melanie x

1-1 of 1 Results 100 Per Page

PO Number	Supplier	Created Date/Time	PO status	Requisition Number	PO Owner	Shipment Status	Matching Status	Total Amount
B002201579	Amazon Capital Svcs dba Amazon Business	7/21/2021 9:20:31 AM	Completed	146508956	Melanie Kalb	Fully Shipped	Fully Matched	79.99 USD



If you would like a spreadsheet of the search results, click on Export All.



Enter a File name and select the Request Export Template. Click Submit.

Export Purchase Orders

Export Request Options (Step 1 of 1)

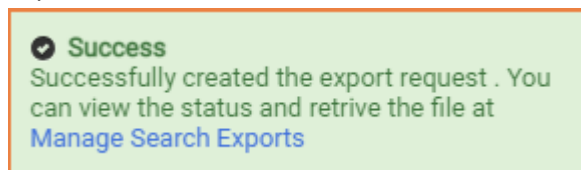
Title * Export request for Purchase Order
67 characters remaining

Type Transaction Export

Format CSV

Submit

A pop-up box will appear. Click on Manage Search Exports.



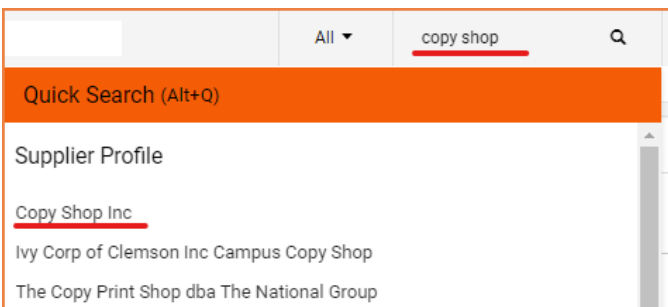
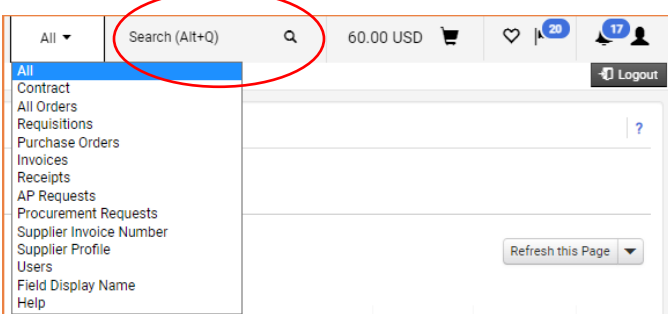
Click on the File Name when the Export Status is Completed.

Title	Status	Search Type	Export Output	Created	Completed
Export request for Purchase Order	Completed	Purchase Order	Transaction Export (CSV)	10/29/2021 1:09:42 PM	10/29/2021 1:09:44 PM

Quick Search

The quick search feature in the upper right hand portion of the screen is an effective way to quickly search for purchase orders, requisitions, receipts, invoices, suppliers, etc....

For example – an effective way of investigating to see if a supplier is set up in the system for a requisition to be sent them (see below). When you type in the supplier name it will give you the supplier profile section. You can leave the search set to All as seen below, or select Supplier Profile and click the magnifying glass.



You can then view their profile to see if they are active.

Copy Shop Inc

- About
- Supplier 360**
- Summary
- General
- Supplier Classes
- System Settings
- Contacts and Locations
- Workflow and Review
- Legal and Compliance
- eProcurement

Supplier 360

Supplier Details

- In Network
- Active
- Non-Catalog

Copy Shop Inc

Legal Name	Copy Shop Inc
DBA	Copy Shop Inc
Aliases	-
Supplier No.	0000006673
3rd Party Ref No.	-
Date of Last Order	10/29/2021

Icons

- *** Click to display actions for items in a panel or page
- Click to edit information
- Collapse section
- or Expand section
- Click to add an item to Favorites
- Item is a user's personal Favorite