

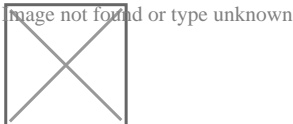
CU Marketplace How-to: Searching for Purchase Orders ^[1]

There are multiple options for locating a purchase order (PO) in the CU Marketplace, depending on the scenario. This article covers:

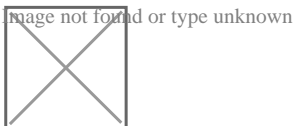
1. Searching for purchase orders that you submitted
2. Searching for a purchase order when you have the PO number
3. Searching for a purchase order when you do not have the PO number

Searching for Orders Submitted by Yourself

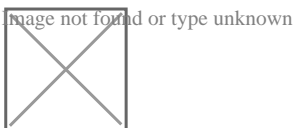
If you are the user that originally submitted, the order, they will be located in **My Orders** in the left-side panel:



This screen defaults to orders placed in the last 90 days, but this can be changed by changing the **Submitted Date** filter:

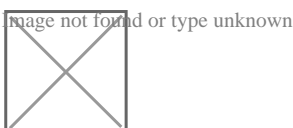


Orders can be filtered additionally using the **Add Filter** dialogue. Some common filters include *Supplier* and *Total Amount*:



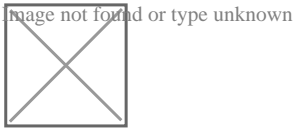
PO Number is Known

Even if the user is the original order submitter, it may be more convenient to use this method if the PO number is already known. Use the search dialogue in the top right of CU Marketplace and enter the PO number. Click on the Purchase Order:

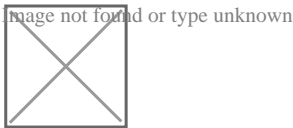


PO Number is Not Known

If the user is not the individual that originally submitted the order, use the general order search on the left-side panel of CU Marketplace:



Use the 1) **Created Date** and 2) **Add Filter** dialogues to narrow the search. Some common filters include *Supplier*, *Prepared By*, and *Total Amount*.



This search option can also be used to search for a multitude of POs where the PO number is known. If utilizing search in this manner, note that PO numbers should be entered with all ten digits (if there is a typo in any PO number extra POs may be pulled in) and separated with a space. Non-space characters will result in an error in the PO search.

Review the summary of an order with [CU Marketplace: PO Status](#) [2]

Source URL: <https://www.cu.edu/psc/cu-marketplace-how-searching-purchase-orders>

Links

[1] <https://www.cu.edu/psc/cu-marketplace-how-searching-purchase-orders> [2] <https://www.cu.edu/psc/cu-marketplace-how-po-status>