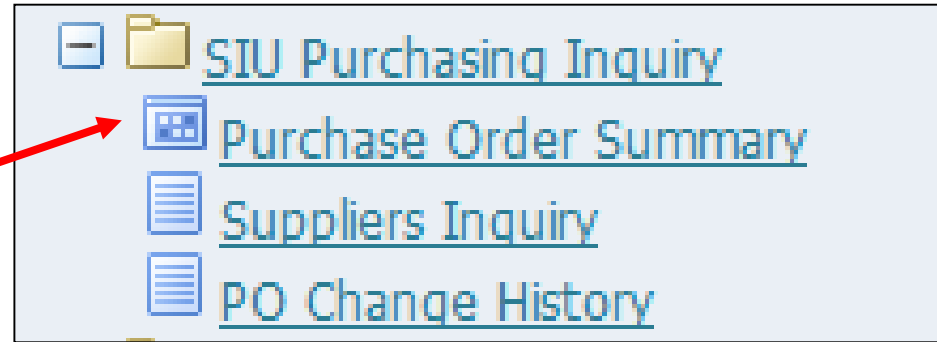


# AIS SIU Purchasing Inquiry

SIUE Purchasing

- Log into [AIS](#)
  - Click on SIU Purchasing Inquiry
  - Go to Purchase Order Summary
  - Enter PO#
  - Click Find.



- Note: You can also search by the supplier if you know the exact name of the supplier.

A screenshot of the "Find Purchase Orders" search form. The form has several input fields and checkboxes. The "Number" field contains "123221". The "Operating Unit" field contains "SIU Operating Unit". The "Find (J)" button is highlighted with a red arrow. The form also includes a "Results" section with radio buttons for "Headers", "Lines", "Shipments", and "Distributions".

Operating Unit: SIU Operating Unit  
Number: 123221  
Release:   
Supplier:   
Ship-To Org:   
Bill-To:   
Ship-To:   
Line:   
Shipment:

Type:   
Currency:   
Site:   
 Show External Locations  
Line Type:   
Buyer:   
 View Releases  
 Consumption Advice  
 Global Agreement

Line | Date Ranges | Status | Related Documents | Deliver To | Accounting | Projects

Item, Rev:    
Category:   
Description:   
Supplier Item:   
VMI:   
Consigned:

Results  
 Headers  
 Lines  
 Shipments  
 Distributions

Clear | New Release (B) | New PO | Find (J)





- A smaller window will appear where you can see that the PO was placed on hold and the Note view will indicate what paperwork we are waiting for from the vendor.
- AC = Acceptance Copy, CC = Contract Certification, DCI = Financial Disclosure and Conflicts of Interest, INS = Insurance Certificate, BOND = Indemnity Bond

The screenshot shows a software interface with a menu bar (File, Edit, View, Folder, Tools, Inquire, Window, Help) and a toolbar. The main window is titled 'Find Purchase Orders' and displays a 'Purchase Order Headers' section. Below this, a 'PO Summary KH' table is visible, showing details for PO Number 123221, Release 0, and Description 'Test Purchase Order Description'. The PO is of Type 'Standard Purchase O' and is from Supplier 'AMERICAN DENTAL EDUCA'. The Approval Status is 'Requires Reapproval'. A smaller window titled 'Standard Purchase Order - 123221' is overlaid on top, showing a table of actions:

Seq	Date	Rev	Action	Performed By	Note
4	11-JUL-2016 15:44	0	Place on Hold	Holden, Kathryn Mary	ac/cc/dci/ins
3	11-JUL-2016 15:44	0	Approve	Holden, Kathryn Mary	
2	11-JUL-2016 15:44	0	Reserve	Holden, Kathryn Mary	
1	11-JUL-2016 15:43	0	Submit	Holden, Kathryn Mary	