Searching for a Requisition or Purchase Order

Use this guide to search for an Academic or Miller School of Medicine requisition or purchase order.
http://workday.miami.edu

Contents
Before Searching
Searching (known number)
Searching (unknown number)
Searching for a PO Within a Requisition

Before Searching

Access – Employees can view requisitions and purchase orders they initiated. To request viewing access to requisitions and purchase orders initiated by another employee in your cost center, email help@miami.edu.

Searching (known number)
1. Log into Workday. https://workday.miami.edu
   2. From the search box, type the requisition or purchase order number.

   TIP: If the document does not appear, configure your Search Box to include Procurement.

Searching (unknown number)
1. Log into Workday. https://workday.miami.edu
   2. From the search box, type "Find Req" or "Find Pur Ord" and select the corresponding report.

   TIP: To search documents you initiated; the homepage apps My Requisitions and My Recent Purchase Orders can also be used.

Example 1 - Requisitions
Searching for a Requisition or Purchase Order

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Example 2 – Purchase Orders

TIP: If the app does not appear in the list, click View All Apps, then Add Apps to the list or Edit the top four apps listed.

TIP: Adjust the search parameters and click OK. For example:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>200 Academy</td>
</tr>
<tr>
<td>Supplier</td>
<td>STAPLES CONTRACT &amp; COMMERCIAL, INC.</td>
</tr>
<tr>
<td>Document Date On or After</td>
<td>08/22/2022</td>
</tr>
<tr>
<td>Document Date On or Before</td>
<td>MM/DD/YYYY</td>
</tr>
<tr>
<td>Requester</td>
<td>Kimberly Jiminson</td>
</tr>
</tbody>
</table>

For assistance, contact the PurchasingHelpDesk@miami.edu