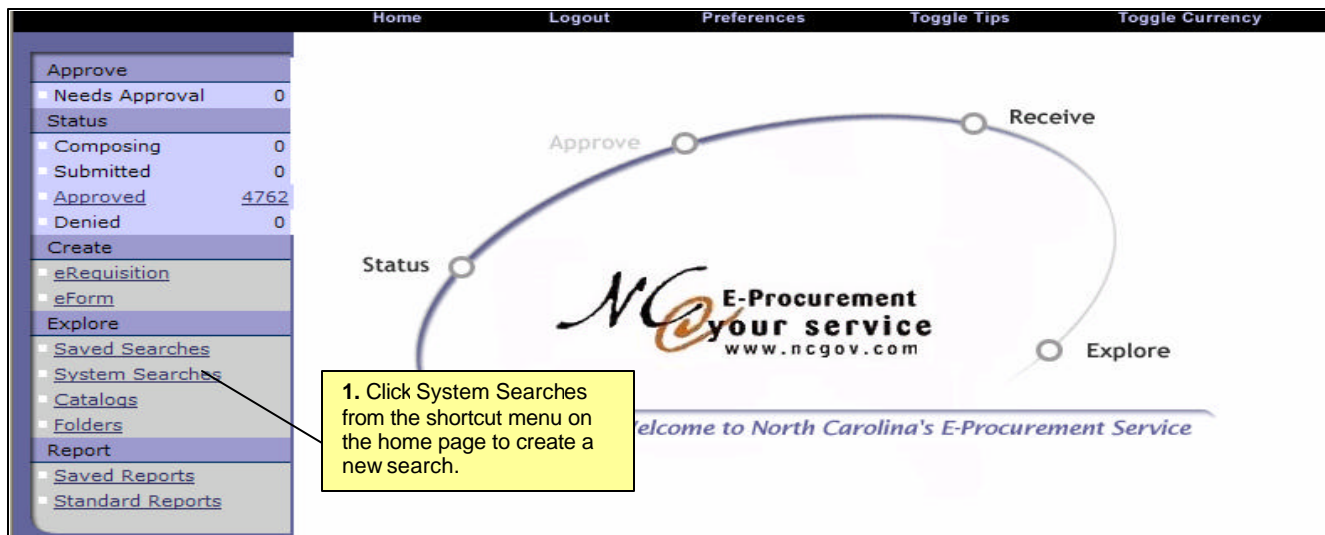


System Searching

The system search functionality gives each user the ability to search NC E-Procurement @ Your Service to locate and view requisition and purchase order information. The system search functionality is a great search tool even when you don't have much information to conduct a search. System searching offers a wide range of search criteria to locate the information that you need. For example, you can search by commodity code, creation date, supplier name, approver name, item description, and need by date to locate the requisition.

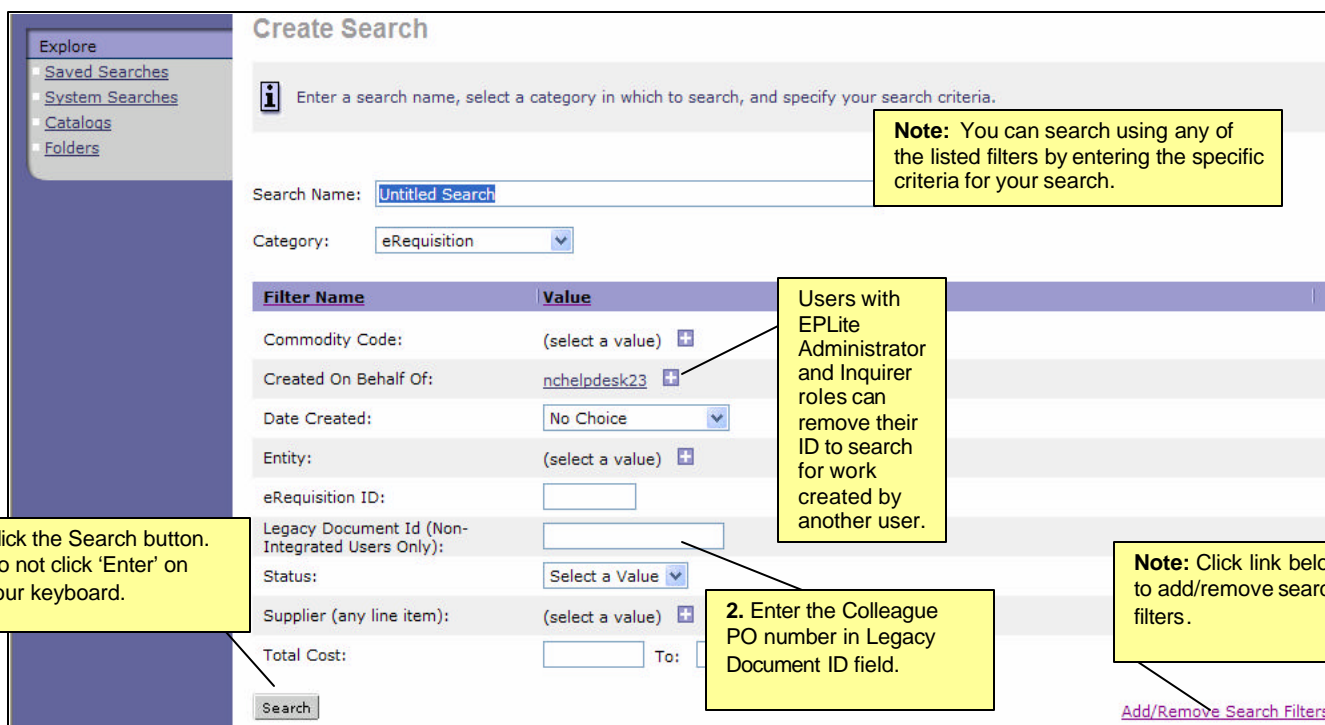
Note: Users can only search for requisitions/purchase orders if they are the original requestor, the designated approver, or if they have the EPLite or Inquirer roles.



Home Logout Preferences Toggle Tips Toggle Currency

Approve
Needs Approval 0
Status
Composing 0
Submitted 0
Approved 4762
Denied 0
Create
eRequisition
eForm
Explore
Saved Searches
System Searches
Catalogs
Folders
Report
Saved Reports
Standard Reports

1. Click System Searches from the shortcut menu on the home page to create a new search.



Explore
Saved Searches
System Searches
Catalogs
Folders

Create Search

Enter a search name, select a category in which to search, and specify your search criteria.

Search Name:

Category:

Filter Name	Value
Commodity Code:	(select a value) +
Created On Behalf Of:	nchelpdesk23 +
Date Created:	No Choice v
Entity:	(select a value) +
eRequisition ID:	<input type="text"/>
Legacy Document Id (Non-Integrated Users Only):	<input type="text"/>
Status:	Select a Value v
Supplier (any line item):	(select a value) +
Total Cost:	<input type="text"/> To: <input type="text"/>

Search

2. Enter the Colleague PO number in Legacy Document ID field.

Users with EPLite Administrator and Inquirer roles can remove their ID to search for work created by another user.

Note: You can search using any of the listed filters by entering the specific criteria for your search.

Note: Click link below to add/remove search filters.

[Add/Remove Search Filters](#)