# Purchasing Questions from Office Staff

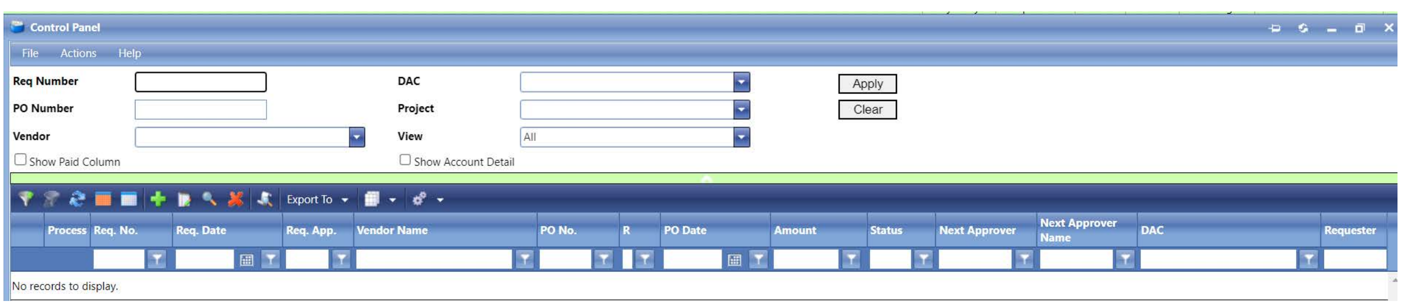
- **How do I find what I need?**
  - First check the Warehouse Catalog, then search our eProcurement Marketplace Suppliers, then our Products and Price Guide. If you can't find what you need through any of these avenues please call the Purchasing Department for direction.

- **Is there any way to be notified of exact dollar amount on the final invoice?**
  - The Buyers will always contact you if there is a big increase in cost. If it's a very small amount, they will not, but any substantial difference requires approval prior to placing the order.
  - When the requisition is converted to a purchase order, the originator is sent an automatic email notification, letting you know that the requisition has been converted to a purchase order. That notification is letting you know the Buyers have completed the processing and sent the order to the vendor. Once you receive that email you can log into iVisions and look at the total purchase order amount. That P.O. amount is the amount that will be paid, or at least very close to it. The only difference may be estimated shipping charges vs. exact shipping charges.

- **Does the description field on the requisition need to be typed in all capital letters?**
  - Yes. It may seem silly, but the reason we print all purchase orders in all capital letters is due to the small font. The purchase orders print out in such small font that if lower case letters are used there is an increased chance of error. Either the vendor can misread an item # or description, or the warehouse can misread something upon receiving. Using all caps makes the purchase orders easier to read.

- **Is there a faster way to switch between fiscal years in iVisions, when looking for old orders?**
  - No, unfortunately not. If you are searching for an order in a prior year, find that first before copying or creating your requisition in the current year. Be very careful to pay attention to which year you are in. If you accidentally create an order in a future year, we cannot move it to a past year. (Note: You cannot copy eProcurement orders)

- **Is there a way to filter orders by requester, if I am searching for an old order and don't know the vendor?**
  - Yes! When in the Purchasing & Payables Control Panel, click "Apply" to bring up all your orders in that fiscal year. You will notice blank fields with a funnel/filter icon next to them like this:




To search by requester, enter the requester's first OR last name in the requester box. Click the funnel/filter icon and choose "contains". To search by description, click the "Show Account Detail" box at the top of the screen, then click "Apply". This will bring up a separate line item in the grid for each line item of every requisition. Enter a unique word in the description field, click the funnel/filter icon and choose "contains". That will bring up any order with that word in the description. Requisitions cannot be opened when in "show account detail" view. You will need to note the req number, unclick the show account detail box, and bring up that order again to open it.