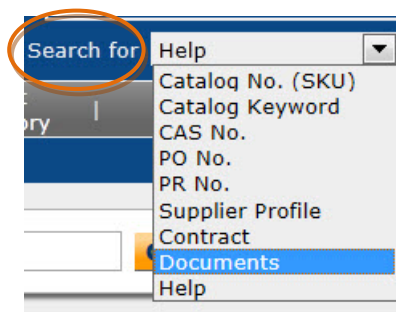



## Quick Search

To quickly look up one item like a Purchase Requisition (PR), Purchase Order (PO), Supplier (Vendor) information, etc; use the *Search for* area on the top right corner.



1. Select the drop down arrow
2. Select the option needed
3. Then in the field to the right type in the appropriate information
4. Select the  button

**Note:** Below are examples for each of the options

Options	Brief Description	Example
Catalog No. (SKU)	From the vendor	<b>ARZLT41</b>
Catalog Keyword	From the vendor description	<b>Avery</b>
CAS No.	Chemical Abstract Service	<b>107-18-6</b>
PO No.	Enter number starting with letter "P" and zero "0"	<b>P0123654</b>
PR No.	Enter Requisition No	<b>12569879</b>
Supplier Profile	Look up to see if a vendor is in the system	<b>Strategic</b>
Contract	Standing Orders	<b>P77-625_P0321568</b>
Document	Keyword Search	
<i>Shopping Cart Name</i>		<b>Project 123</b>
<i>Requestor</i>		<b>Ruth Fowler</b>