“Prepared By” Users now have access to PRs and POs generated for the “Prepared For” User

As the Prepared By user, you will be able to access Prepared For orders from both PO History and through My Submitted Orders (a sub-tab in History).

Access by PO HISTORY

Enter your PO No., Check "Filter", Company Orders and Search.
## PO History

<table>
<thead>
<tr>
<th>Workflow Status</th>
<th>PO No</th>
<th>Supplier</th>
<th>Creation Date/Time</th>
<th>PO Total</th>
<th>Requisition No.</th>
<th>Requisitioner</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>SQ00000674</td>
<td>Grainger</td>
<td>7/13/2011 4:31 PM</td>
<td>185.10 USD</td>
<td>603755</td>
<td>TAYLOR, PATTY</td>
</tr>
</tbody>
</table>

### Summary - PO SQ00000674

**PO/Reference No.** SQ00000674 Revision 0

**Supplier** Grainger

**Status** Available Actions / Add Comment

**Summary**

- General Information
  - PO/Reference No.: SQ00000674
  - Revision No.: 0
  - Purchase Order Date: 7/13/2011
  - Total: 185.10
  - Supplier Name: Grainger
  - Address: 100 Grainger Parkway, Lake Forest, IL 60045 US
  - DUNS: 159148786
  - Phone: +1 (888) 361-8649
  - Supplier Fax No.: 603755

- Requisition Number: 603755

**Distribution Information**

- Distribution Methods

**Supplier Information**

- Owner Name: PATTY TAYLOR
- Owner Email: pts@asu.edu
- Owner Phone: +1 (480) 965-1816

**Contact Information**

**Billing/Payment**

- Bill To: Arizona State University, P.O. BOX 875912, Payables & Reimbursements, Tempe, AZ 85287-5912, United States
- Billing Options: Accounting Date, Payment Terms, F.O.B., N/A
- Delivery Options: Priority, Ship Via: Best Carrier-Best Way, Delivery Date: 7/23/2011

**View/Edit by line item...**
Access by MY SUBMITTED ORDERS
You as the Prepared By User is able to see any PO that you prepared for another user.

After all criteria is set, click on Search - The system will warn you on accuracy of info if more than 90 days requested in date range.

You can also add optional criteria and pull reports by Agency/Org, Object or SubObject.
PO History

- PO No: S000000674
- Supplier: Granger
- Creation Date/Time: 7/13/2011 4:51 PM
- PO Total: 185.10 USD
- Requisition No: 603755
- Requisitioner: TAYLOR, PATTY
- Status: Sent
- No Matches

Summary - PO S000000674

- Supplier: Granger
- Revisions: 0
- PO Approvals: 
- Receipts: 
- Comments: 
- Attachments: 

General Information

- PO/Reference No: S000000674
- Revision No: 0
- Purchase Order Date: 7/13/2011
- Total: 185.10
- Supplier Name: Granger
- Address: 100 Granger Parkway
- Lake Forest, IL 60043 US
- DUNS: 159148746
- Phone: +1 (888) 361-8649
- Supplier Fax No: 
- Requisition Number: 603755

Contact Information

- Owner Name: PATTY TAYLOR
- Owner Email: pltaylor@asu.edu
- Owner Phone: +1 (480) 965-1816
You may also find the order by doing a **QUICK SEARCH** by the PO Number.