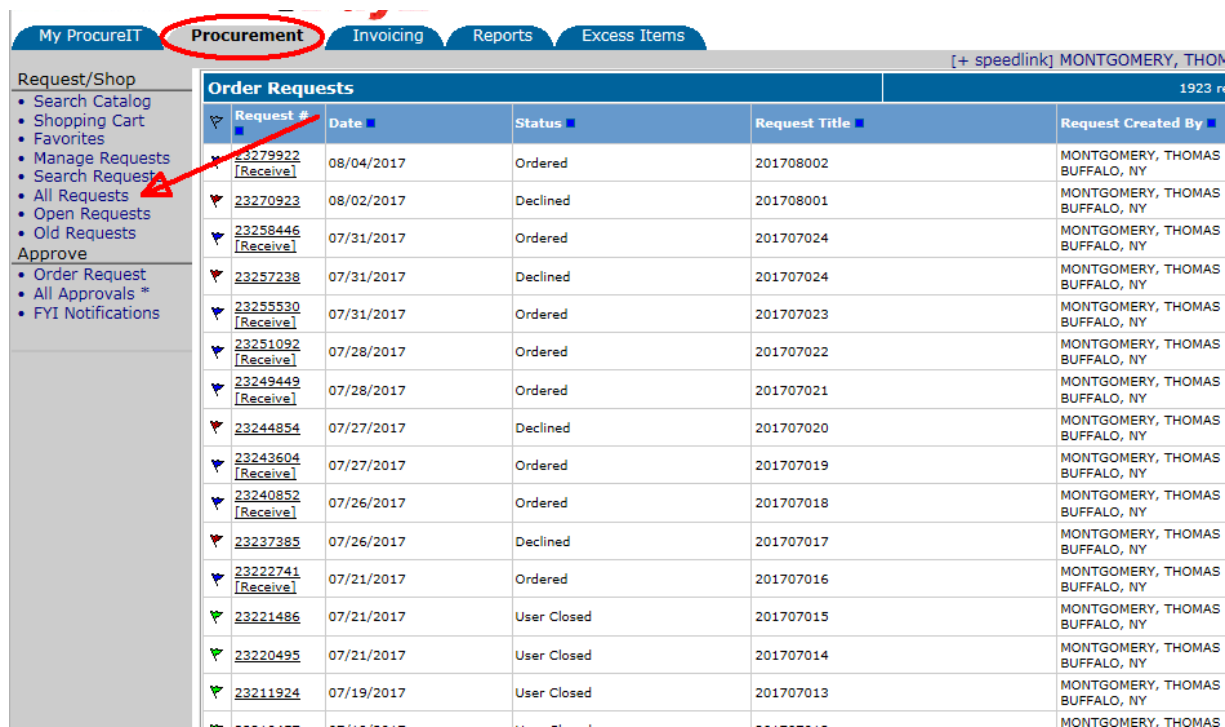


Looking up your own history or your station's purchasing history?

There are a couple of ways to do this and I'll explain each one.

Looking up your own purchasing history

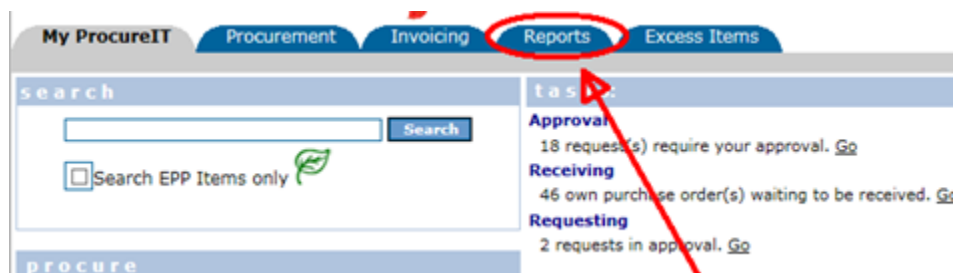
Click on 'Procurement' and then 'All Requests' –



Request #	Date	Status	Request Title	Request Created By
23279922 [Receive]	08/04/2017	Ordered	201708002	MONTGOMERY, THOMAS BUFFALO, NY
23270923	08/02/2017	Declined	201708001	MONTGOMERY, THOMAS BUFFALO, NY
23258446 [Receive]	07/31/2017	Ordered	201707024	MONTGOMERY, THOMAS BUFFALO, NY
23257238	07/31/2017	Declined	201707024	MONTGOMERY, THOMAS BUFFALO, NY
23255530 [Receive]	07/31/2017	Ordered	201707023	MONTGOMERY, THOMAS BUFFALO, NY
23251092 [Receive]	07/28/2017	Ordered	201707022	MONTGOMERY, THOMAS BUFFALO, NY
23249449 [Receive]	07/28/2017	Ordered	201707021	MONTGOMERY, THOMAS BUFFALO, NY
23244854	07/27/2017	Declined	201707020	MONTGOMERY, THOMAS BUFFALO, NY
23243604 [Receive]	07/27/2017	Ordered	201707019	MONTGOMERY, THOMAS BUFFALO, NY
23240852 [Receive]	07/26/2017	Ordered	201707018	MONTGOMERY, THOMAS BUFFALO, NY
23237385	07/26/2017	Declined	201707017	MONTGOMERY, THOMAS BUFFALO, NY
23222741 [Receive]	07/21/2017	Ordered	201707016	MONTGOMERY, THOMAS BUFFALO, NY
23221486	07/21/2017	User Closed	201707015	MONTGOMERY, THOMAS BUFFALO, NY
23220495	07/21/2017	User Closed	201707014	MONTGOMERY, THOMAS BUFFALO, NY
23211924	07/19/2017	User Closed	201707013	MONTGOMERY, THOMAS BUFFALO, NY

There is a 'next' button near the bottom, which lets you explore further back in your history. You can right click on the 'Request #', opening those requests in a new window/tab.

Looking up your own purchasing history (or your office) using a report



Task	Count
Approval	18 request(s) require your approval. Go
Receiving	46 own purchase order(s) waiting to be received. Go
Requesting	2 requests in approval. Go

my reports

all reports

- Show All >>
- Assets >>
- Expense >>
- Free Form Reports >>
- General >>
- Inventory >>
- Invoice >>
- Purchasing >>**
- Spends >>

Find

view by report

recently used

- > Catalog Extract on Oct 18, 2016
- > USPS 406 Data on Jan 12, 2016
- > USPS Demand Extract Report on Jan 12, 2016
- > USPS eBuy2 Approver Summary on Aug 25, 2017
- > USPS eBuy2 Requisitions Report on Sep 14, 2017
- > USPS eBuy2 Utility Approvers Report on Aug 14, 2017

Select 'Requisitions Report' and 'Run Report'

Reports List : Showing Show All records. 26 item(s)

Filter Show All and

Catalog Extract [Catalog Extract]	Run Report	Sch
Contracts [List of all Contracts]	Add Report	Set S
EIC Approvers []	Edit Report	Mak
Leif-Test []	Advanced	De
USPS 406 Data [USPS 406 Data]	Import Report	Expor
USPS Billing Summary Report [USPS Billing Summary Report]		
USPS Certified Invoice Report [USPS Certified Invoice Report]		
USPS Demand Extract Report [Demand Extract Report for COs]		
USPS eBuy2 Approver Summary [USPS eBuy2 Approver Summary]		
USPS eBuy2 Error Report [USPS eBuy2 Error Report]		
USPS eBuy2 Requisitions Report [USPS eBuy2 Requisitions Report]		
USPS eBuy2 Roles Cross Check Report [USPS eBuy2 Roles Cross Check]		
USPS eBuy2 User Registration Report [USPS eBuy2 User Registration...]		
USPS eBuy2 Utility Approvers Report [USPS eBuy2 Utility Approvers...]		
USPS EEO Invoice Report [EEO Invoices Only]		
USPS EIC Item Disposition Report [USPS EIC Item Disposition Report...]		
USPS EIC Item Status Report [USPS EIC Item Status Report]		
USPS EIC Recovery of Assets Report [USPS EIC Recovery of Assets R...]		
USPS EPP Catalog Item Report [Shows Counts of Items with Green At...]		
USPS Finance Number Approval Chain Report [Finance Number Approva...]		
USPS Finance Number Invoice Inquiry Report [USPS Finance Number I...]		

You can change the 'date created' to an earlier date. This is useful if you're looking up old snowplowing, lawn contracts or rug rental requests. (see 'A')

The screenshot shows a web form titled "Please specify the following information for [USPS eBuy2 Requisitions Report]". The form has several fields and a list of options. Red annotations are present: 'A' points to the "Date Created - From *" field which contains "08/15/2017"; 'B' points to the "Finance #s In District" list which includes "350025 - ADAMS BASIN PO", "350035 - ADDISON PO", "350055 - AKRON PO", "350075 - ALBION PO", and "350080 - ALDEN PO"; 'C' points to the "Action" row which contains "Continue" and "Clear Entries" buttons. Other fields include "Date Created - To *" (09/14/2017), "Area" (4C - EASTERN CSAO), "Cluster" (140 - WESTERN NEW YORK PFC), "District" (All - All), "Requisition Name" (empty), "Requisition Status" (All selected), and "Requisitioner" (empty). A "[+ speedi]" link is in the top right corner.

To see your stations purchasing history, do the following:

1. Area – 4C
2. Cluster – 140
3. District – All

Highlight your station.

To view your own purchasing history, click on 'C' and find your name in the pop-up window.