LOCATING KUALI PO NUMBER USING SCIQUEST & FRS PO #'S

1) Main Menu – Custom Document Searches – Purchasing/Accounts Payable – Purchase Orders

2) Organization Document Number – Enter the Sciquest or FRS PO number (Sxxxxxx, Pxxxxxx) – Press enter or click the search button at the bottom of the screen - AFE’s will not show here, they did not transfer to Kuali and will need to be paid with a Disbursement voucher
3) The PO information will appear at the bottom of the screen – the Kuali PO number is in the fourth box from the right and begins with a 2 – write this number on your invoice and send the invoice to AP for processing – if nothing shows at the bottom of the screen, the PO did not transfer from FRS and will need to be re-created in Kuali or paid on a disbursement voucher.