

The procedure outlined below describes a process to filter POs requiring confirmation by Submitter.

1. In Buy@Duke, click on the *Receiving* tab at the top of the screen:

This screenshot shows the Duke@WORK interface. The title bar says "Duke@WORK". The navigation bar includes links for iForms, Grants Management, BPS, MyInfo, Universal Worklist, Finance, Buy@Duke, Candidate Selection, and ECRT. Below the navigation bar, the "Receiving" tab is highlighted in red. The main content area shows a shopping cart icon and a search bar labeled "Advanced Search" with the placeholder "Search for existing shopping carts and other documents."

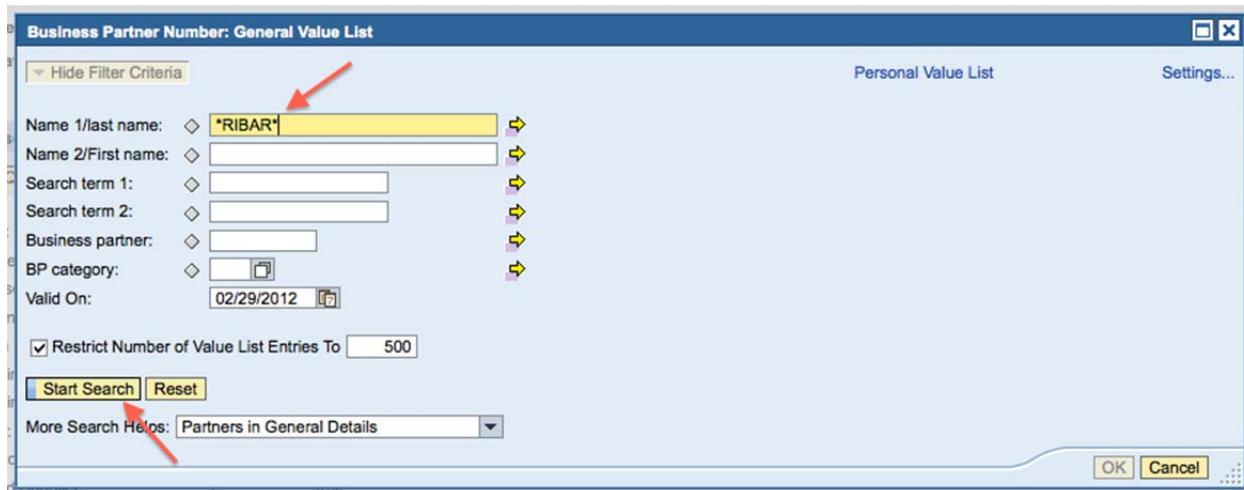
2. If not already displayed, reveal the filter options by clicking *Show Quick Criteria Maintenance*:

This screenshot shows the "Purchase Orders - Confirmations pending" page. The left sidebar has sections for "Receive Items", "Services" (with "Advanced Search" and "Create Documents" under "Confirmation"), and "Central Functions" (with "Notify Recipient"). The main area shows a table of purchase orders with columns for Purchase Order Number, Purchase Order Name, Item Number, Item Name, Status, and Purchasing Group. Above the table, there is a link "Purchase Orders - Confirmations pending" and a button "Show Quick Criteria Maintenance" which is circled in red. The status column for the first row shows "Ordered" and the purchasing group is "ECC Purchase Group 104".

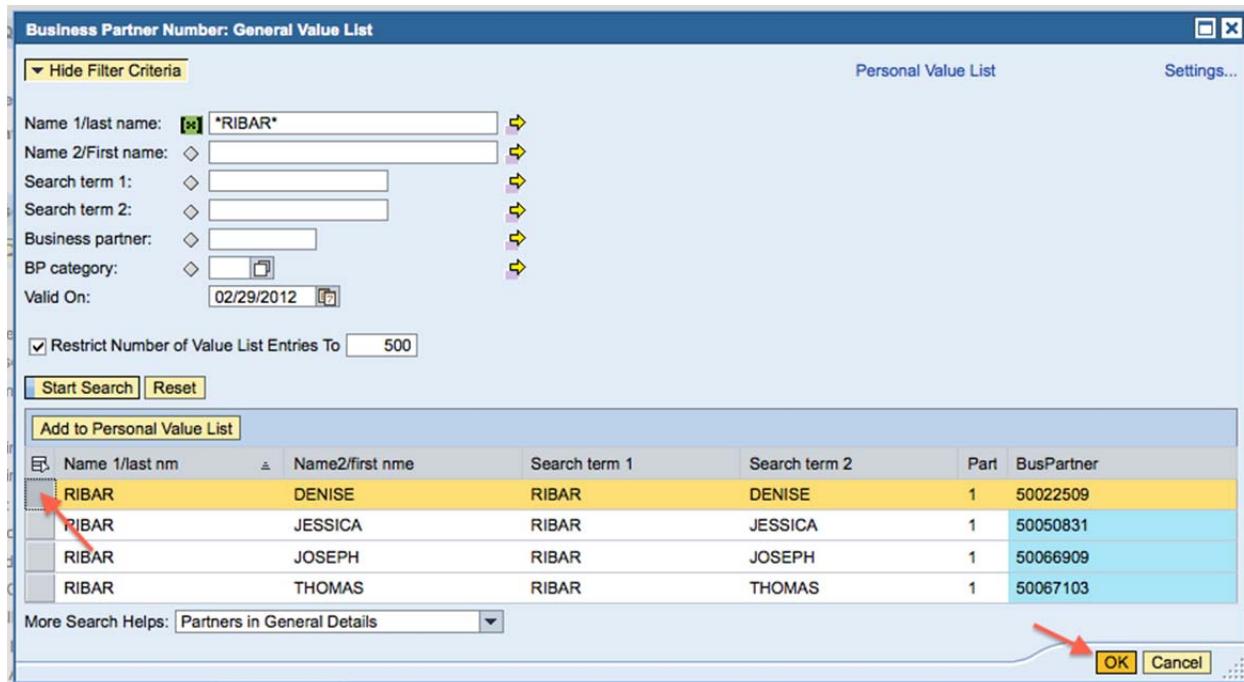
3. To narrow the list to POs requiring confirmation to those from a specific Submitter, add the Submitter's information to the *Requestor* field.

This screenshot shows the "Purchase Orders - Confirmations pending" filter dialog. It includes fields for Number, Purchase Order Name, Item Description, Timeframe, Creation Date, Purchasing Organization, Purchasing Group, Supplier, and Requestor. The "Requestor" field is highlighted with a red box. Other fields include Preferred Supplier, Product Category, Product ID, Supplier Product Number, Account Assignment Category, Account Assignment Value, Delivery Date, Company, and an "Apply" button.

4. Click the small icon to the right of the *Requestor* text field to display the search dialogue box. In the *Name1/last name* text field, enter the last name of the Submitter (use search wildcards as necessary) and click *Start Search*:



5. Once the search has completed, select the Submitter's name by clicking the gray box to the left of the name followed by *OK*:



6. Click the *Apply* button at the bottom of the *Quick Criteria Maintenance* window to apply the filter to the list. The resulting entries should be narrowed to all POs requiring confirmation that were ordered by the Submitter entered into the filter criteria above.

7. Confirmations can be performed directly from this list by clicking the gray box next to the PO number and selecting the *Create Confirmation with Reference* button from the toolbar above. This will open the *Create Confirmation* window where the receipt of goods can proceed as usual.

This screenshot shows the 'Receive Items' screen in the Duke University system. The top navigation bar includes links for iForms, Grants Management, BPS, MyInfo, Universal Worklist, Finance, Buy@Duke, Candidate Selection, and ECRT. Below the navigation is a search bar and a detailed navigation sidebar with sections for Receive Items, Services, Advanced Search, Create Documents (with a link to Confirmation), and Central Functions (with a link to Notify Recipient). The main area displays a grid of purchase orders. A red arrow points to the 'Create Confirmation With Reference' button in the toolbar above the grid. Another red arrow points to the first row in the grid, which has a gray selection box next to the Purchase Order Number.

Purchase Order Number	Purchase Order Name	Item Number	Item Name	Status	Purchasing Group	Supplier Name
4550005623	RIBAR002 VWR 02/28/2012 10:39	1	VWR PIPET TRANSFER 4ML PK500	Ordered	ECC Purchase Group 104	VWR INTERNATIONAL INC
4550005354	RIBAR002 02/22/2012 13:37	1	1.5ml Bolproof Microtubes Extreme Serie	Ordered	ECC Purchase Group 104	PHENIX RESEARCH PRODUCTS
4550004986	Local PO1 MAYNO007 02/15/2012 14:15	1	Ham's F10 Medium	Ordered	ECC Purchase Group 104	MEDIATECH INC
4550004984	RIBAR002 LEW 02/15/2012 13:40	1	CLONEJET PCR CLONING 40RXN	Ordered	ECC Purchase Group 104	FISHER SCIENTIFIC CO
4550004932	RIBAR002 02/14/2012 14:31	1	Cd68 (D-1)	Ordered	ECC Purchase Group 101	SANTA CRUZ BIOTECHNOLOGY
4550004931	RIBAR002 02/14/2012 14:42	1	HYDROCORTISONE SUITABLE FOR CELL CULTUR&	Ordered	ECC Purchase Group 101	SIGMA-ALDRICH CORPORATION
4550004931	RIBAR002 02/14/2012 14:42	2	ETHANOLAMINE CELL CULTURE TESTED, ETHANO	Ordered	ECC Purchase Group 101	SIGMA-ALDRICH CORPORATION
4550004931	RIBAR002 02/14/2012 14:42	3	ITS LIQUID MEDIA SUPPLEMENT (100X), ITS	Ordered	ECC Purchase Group 101	SIGMA-ALDRICH CORPORATION
4550004931	RIBAR002 02/14/2012 14:42	4	3,3',-5-TRIOLDO-L-THYRONINE SODIUM GA	Ordered	ECC Purchase Group 101	SIGMA-ALDRICH CORPORATION

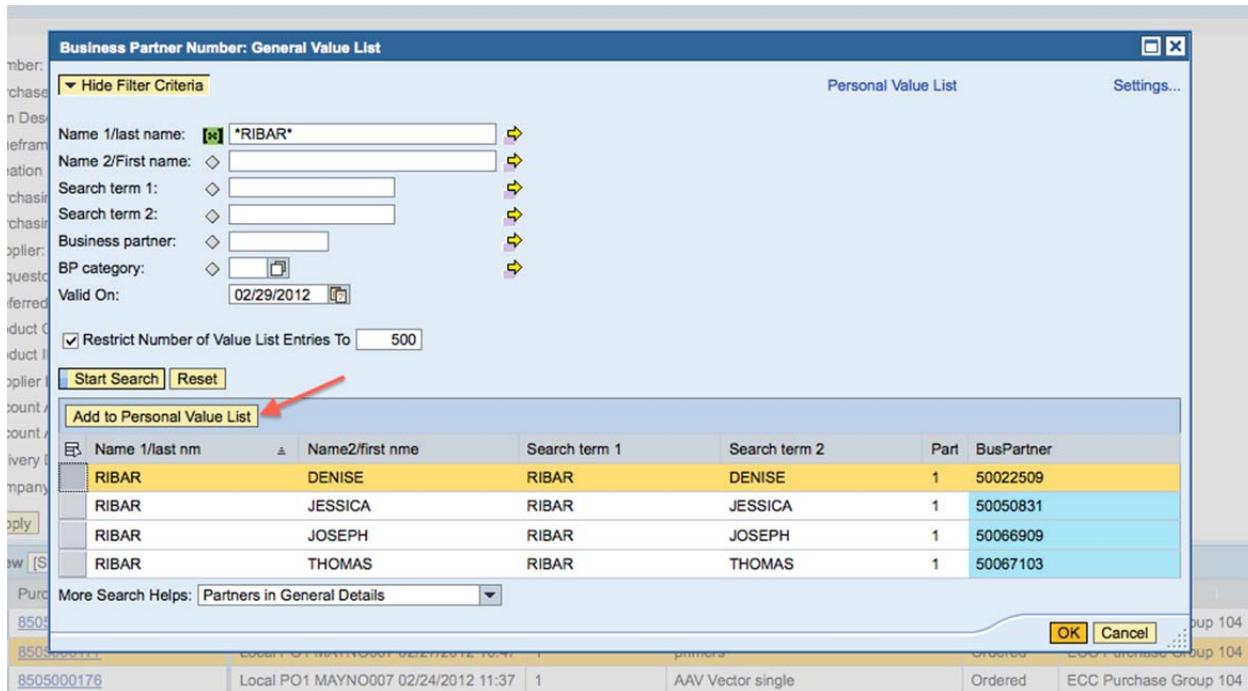
PLEASE NOTE: POs that have already been confirmed will also appear on this list. When selected, the *Create Confirmation with Reference* button will not be available.

This screenshot shows the same 'Receive Items' screen as the previous one, but with a different result. The 'Create Confirmation With Reference' button in the toolbar is still highlighted with a red circle. However, the grid now shows a single row for Purchase Order Number 4550004984, which is highlighted with a yellow background. A red arrow points to this row. The rest of the grid is empty, indicating that no other POs require confirmation.

Purchase Order Number	Purchase Order Name	Item Number	Item Name	Status	Purchasing Group	Supplier Name
4550004984	RIBAR002 LEW 02/15/2012 13:40	1	CLONEJET PCR CLONING 40RXN	Ordered	ECC Purchase Group 104	FISHER SCIENTIFIC CO

8. As with many of the filters in the system, these filter settings will carry over from session to session unless you change them. For instances where labs have multiple Submitters, the *Requestor* search box permits the creation of a *Personal Value List (PVL)* to store multiple names in a drop down menu:

Add names to list after performing *Requestor* search:



Business Partner Number: General Value List

Hide Filter Criteria

Name 1/last name:

Name 2/First name:

Search term 1:

Search term 2:

Business partner:

BP category:

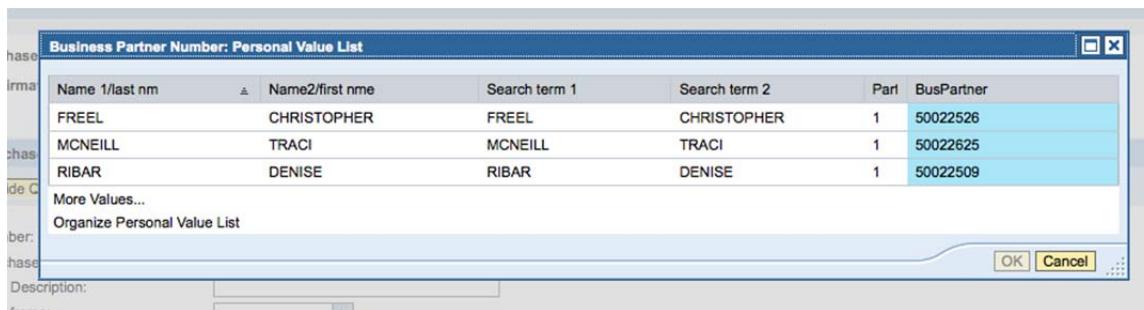
Valid On:

Restrict Number of Value List Entries To

Name 1/last nm	Name2/first name	Search term 1	Search term 2	Parl	BusPartner
RIBAR	DENISE	RIBAR	DENISE	1	50022509
RIBAR	JESSICA	RIBAR	JESSICA	1	50050831
RIBAR	JOSEPH	RIBAR	JOSEPH	1	50066909
RIBAR	THOMAS	RIBAR	THOMAS	1	50067103

More Search Helps:

When you next click on the *Requestor* search box, your PVL will appear (click the *More Values* option to perform an additional search):



Business Partner Number: Personal Value List

Name 1/last nm	Name2/first name	Search term 1	Search term 2	Parl	BusPartner
FREEL	CHRISTOPHER	FREEL	CHRISTOPHER	1	50022526
MCNEILL	TRACI	MCNEILL	TRACI	1	50022625
RIBAR	DENISE	RIBAR	DENISE	1	50022509

[More Values...](#)

[Organize Personal Value List](#)