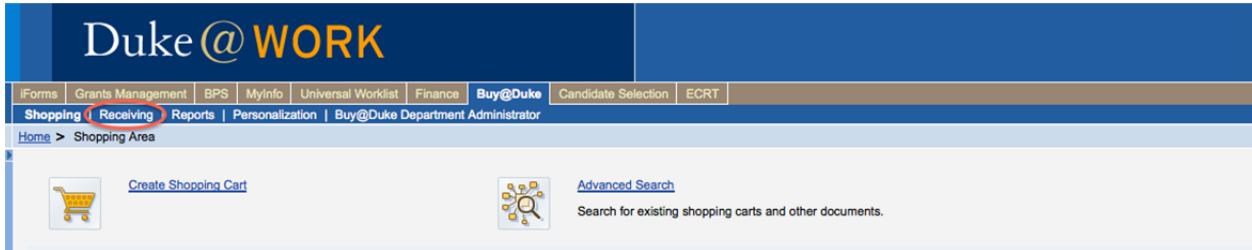
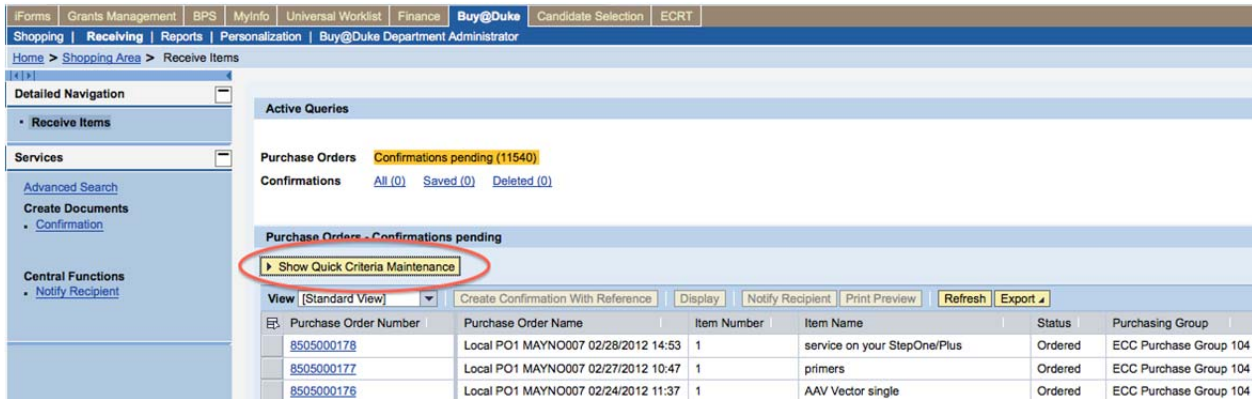


The procedure outlined below describes a process to filter POs requiring confirmation by Submitter.

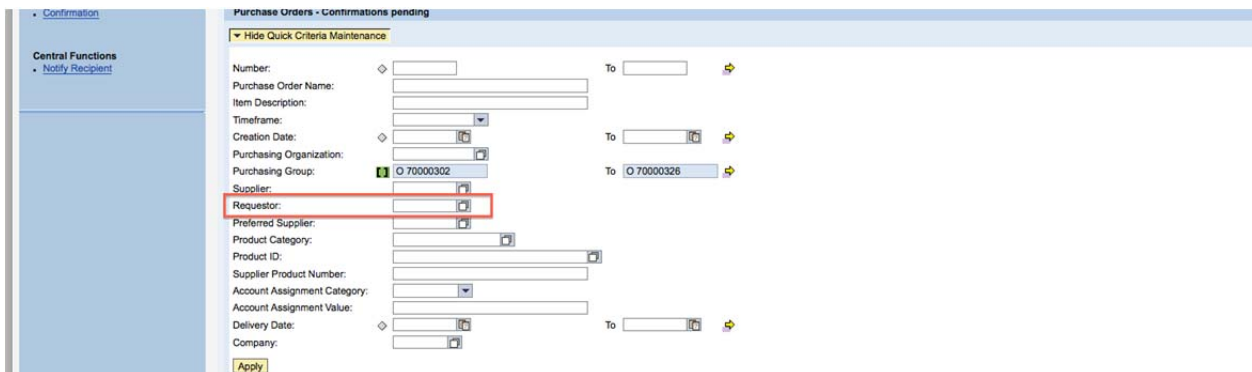
1. In Buy@Duke, click on the *Receiving* tab at the top of the screen:



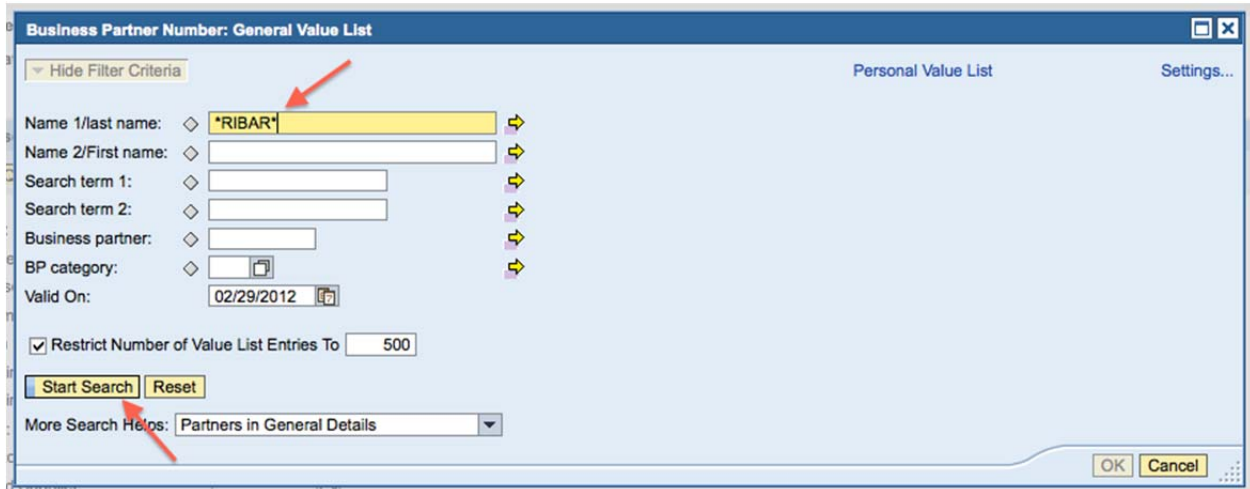
2. If not already displayed, reveal the filter options by clicking *Show Quick Criteria Maintenance*:



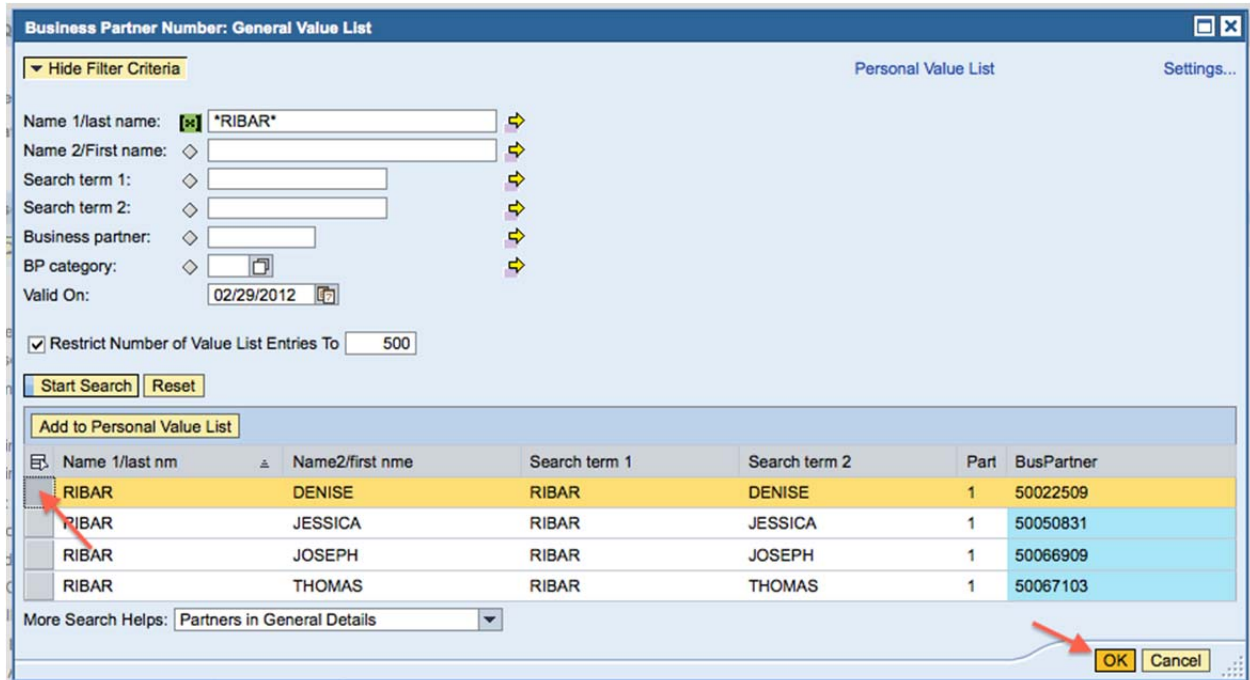
3. To narrow the list to POs requiring confirmation to those from a specific Submitter, add the Submitter's information to the *Requestor* field.



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.

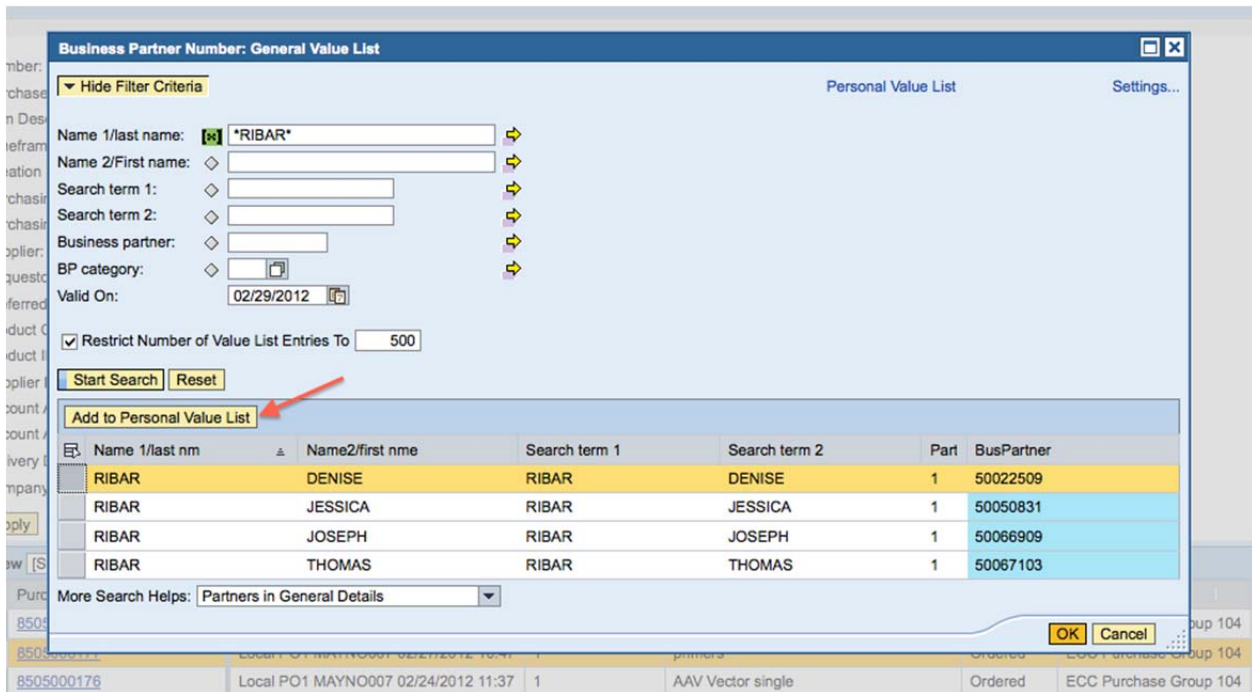
EP	Purchase Order Number	Purchase Order Name	Item Number	Item Name	Status	Purchasing Group	Supplier Name
	4550005623	RIBAR002 VWR 02/28/2012 10:39	1	VWR PIPET TRANSFER 4ML PK500	Ordered	ECC Purchase Group 104	VWR INTERNATIONAL INC
	4550005354	RIBAR002 02/22/2012 13:37	1	1.5ml Boilproof Microtubes Extreme 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	Cdo6 (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-TRIODO-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.

EP	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 Boilproof Microtubes Extreme Serie	Ordered	ECC Purchase Group 104	PHENIX RESEARCH PRODUC
	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	Cdo6 (D-1)	Ordered	ECC Purchase Group 101	SANTA CRUZ BIOTECHNOLOG
	4550004931	RIBAR002 02/14/2012 14:42	1	HYDROCORTISONE SUITABLE FOR CELL CULTUR&	Ordered	ECC Purchase Group 101	SIGMA-ALDRICH CORPORATI
	4550004931	RIBAR002 02/14/2012 14:42	2	ETHANOLAMINE CELL CULTURE TESTED, ETHANO	Ordered	ECC Purchase Group 101	SIGMA-ALDRICH CORPORATI
	4550004931	RIBAR002 02/14/2012 14:42	3	ITS LIQUID MEDIA SUPPLEMENT (100X), ITS	Ordered	ECC Purchase Group 101	SIGMA-ALDRICH CORPORATI
	4550004931	RIBAR002 02/14/2012 14:42	4	3,3'5-TRIODO-L-THYRONINE SODIUM GA	Ordered	ECC Purchase Group 101	SIGMA-ALDRICH CORPORATI

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:



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

