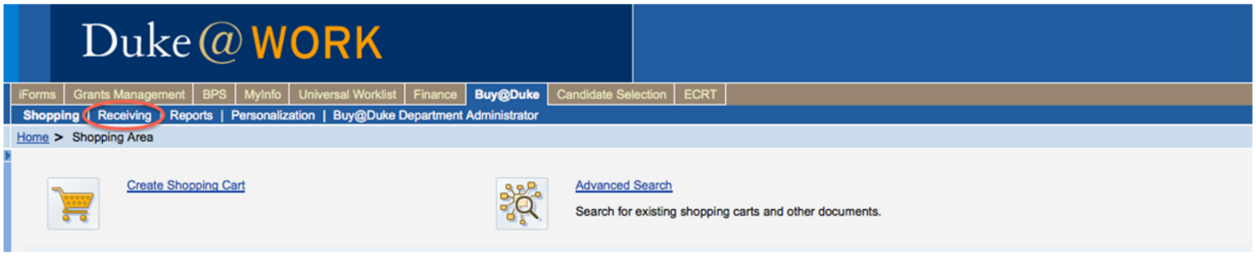
Duke UNIVERSITY

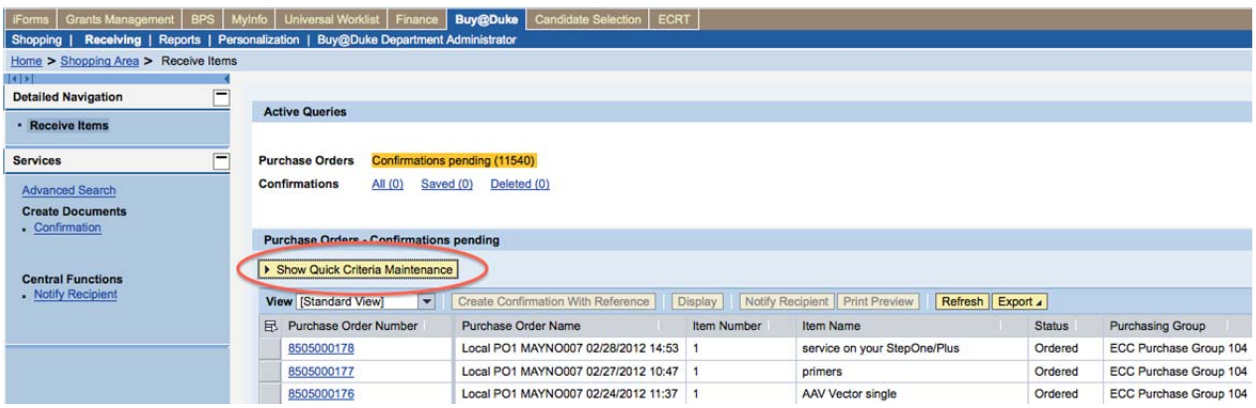
Confirmation Filtering

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

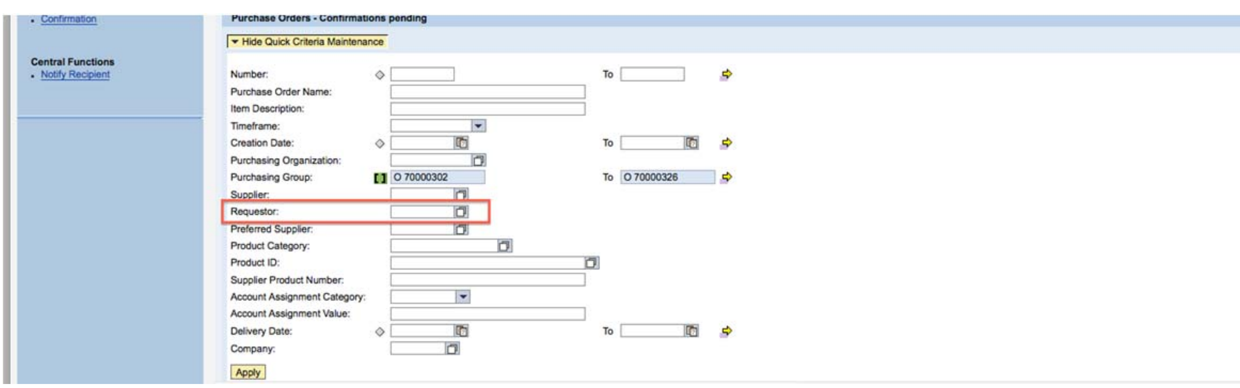
1. In Buy@Duke, click on the *Receiving* tab at the top of the screen:



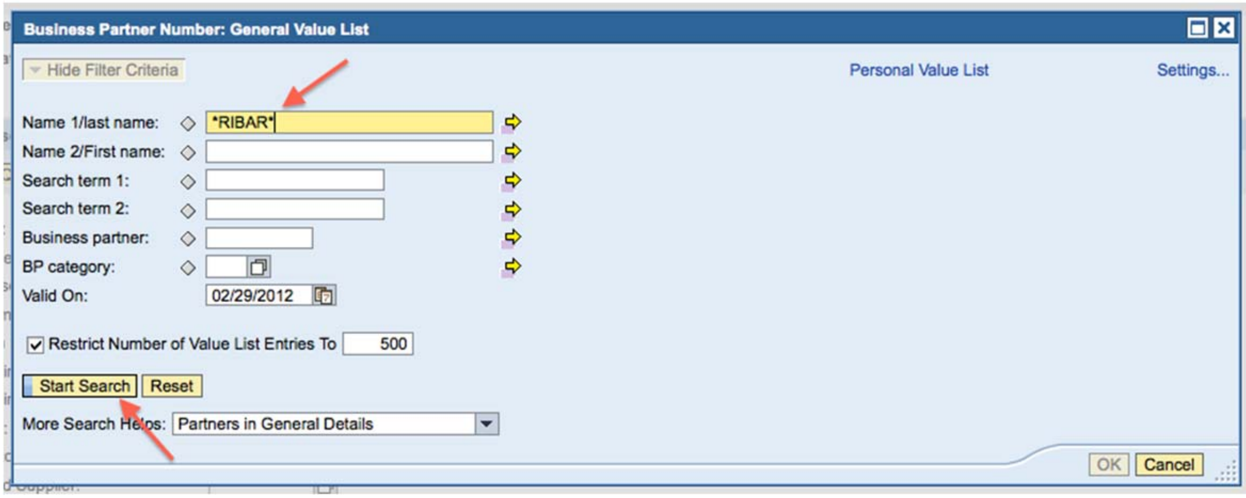
2. If not already displayed, reveal the filter options by clicking *Show Quick Criteria Maintenance:*



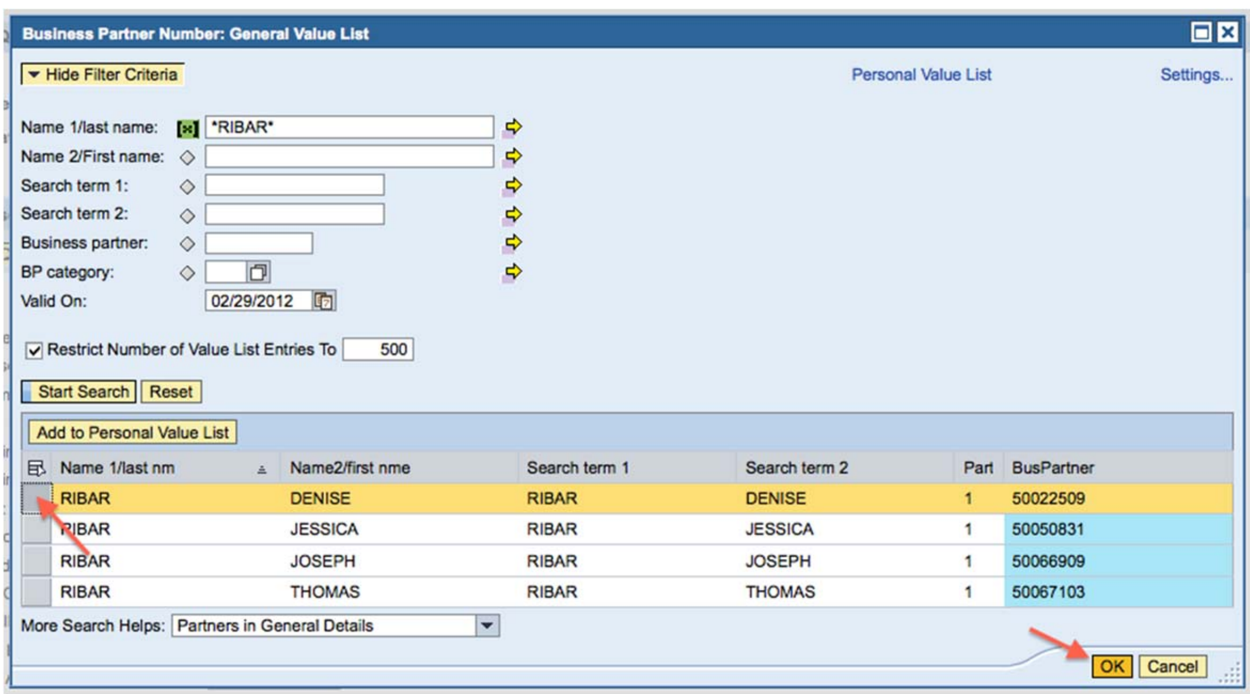
3. To narrow the list to POs requiring confirmation to those from a specific Submitter, add the Submitter's information to the *Requestor* field.



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*:

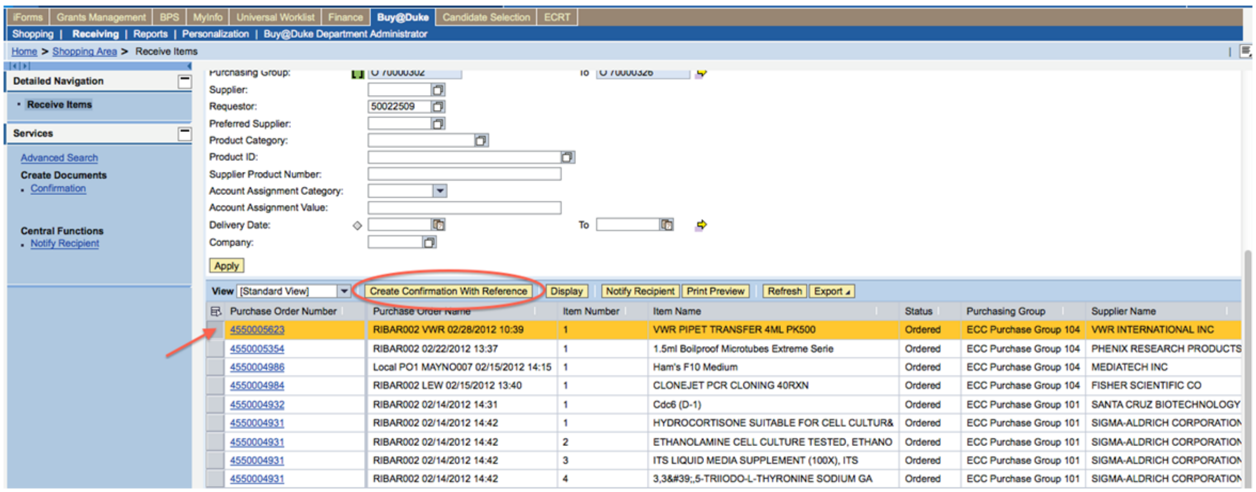


5. Once the search has completed, select the Submitter's name by clicking the gray box to the left of the name followed by *OK*:

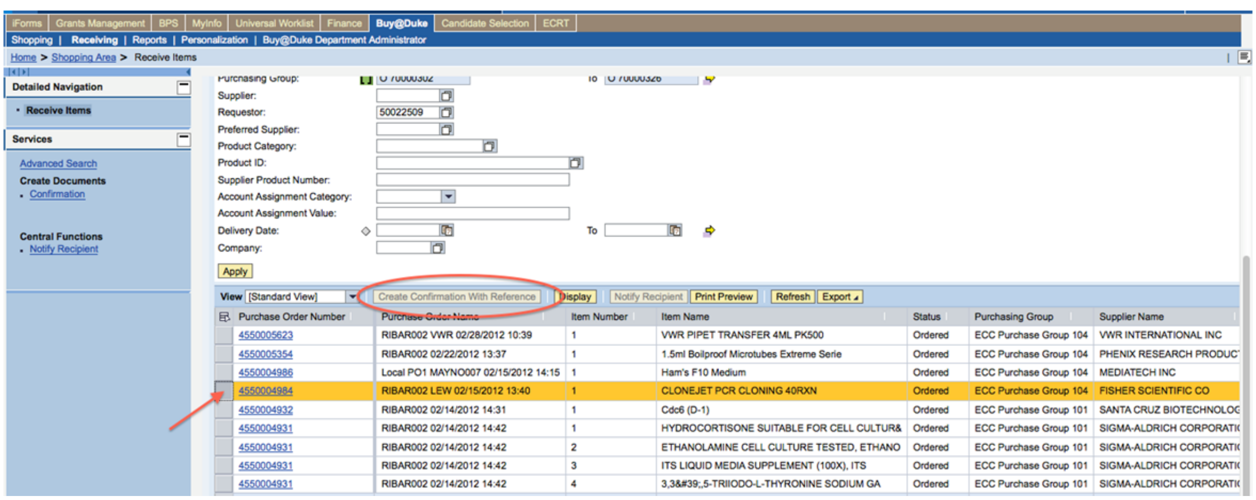


6. Click the *Apply* button at the bottom of the *Quick Criteria Maintenance* window to apply the filter to the list. The resulting entries should be narrowed to all POs requiring confirmation that were ordered by the Submitter entered into the filter criteria above.

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.

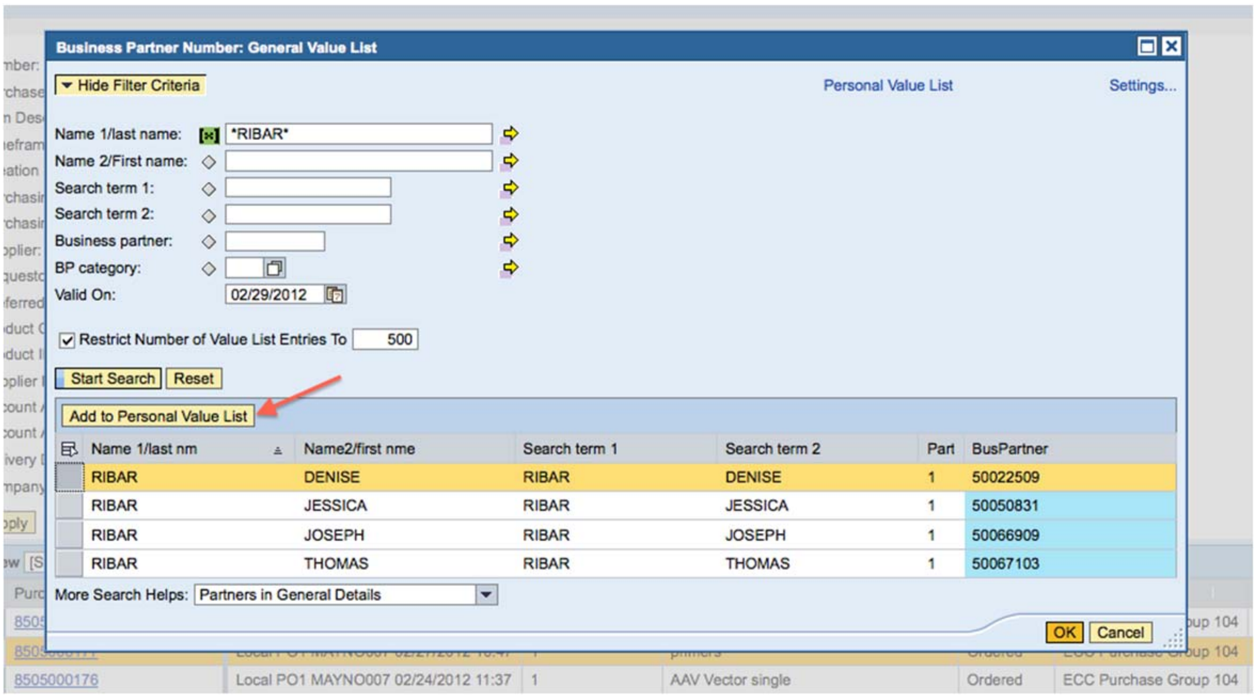


PLEASE NOTE: POs that have already been confirmed will also appear on this list. When selected, the *Create Confirmation with Reference* button will not be available.



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):