Locate a Purchase Order

Purchase orders (POs) are available in your supplier portal. You must have the appropriate permissions to view POs and invoice information for your company.

> The Jaggaer portal is not accessible on mobile devices such as smartphones or tablets.
>
> It must be accessed from a desktop computer.
>
> Your company representative may need to delegate access. Review these instructions to learn more.

First, log in to your Jaggaer supplier portal. Once logged in, navigate to your Indiana University portal by clicking **Indiana University** in the **Customer Portal Access** section.

Once in the IU portal, select **Search for Sales Orders** from the **Orders module**, available in the left-hand menu.
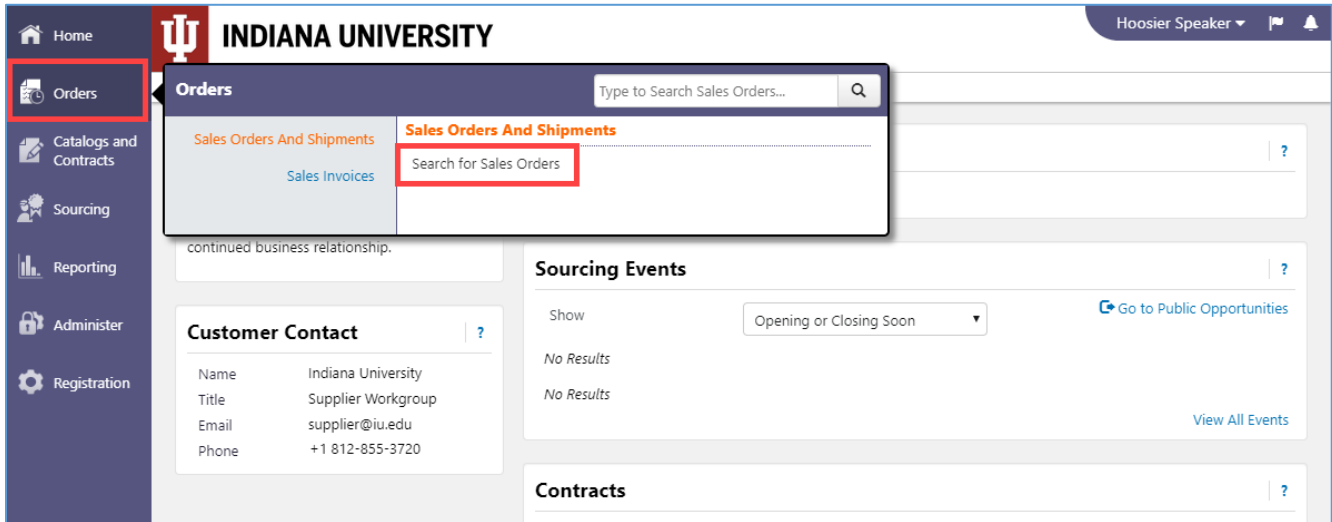
Jaggaer automatically returns all POs created in the last 90 days. Use the **search field** at the top of the page to search for a PO number, or locate it in the list. Click a **Sales Order Number** to view PO details and a printable version of the PO.
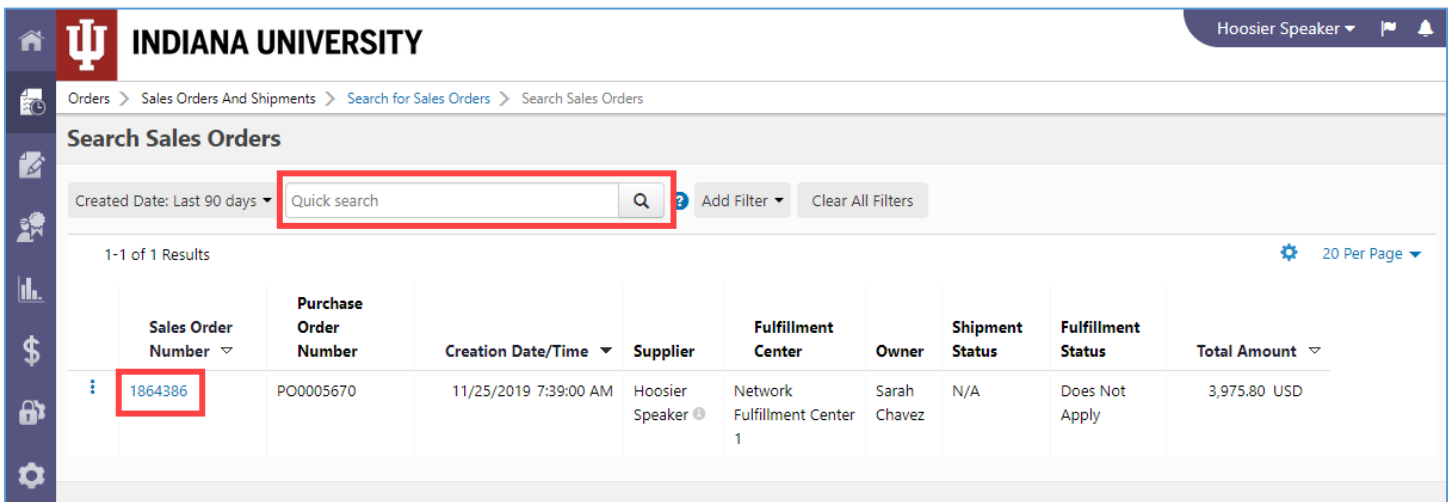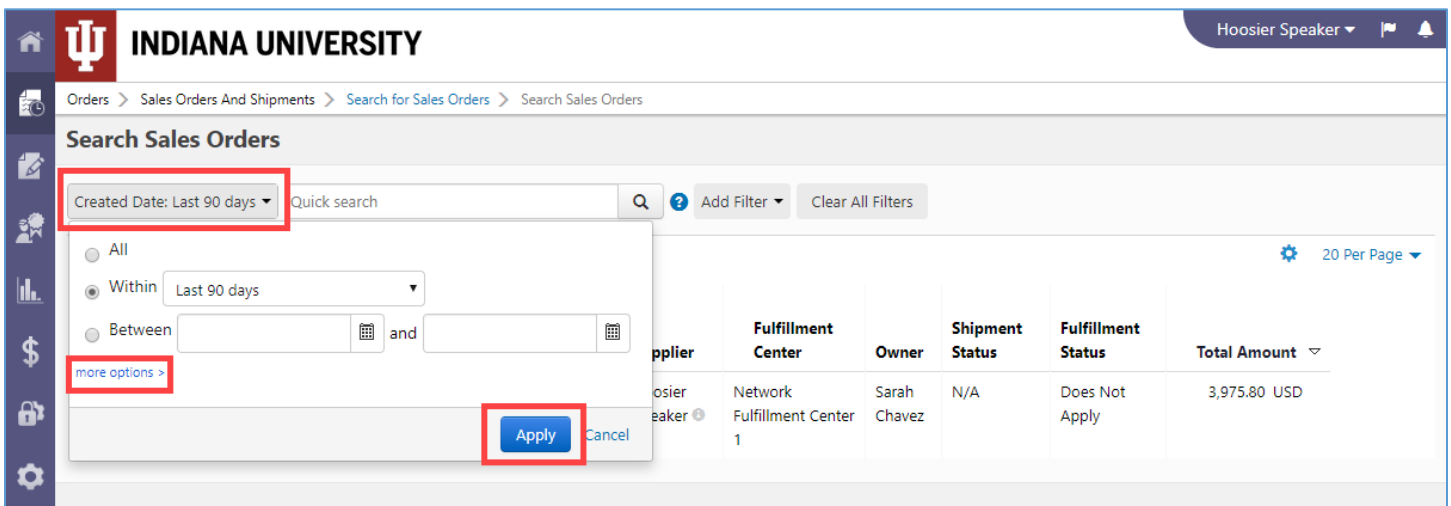

Click the **Created Date: Last 90 days** drop-down to display all POs or specify a different timeframe. Click **more options >** for even more search options. Click **Apply** to alter your search.

Additionally, you may filter your results by clicking the **Add Filter** drop-down.
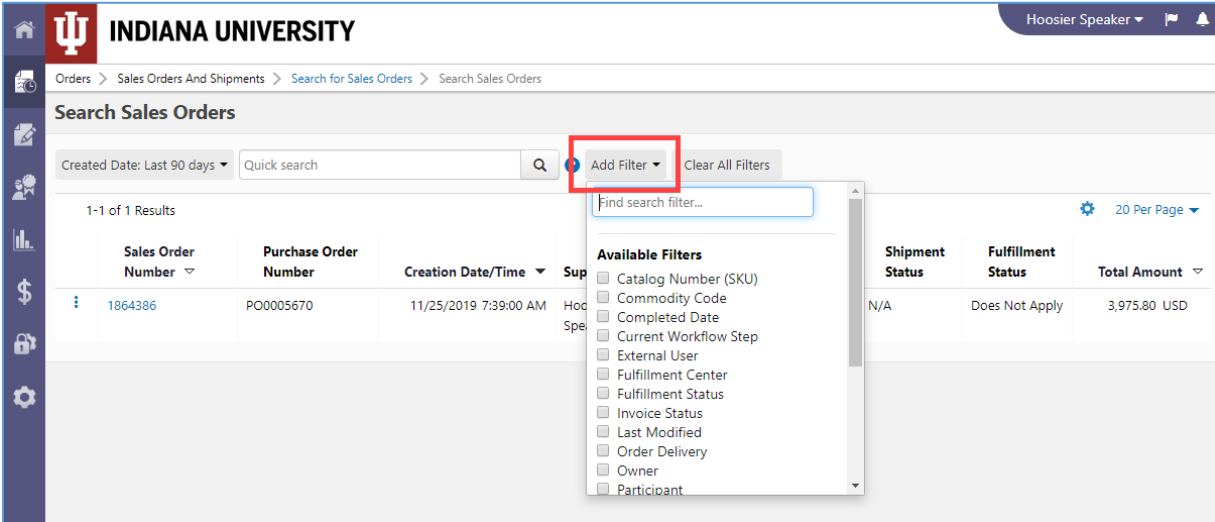
The table below outlines some filters which may be most helpful. Multiple filters may be applied at once.

Available Filter	Description
Catalog Number (SKU)	Enter a catalog number to return POs which contain that catalog number. If working with grants or research studies, enter the grant account number or IRB number associated with the order.
Owner	This filter allows you to search for POs by specifying the name of the IU staff member who submitted the order.
Product Description	Searches PO lines and returns POs which contain the word(s) specified.
Total Amount	Search for POs based on the total amount of the order. May search for an amount greater than or equal to your search term, or within a range.

Select a filter and a new field appears where you can enter search parameters or select items. In the example below we have applied the Owner filter and filtered for POs placed by Sarah Chavez, an IU employee. Click **Apply** to filter.