

# ERP Job Aid

## RI Enterprise Resource Planning



### Find Purchase Orders (POs) or Supplier Contracts

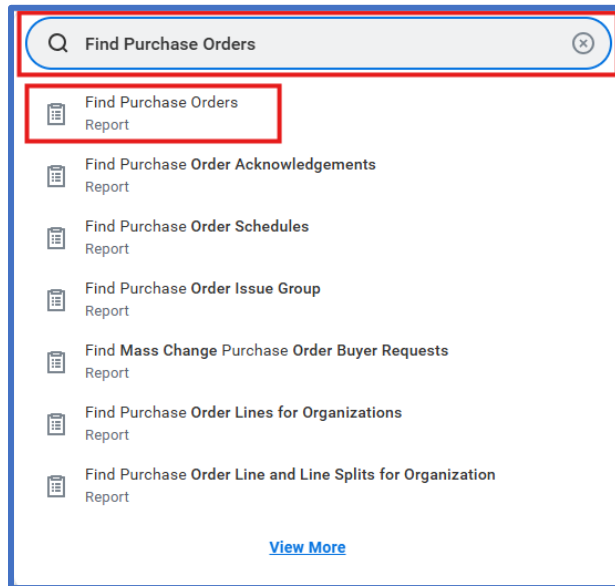
There are several ways to efficiently search for Purchase Orders (POs) or Supplier Contracts/Catalogs in the ERP system.

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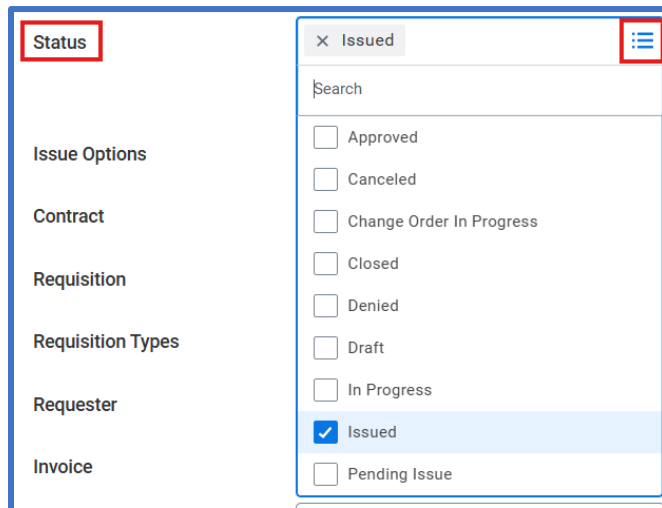
## Find Purchase Orders report:

1. Using the ERP search bar, type **Find Purchase Orders** and select the report.




2. Use the Find Purchase Orders reports filters to refine your search. For example, you may filter the **Status** field to **Issued** and select **OK**.

(**Note:** To find a specific **Purchase Order**, enter the **Purchase Order Number** in the **Purchase Order** field. Must include **PO-\_\_** format.)




3. Locate the Purchase Order you are searching for. Select the **magnifying glass** icon to view the Purchase Order.

| Purchase Order  | Number        |
|---|---------------|
|  | PO-1000000108 |

4. To **print** the Purchase Order, follow the below instructions:
  - a. If an attachment was marked **External**:
    - i. Select the **Attachments** tab.
    - ii. Locate the file with **\_Merged.pdf** at the end of the title.
    - iii. Select the hyperlink to open the PDF file. Select the **Download** or **Print** icon as desired.

Service Lines
Process History
**Attachments**
Printing Runs
Balances

### Attachments




Sole Source Justification Voicett2.pdf  
Uploaded by Debra A Spellberg

Attachment Category [Single/Sole Source Justification Form](#)

External No

Comment (RQ-1000000880)




Babel Quote.pdf  
Uploaded by Debra A Spellberg

Attachment Category [Quote](#)

External Yes

Comment (RQ-1000000880)










[PURCHASE\\_ORDER-3-6287\\_2025-07-16-09:15:30\\_Merged.pdf](#)

Attachment Category (empty)

External No

Comment (empty)

- b. If there are no **External** attachments:
  - i. Select the **Printing Runs** tab.
  - ii. Select the hyperlink PDF file. Select the **Download** or **Print** icon as desired.

| Goods Lines            | Version History | Process History  | <b>Printing Runs</b> | Balances  |
|------------------------|-----------------|--|----------------------|---|
| Printing Runs 2 items  |                 |  |                      |       |
| Printed Date           | Issue Option    | PDF File   |                      |   |
| 07/09/2025 10:58:45 AM | Print           |  PO-1000000108 2025-07-09 07_58_45-0700.pdf |                      |   |

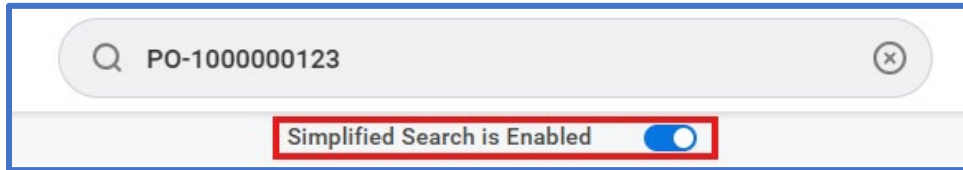
## ERP Search Bar:

1. Using the ERP search bar, type the **Purchase Order/Supplier Contract** number and select **ENTER** on your keyboard.

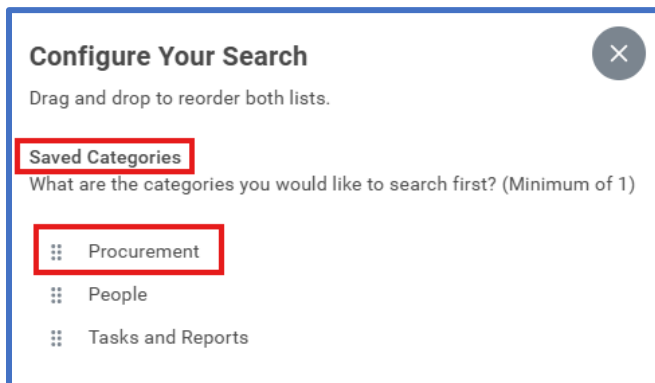


2. Select the toggle next to **Simplified Search is Enabled**.

(**Note:** This process will only need to be completed once for each workstream you are searching for (for example, Procurement below. After that, anytime a Purchase Order/Supplier Contract is searched for, it will display automatically.)

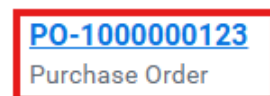


3. Select **Configure Search**.
4. Drag and drop Procurement to your Saved Categories. Select **Save**.



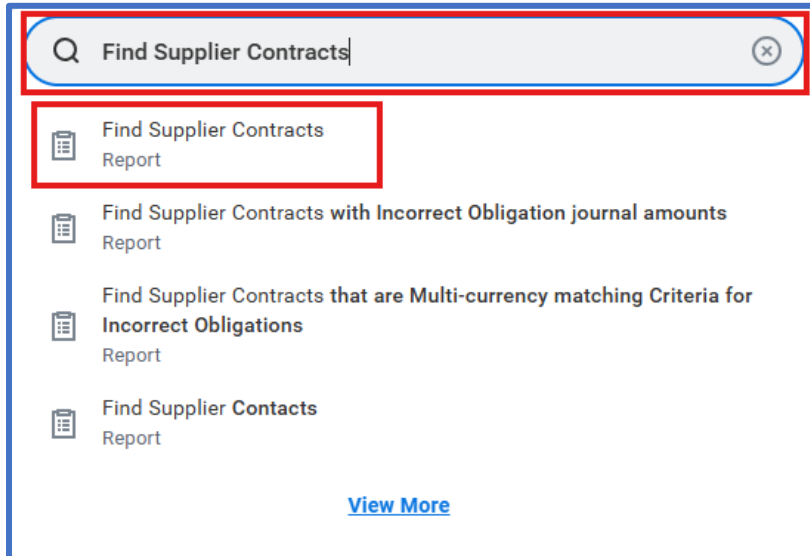
5. Once you select **Save**, you will see the Purchase Order/Supplier Contract you entered in the search bar.

## Procurement



## Find Supplier Contracts:

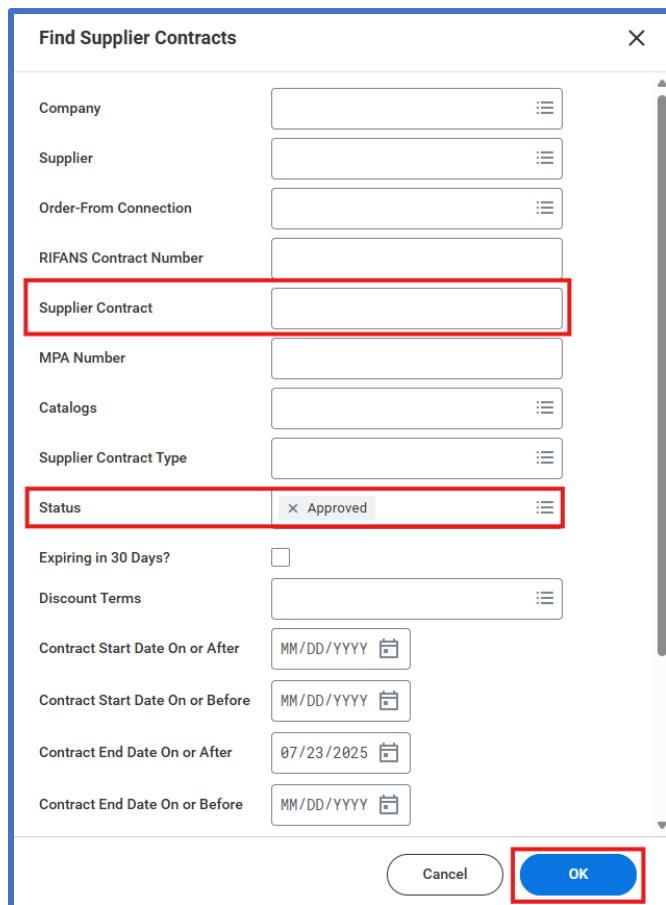
1. Using the ERP search bar, type **Find Supplier Contracts** and select the report.



The screenshot shows the ERP search bar with the text "Find Supplier Contracts" entered. Below the search bar, a list of search results is displayed. The first result, "Find Supplier Contracts Report", is highlighted with a red box. Other results include "Find Supplier Contracts with Incorrect Obligation journal amounts Report", "Find Supplier Contracts that are Multi-currency matching Criteria for Incorrect Obligations Report", and "Find Supplier Contracts Report". A "View More" link is visible at the bottom of the list.

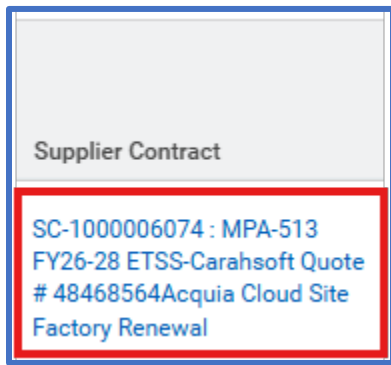
2. Use the Find Supplier Contracts reports filters to refine your search. For example, you may filter the **Status** field to **Approved** and select **OK**.

(Note: To find a specific **Supplier Contract/Catalog**, enter the **Supplier Contract Number** in the **Supplier Contract** field. Must include SC\_ format.)

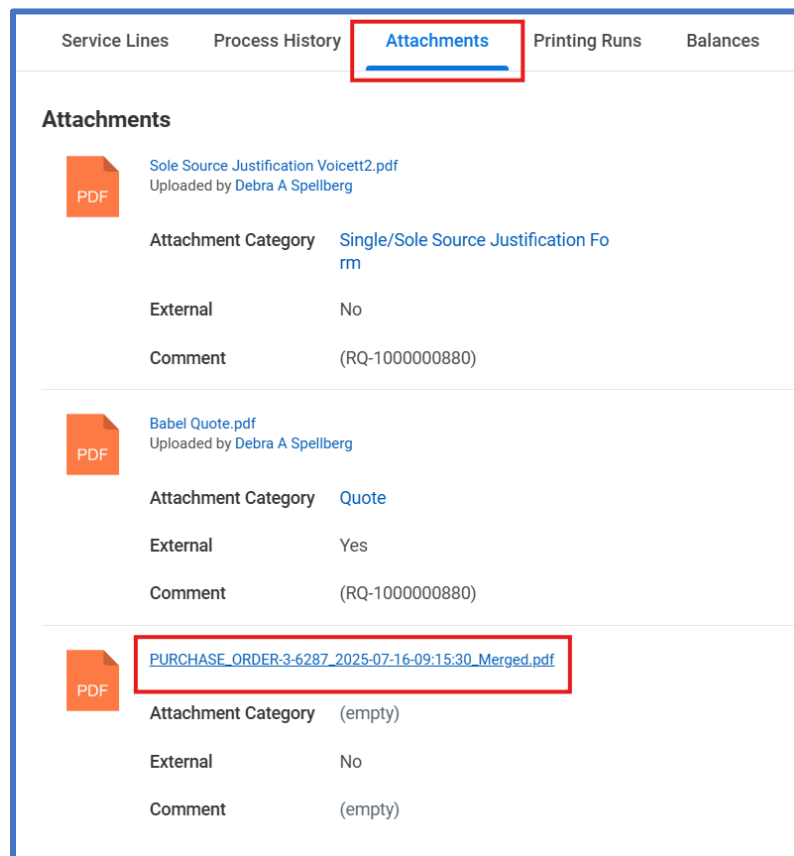


The screenshot shows the "Find Supplier Contracts" filter dialog box. The "Status" field is highlighted with a red box and set to "Approved". The "Supplier Contract" field is also highlighted with a red box. The "OK" button at the bottom right is highlighted with a red box. Other fields include Company, Supplier, Order-From Connection, RIFANS Contract Number, MPA Number, Catalogs, Supplier Contract Type, Expiring in 30 Days?, Discount Terms, Contract Start Date On or After, Contract Start Date On or Before, Contract End Date On or After, and Contract End Date On or Before.

3. Locate the Supplier Contract you are searching for. Select the hyperlink to view the Supplier Contract.



4. To **print** the Supplier Contract/Catalog, follow the below instructions:
  - a. If an attachment was marked **External**:
    - i. Select the **Attachments** tab.
    - ii. Locate the file with **\_Merged.pdf** at the end of the title.
    - iii. Select the hyperlink to open the PDF file. Select the **Download** or **Print** icon as desired.



- b. If there are no **External** attachments:
    - i. Select the **Printing Runs** tab.
    - ii. Select the hyperlink PDF file. Select the **Download** or **Print** icon as desired.

Find RIFANS migrated data:

1. **To locate a RIFANS-migrated Purchase Order (PO):** Use the [Find Purchase Orders](#) report or enter the Purchase Order number in the ERP search bar to retrieve the desired PO.
2. **To locate a RIFANS-migrated Contract or Contract Catalog (RIFANS Blanket Purchase Agreement):** Access the [Find Supplier Contracts](#) report and apply a filter using the Supplier Name.
  - i. Migrated Contracts and Catalogs are assigned a Supplier Contract number.
  - ii. The Reference ID column will display the original RIFANS Contract or Catalog number for reference.

| Supplier Contract                               | Contract Number | Reference ID (RIFANS Contract Number) |
|---|-----------------|---------------------------------------|
| SC-1000005020 : MPA-584<br>ENGINEERING SERVICES | SC-1000005020   | 3948521                               |