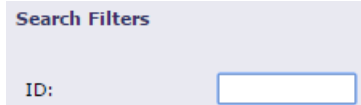


To Find	Select (under Search dropdown)	Enter In ID Field 
Blanket PO (BPO)	Contract	Number including BPO
Purchase Order (EI)	Purchase Order	Number including EI
Contact Request (CR)	Contract Request	Number including CR
Travel Expense Report (ER)	Expense Report	Number including ER
Payment to Individual (P2I)	Payment to Individual	Number including XP
Reimbursement (XR)	Reimbursement	Number including XR
Non-PO or order invoice (INV)	Invoice	Supplier Invoice number
Card Limit Increase (WLI)	Card Limit Increase	Number including WLI
Card Application (WPC)	Card Application	Number including WPC
Requisition (S)	Requisition	Number including S

\*Tip: Use the search filters to remove Date Created if it is part of your search criteria.