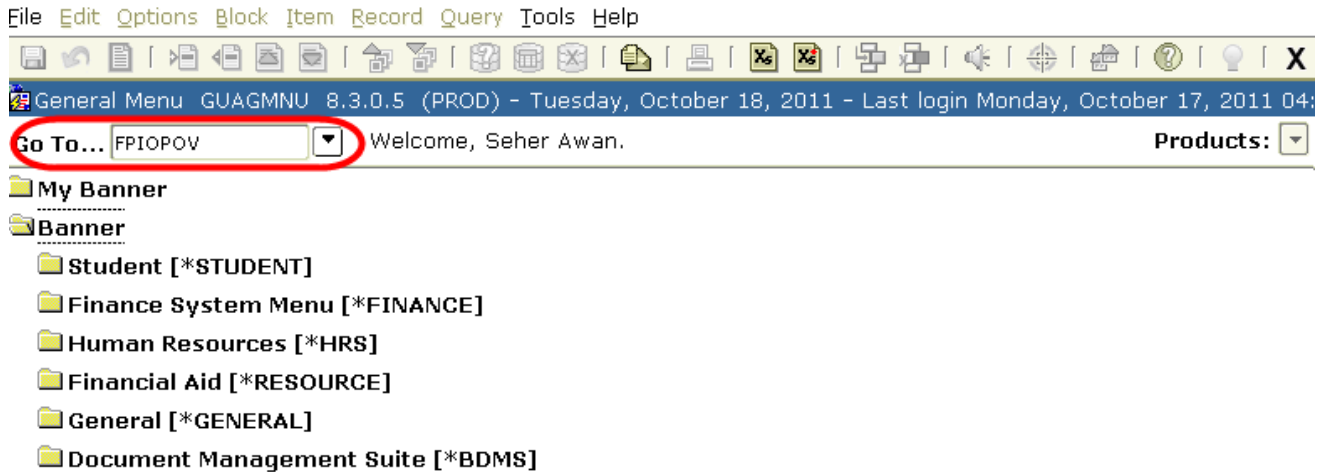


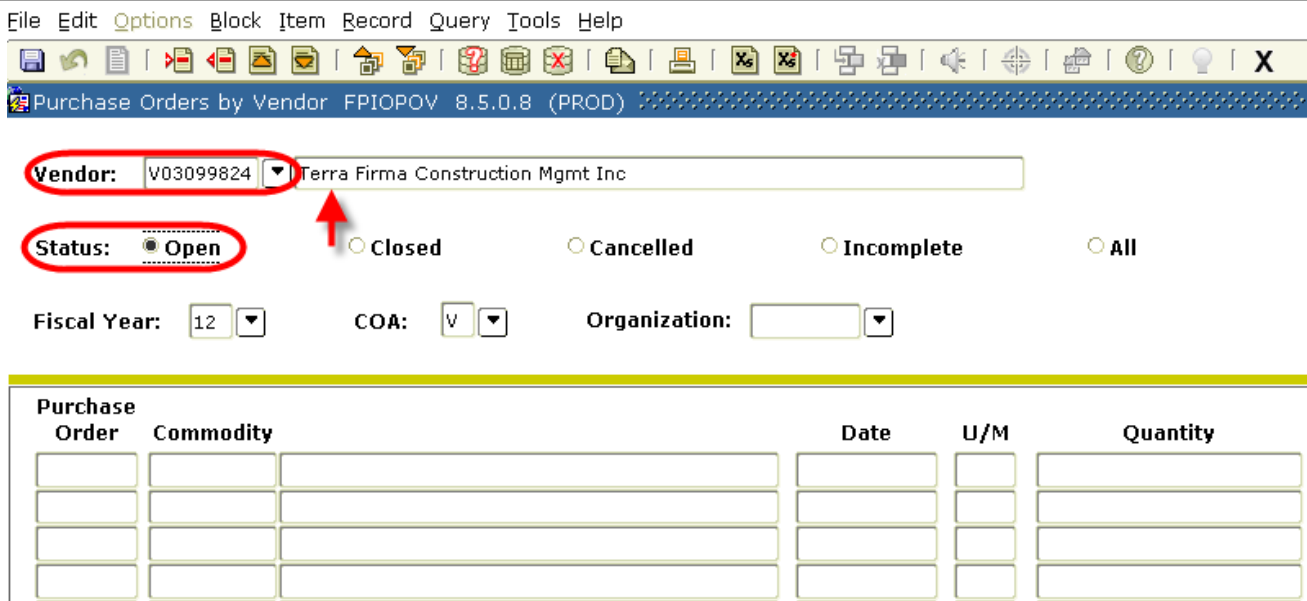
Instructions to Look-Up Your P.O. Number

1. Log in to your Banner Account
2. Type **FPIOPOV** in the Go To... Field and press enter.



The screenshot shows the Banner system home page. The top navigation bar includes 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. Below this is a toolbar with various icons. The main header area displays 'General Menu GUAGMNU 8.3.0.5 (PROD) - Tuesday, October 18, 2011 - Last login Monday, October 17, 2011 04:'. A 'Go To...' search field is highlighted with a red circle, containing the text 'FPIOPOV'. To the right of the search field, it says 'Welcome, Seher Awan.' and 'Products:'. Below the search field, there is a 'My Banner' section with a tree view of menu items: 'Banner', 'Student [*STUDENT]', 'Finance System Menu [*FINANCE]', 'Human Resources [*HRS]', 'Financial Aid [*RESOURCE]', 'General [*GENERAL]', and 'Document Management Suite [*BDMS]'.

3. Enter the Vender ID # in the **Vendor Field** or Select the drop down box to perform a search. After entering the Vendor ID #, the name of the Vendor should appear. Make sure you select **open**, to search for all open Purchase Order Numbers.



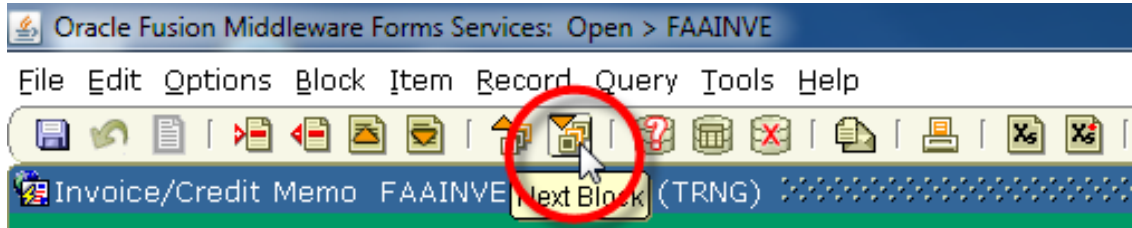
The screenshot shows the 'Purchase Orders by Vendor' screen in the Banner system. The top navigation bar and toolbar are the same as in the previous screenshot. The main header area displays 'Purchase Orders by Vendor FPIOPOV 8.5.0.8 (PROD)'. Below this, there is a 'Vendor:' field with a dropdown menu. The dropdown menu is open, showing 'V03099824' selected, and the name 'Terra Firma Construction Mgmt Inc' is displayed to the right. A red arrow points to the dropdown menu. Below the vendor field, there is a 'Status:' field with radio buttons for 'Open', 'Closed', 'Cancelled', 'Incomplete', and 'All'. The 'Open' radio button is selected and highlighted with a red circle. Below the status field, there are three fields: 'Fiscal Year: 12', 'COA: V', and 'Organization:'. Below these fields is a table with the following columns: 'Purchase Order', 'Commodity', 'Date', 'U/M', and 'Quantity'. The table has four rows of empty cells.

Purchase Order	Commodity	Date	U/M	Quantity

4. Go to the Next Block

Control/Page Down

OR



5. The open P.O.'s should appear. You can then select the correct Purchase Order Number to submit.

File Edit Options Block Item Record Query Tools Help

Purchase Orders by Vendor FPIOPOV 8.5.0.8 (PROD)

Vendor: V03099824 Terra Firma Construction Mgmt Inc

Status: Open Closed Cancelled Incomplete All

Fiscal Year: 12 COA: V Organization:

Purchase Order	Commodity	Date	U/M	Quantity	Amount
P1201213	Installation of slatwall on East/bookstore	04-OCT-2011	EA	1.00	1,710.00
P1201215	Flooring & painting WP campus/bookstore as quoted	04-OCT-2011	EA	1.00	2,899.93