The new search functions DO NOT completely replace all legacy search features. The Global Search Function and the Document Search panel remains unchanged.

You can continue to use the search function at the top of every eProcurement page to find documents.

Shortcuts will still take you to your most recent documents. Continue to use the general search box to look up document numbers, suppliers, Product Info, etc.

Your saved searches are still available.
eProcurement Enhanced Search Function

To access the enhanced search functions, **Select Document Search** icon from the eProcurement left-side menu.

On the next menu, choose either the **Search** or the **My Orders** tab.

**Step A**
To search only for documents that “belong” to you, select **My Orders**.

**Step B**
Next, select the type of documents you wish to search for: Requisitions, POs, invoices, etc.

If you wish to search by all documents belonging to your organization, select **Search**.
Displayed is a Requester’s sample search for all Purchase Orders from his or her department during the previous 90 days.

**Search Filters:** Lists active filters. Default Created Date is “Last 90 Days” – use drop down to change time frame

**Add Filters:** Add additional search filters from list. Examples: Supplier, Created By, Invoice Number, etc.

**Clear All Filters:** Clear filters and start a new search

**Save As:** Search criteria can be saved and accessed again (see My Searches)

**Pin Filters:** Filters and columns can be pinned to set a default layout for each new search

**Export All:** All or part of the search results can be exported to a spreadsheet

**Configure Column Display:** Choose and arrange search columns

**Sort Columns:** Sort columnar date from greatest to least, or least to greatest

**Quick Filters:** refine search results

**My Searches:** Access previously saved searches