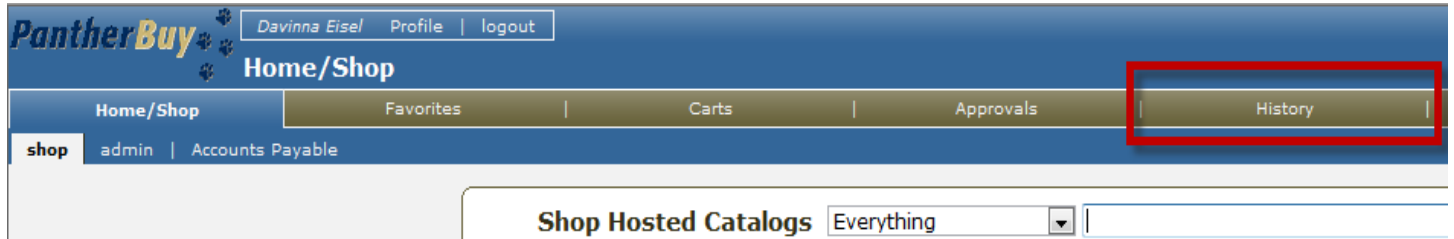


**How to Search and View PO's and Invoices in the PantherExpress System**

You can search for and review PO's and Invoices in the PantherExpress system. You can do this by searching History. This function will aide in the reconciling of your level reports or provide back up when necessary.

1. Login to PantherExpress
2. Click on the "History" tab

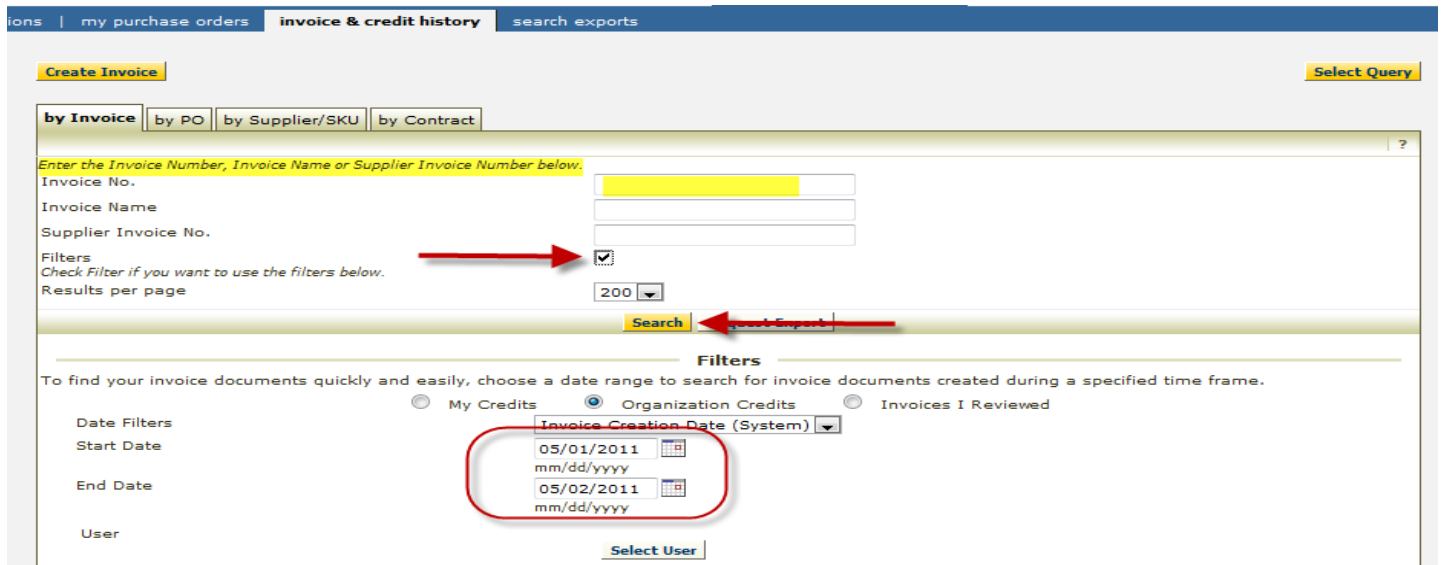


3. Click on the "Invoice & Credit History" tab

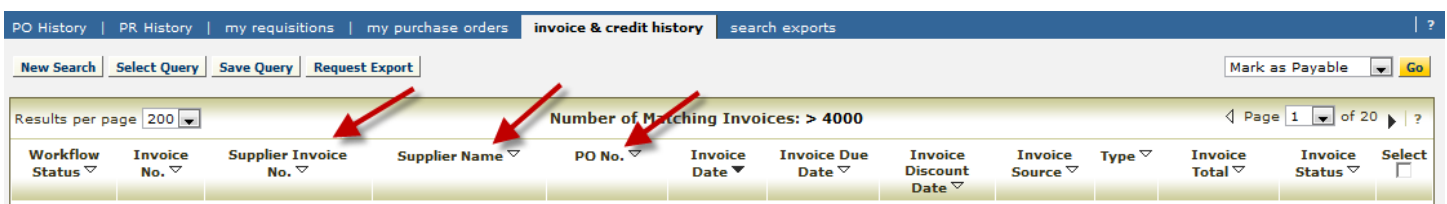


From the Invoice and Credit History tab, you will be able to either find one invoice or find a range of invoices based upon a date range.

4. Type in the Invoice number and click search. The subsequent result will show the invoice OR
5. Place a check mark in Filters, select a date range and click on search.



The search criteria will be displayed and you will be able to view the Supplier Invoice Number, the Supplier Name and the PO number, as well as additional information pertaining to the order.

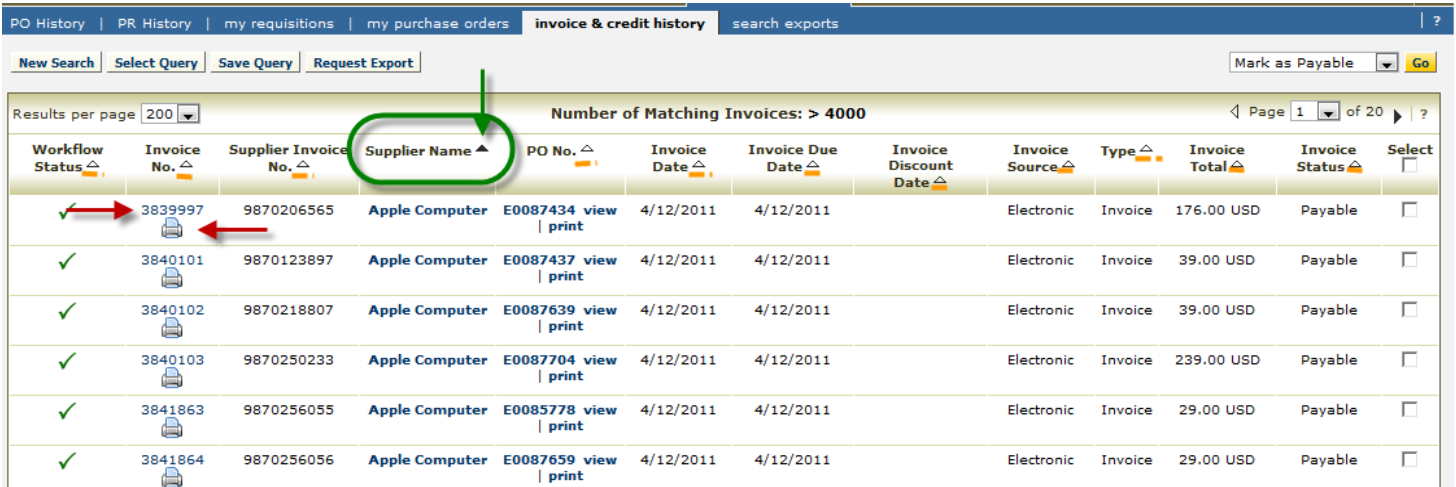


## How to Search and View PO's and Invoices for Orders Placed through the PantherExpress System, continued

### Sorting and reviewing

1. By clicking on the column headers, you can sort the invoices by any of the categories. A filled error denotes which category has been selected for the sort. Open arrows denote categories that have not been chosen for the sort.
2. In order to review one invoice, click on the Invoice Number. If you would like a printable version of the invoice, click on the printer icon.

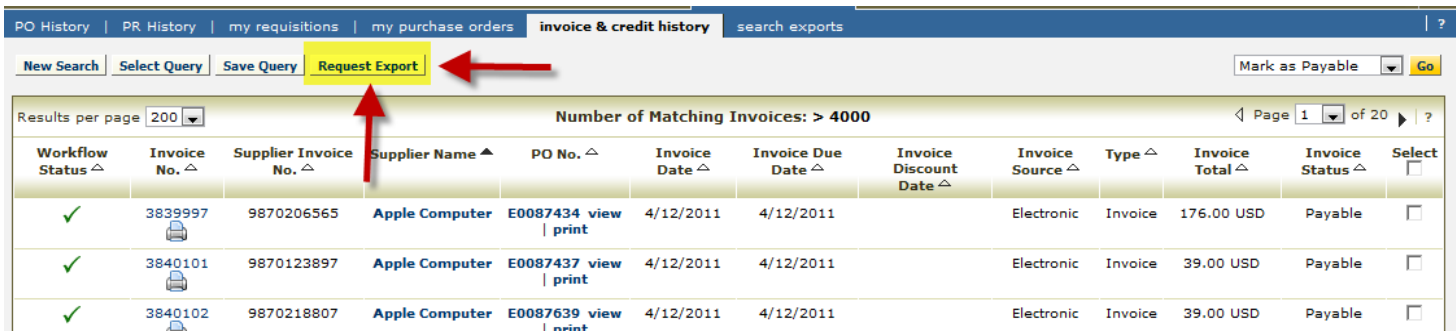
In the following example, we have sorted the invoices by Supplier Name



Workflow Status	Invoice No.	Supplier Invoice No.	Supplier Name	PO No.	Invoice Date	Invoice Due Date	Invoice Discount Date	Invoice Source	Type	Invoice Total	Invoice Status	Select
✓	3839997	9870206565	Apple Computer	E0087434	4/12/2011	4/12/2011		Electronic	Invoice	176.00 USD	Payable	<input type="checkbox"/>
✓	3840101	9870123897	Apple Computer	E0087437	4/12/2011	4/12/2011		Electronic	Invoice	39.00 USD	Payable	<input type="checkbox"/>
✓	3840102	9870218807	Apple Computer	E0087639	4/12/2011	4/12/2011		Electronic	Invoice	39.00 USD	Payable	<input type="checkbox"/>
✓	3840103	9870250233	Apple Computer	E0087704	4/12/2011	4/12/2011		Electronic	Invoice	239.00 USD	Payable	<input type="checkbox"/>
✓	3841863	9870256055	Apple Computer	E0085778	4/12/2011	4/12/2011		Electronic	Invoice	29.00 USD	Payable	<input type="checkbox"/>
✓	3841864	9870256056	Apple Computer	E0087659	4/12/2011	4/12/2011		Electronic	Invoice	29.00 USD	Payable	<input type="checkbox"/>

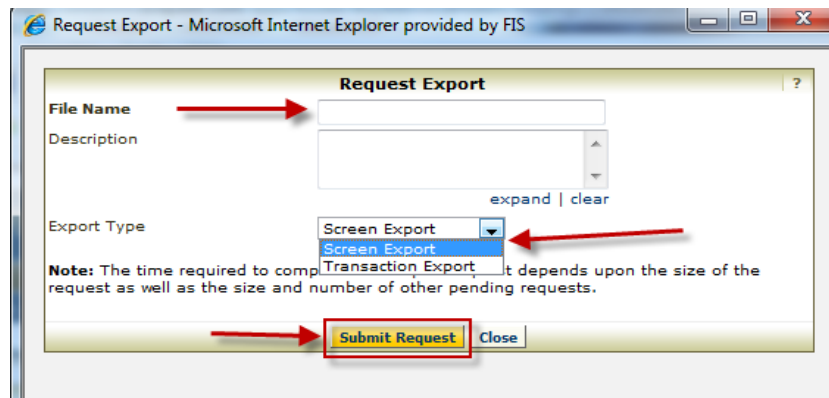
### Export History Report

If you would like to download your history report to review later, click on "Request Export".



Workflow Status	Invoice No.	Supplier Invoice No.	Supplier Name	PO No.	Invoice Date	Invoice Due Date	Invoice Discount Date	Invoice Source	Type	Invoice Total	Invoice Status	Select
✓	3839997	9870206565	Apple Computer	E0087434	4/12/2011	4/12/2011		Electronic	Invoice	176.00 USD	Payable	<input type="checkbox"/>
✓	3840101	9870123897	Apple Computer	E0087437	4/12/2011	4/12/2011		Electronic	Invoice	39.00 USD	Payable	<input type="checkbox"/>
✓	3840102	9870218807	Apple Computer	E0087639	4/12/2011	4/12/2011		Electronic	Invoice	39.00 USD	Payable	<input type="checkbox"/>

1. Click on Request Export
2. Type in a File Name
3. Choose the Export Type. (Screen Export provides all the information that is viewable from the previous screen and is used in this example.)
4. Click Submit Request



Request Export - Microsoft Internet Explorer provided by FIS

**Request Export**

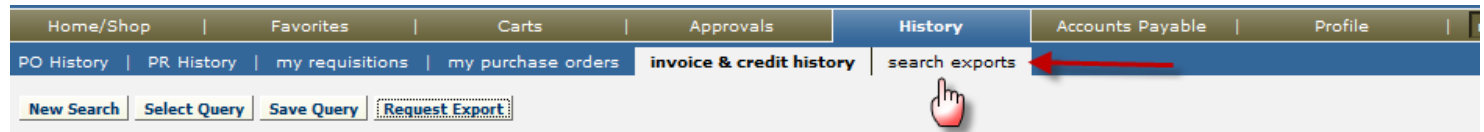
File Name:

Description:

Export Type:  (Screen Export, Transaction Export)

Note: The time required to complete this request depends upon the size of the request as well as the size and number of other pending requests.

After Submit Request has been clicked, the pop up window will be clear of the selected information. Close the pop up window and proceed to the "Search Exports" tab within the History tab.



Home/Shop	Favorites	Carts	Approvals	<b>History</b>	Accounts Payable	Profile
PO History	PR History	my requisitions	my purchase orders	invoice & credit history	search exports	
New Search	Select Query	Save Query	Request Export			

## How to Search and View PO's and Invoices for Orders Placed through the PantherExpress System, continued

The Search Exports tab contains the list of exports completed by you. You will see the File Name, the Request date/time and Expiration Date. The Expiration Date is the last day the report will be available from this screen. You can also remove reports manually by checking the Select box and clicking on Remove Selected.

PO History | PR History | my requisitions | my purchase orders | invoice & credit history | **search exports** | ?

Select the **File Name** of the desired extract file with a status of **Complete** from the list below. Large extracts may not be immediately available for download after the extract is requested. If the status of the required extract is **Pending**, check back at a later time. Expired extracts are deleted on the date shown. Perform the extract query again to regenerate the file extract.

**Tip:** Save frequently needed extracts as queries from the document search results page. This will save time when the same type of report is needed on a regular basis.

+ Click to filter exports [?] Remove Selected

Results per page 20 Results found: 3 Page 1 of 1

File Name ^	Description ^	Request Date / Time	Expiration Date	Export File Size ^	Export Status ^	Select
<b>Test.zip</b>		5/2/2011 10:27 AM	5/9/2011	82.0 KBytes	Completed	<input type="checkbox"/>
pitt chem 4_28.zip		4/29/2011 7:28 AM	5/6/2011	1.0 KBytes	Completed	<input type="checkbox"/>
pitt chem 4_27.zip		4/28/2011 7:24 AM	5/5/2011	1.0 KBytes	Completed	<input type="checkbox"/>

Remove Selected

### Downloading the Export

1. Click on the File Name
2. A file download will appear. Click on Open or Save
3. If you select open, you will receive an additional pop up box that will ask you if you want to open the file. Click Yes.

Results per page 20

File Name ^	Description ^
<b>Test.zip</b>	

0% of SearchExport from solutions.sciquest.com Comple...

**File Download**

Do you want to open or save this file?

Name: Test.zip  
Type: PKZIP File  
From: solutions.sciquest.com

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

name	Size	Type	Modified	Attributes	Folder
Test.csv	648 KB	Microsoft Office E...	5/2/2011 11:16 AM		

**SecureZIP**

Do you want to open this file?  
'Test.csv'

Yes No

After selecting Yes, the file will open in the selected format. If you are prompted with an 'Open With' box, we recommend that you chose Excel.

If you have any additional questions, please contact customer service [HERE](#)