

## VIEWING IMAGED DOCUMENTS

You can track an order that has been placed, received and paid using the **View Document** field and retrieve any documents that have been imaged - ie invoices.

1. Enter either the requisition number or the purchase order number to retrieve all action that has been taken on that order. (Be sure to change the "Type" to purchase order if selecting a purchase order number.)
2. Select the **All** circles
3. **Execute Query** - Scroll to the bottom of the screen to see related documents ie: payment information, dates, etc.

<i>Related Documents</i>			
Transaction Date	Document Type	Document Code	Status Indicator
Feb 05, 2010	Receiving Documents	Y0009702	Completed
Jan 27, 2010	Invoice	<a href="#">I0070831</a>	Paid
Feb 09, 2010	Check Disbursement	00519788	Final Reconciliation
Jan 26, 2010	Purchase Order	<a href="#">P0010637</a>	Approved

4. Click on any of the Blue Text to retrieve the item. ie - To view the invoice payment click on [I0070831](#)

<i>INVOICE - View Imaged Document</i>						
Invoice	Sub#	Purchase Order	Invoice Date	Trans Date	Payment Due	Total
I0070831	1	P0010637	Jan 27, 2010	Jan 27, 2010	Feb 09, 2010	140.16
Complete:	Y	Approved:	Y	Vendor Inv	0560,5628,39502	
Open Paid:	P	Suspense:	N	Hold:	N	
Credit Memo:	N	Cancel Date:		Recurring:	N	
1099 Tax Id:		1099 Vendor:	N	Income Type		
Accounting:	Document Level					
Vendor:	00632207 Sigma-Aldrich Inc					
	PO Box 535182					
	Atlanta, GA 30353-5182					

Continuing to scroll down on this page will give additional detail.

5. To view the actual invoice from the vendor, click on the Blue Text "INVOICE – View Imaged Document"

FEIN: 43-1742718

**SIGMA-ALDRICH**

3050 SPRUCE STREET  
ST. LOUIS, MO 63103

**BILL TO**

MESSIAH COLLEGE  
PURCHASING OFFICE  
PO BOX 3012  
GRANTHAM, PA 17027

For credit & collection inquiries, please contact:  
Credit & Collections ..... 800-359-0685  
A/R@siel.com  
All other inquiries, please contact:  
Sigma ..... 800-521-8956  
sigal@siel.com  
Supelco ..... 800-247-6628  
Aldrich, Fluka, Riedel-de Haën ..... 800-771-6737  
SAFC ..... 800-255-6032  
Phone collect worldwide ..... 314-771-5750

**SHIP TO**

STEVE FUNCK PIN:548603  
MESSIAH COLLEGE  
CHEMISTRY  
ONE COLLEGE AVE  
GRANTHAM PA 17027

RECEIVED  
FEB 03 REC'D

**ORIGINAL INVOICE**

INVOICE NUMBER	520840560
SHIP DATE / INVOICE DATE	01/27/2010 01/27/2010
TERMS / DUE DATE	N30 02/26/2010
SOLD TO CUSTOMER NUMBER	49453883
PURCHASE ORDER NUMBER	P0010637
INTERNAL ORDER NUMBER	3003440307

CONTACT: STEVE FUNCK 7177961800

Material No. Batch No.	Description HTS Code / Country of Origin / Ship To Customer No.	Shipped from Routing	Delivery No. Box No.	Quantity	UOM	Unit Price	Extended Price
I5513-5G 038K53001	IMIDAZOLE MOLECULAR BIOLOGY REAGENT 2933.29.9000 / US / 49772485	SIGMA CHE UPS GROU	834473355	1	EA	17.65	17.65
P7626-1G 128K1094	PHENYLMETHYLSULFONYL FLUORIDE 2904.10.3700 / US / 49772485	SIGMA CHE UPS GROU	834473355	1	EA	35.75	35.75
M8389-25G 086K5449	MOPSD 2934.90.0000 / US / 49772485	SIGMA CHE UPS GROU	834473355	1	EA	19.20	19.20
Sub Total							72.60
Trans / Handling							7.29
Total Amount							79.89

You can also retrieve this information through the Budget Query. Remember, any item in Blue Text can be clicked on to produce a further document.

If you have any questions or need assistance in processing your Self-Service Requisitions, please contact Purchasing at x6010.