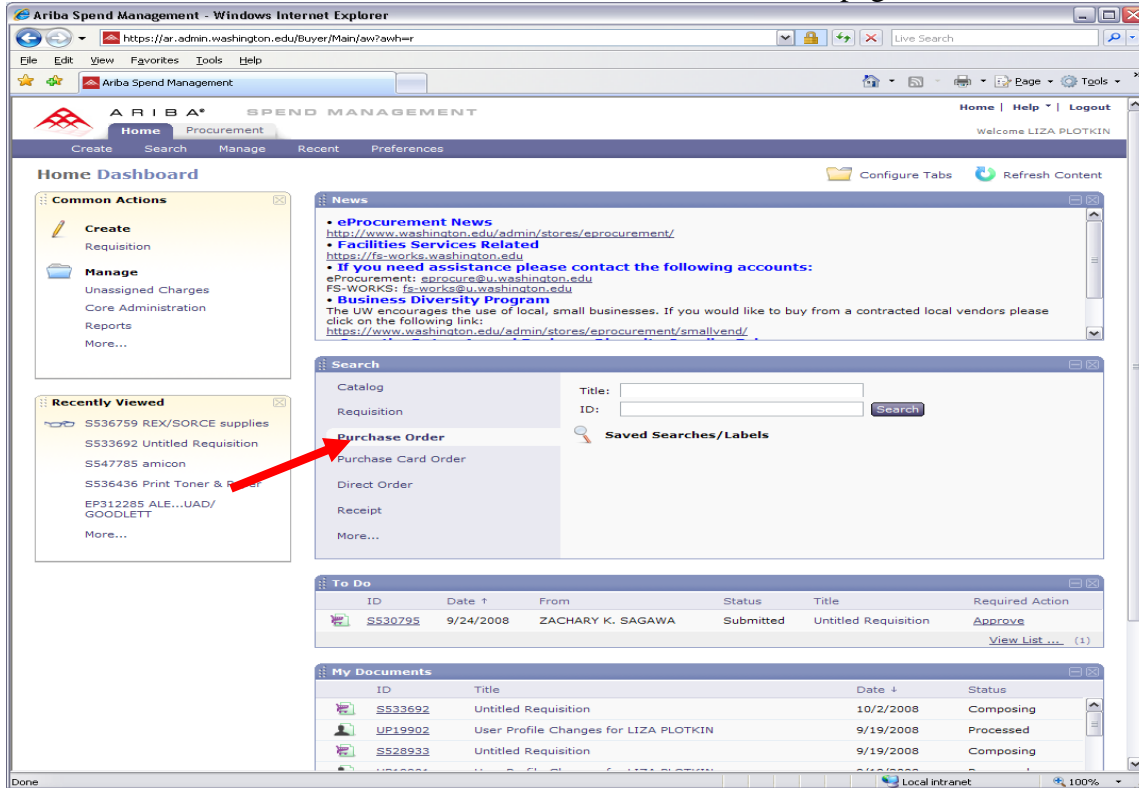


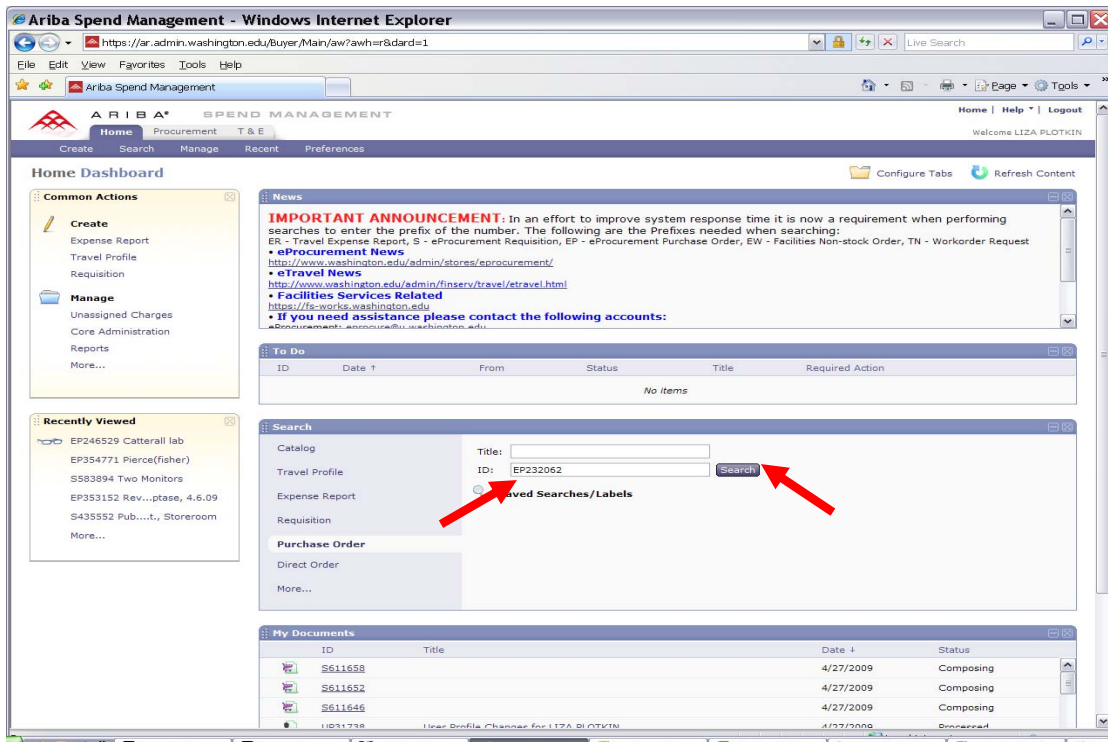
# Access to the eProcurement Reconciliation Document

## Create a new PO Search

Click on **Purchase Order** on the Search Tab of the Ariba Home page to start the search process

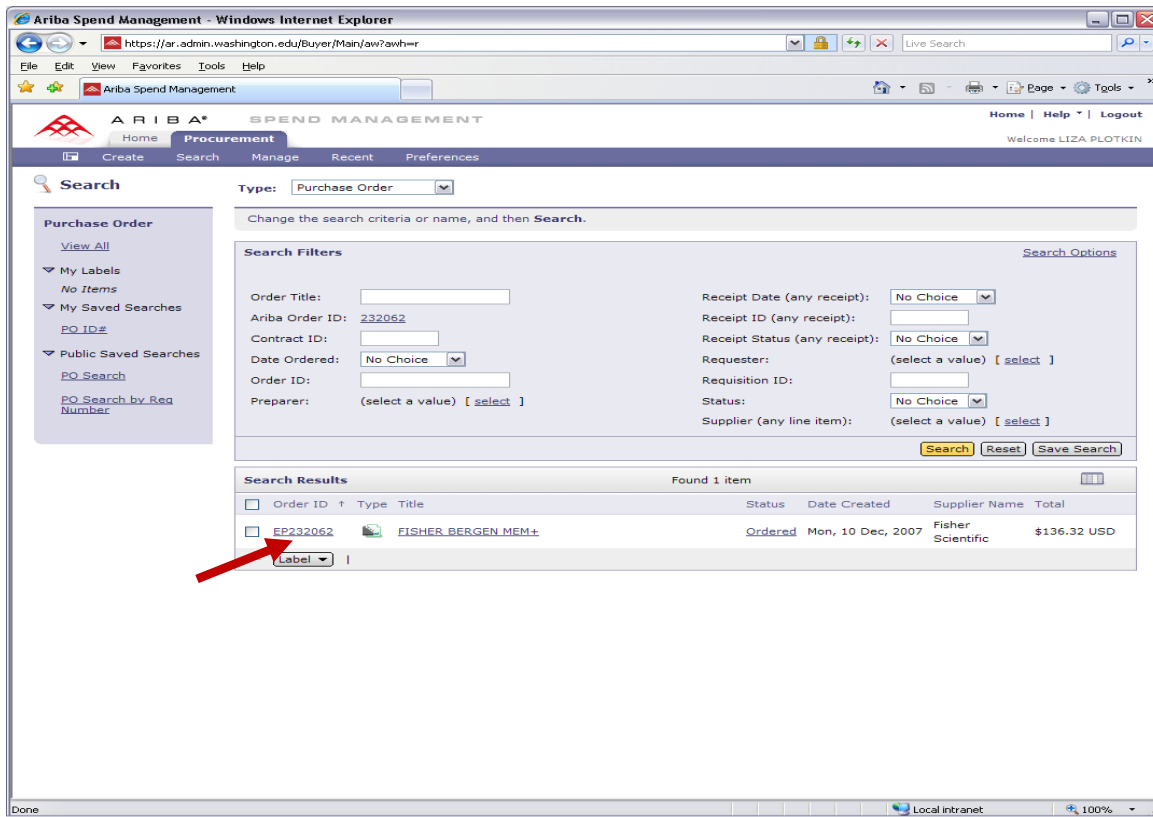


Enter your **Purchase Order** number (starts with the “EP”) into the **ID** field, click on **Search**.

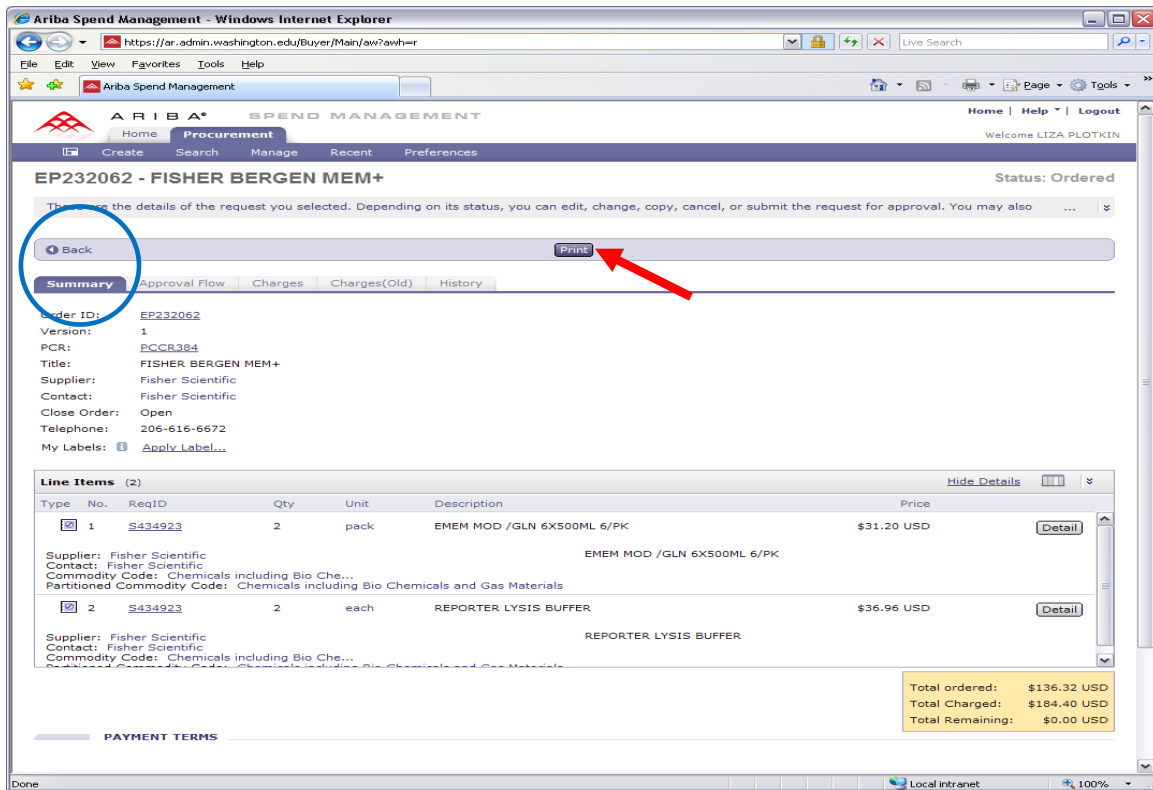


**NOTE:** you need to include the “EP” prefix in the search. No leading zero after the prefix.

Click on the “EP” number (purchase order number) under **Search Results**.



Click on the **Print** button on the **Summary** screen.



# Reconciliation Document

Fisher Scientific  
Fisher Scientific  
2000 Park Lane  
Pittsburgh, PA 15275  
United States  
Phone: 1412.490.8300  
Fax: 1  
Contact: Brenda Peeples

Ship To:  
University of Washington  
FOEGE BUILDING  
1705 NE PACIFIC ST  
SEATTLE, WA 98195  
United States

Bill To:  
University of Washington  
UNIVERSITY STORES  
4515 25TH AVE NE  
SEATTLE, WA 98105  
United States

Organization Code:  
Budget Number: 668739  
Object SubObject: 0531  
Sub SubObject: 00  
Task:  
Option:  
Project:

Requester: BROOKE LINDSAY BENSON  
Form:  
DeliverTo: N530/ BERGEN  
PR No.: S434923  
Tax Exempt: No

Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
1	EMEM MOD /GLN 6X500ML 6/PK EMEM MOD /GLN 6X500ML 6/PK	MT10010CV	pack	2	None	\$31.20USD	\$62.40USD
2	REPORTER LYSIS BUFFER REPORTER LYSIS BUFFER	PRE3971	each	2	None	\$36.96USD	\$73.92USD
Total							\$136.32USD

**Charges**

Date	Merchant	Amount(less tax)	Tax	Amount
12/13/2007	FISHER SCI HUS	\$62.40USD	\$5.58USD	\$67.98USD
12/17/2007	FISHER SCI HUS	\$106.82USD	\$9.52USD	\$116.44USD
Total		\$169.32USD	\$15.08USD	\$184.40USD

**Adjustments**

Item	Type	Comment	Amount
1	Shipping/Handling	Ice Container charge	\$33.00USD
Total			\$33.00USD

This screen has all the information needed to reconcile the bar:

1. Original Purchase Order charges
2. **Charges** including Taxes and Adjustments
3. **Adjustments**

Document displays all the **accounting details** just below the **Bill To** address:  
**Budget, Object SubObject, Sub SubObject, Task, Option and Project codes.**

Click on the **Print** icon on the **Command** bar to print the **Reconciliation** document.  
**This document can be used for auditing purposes.**