AIS SIU Purchasing Inquiry

SIUE Purchasing
• Log into **AIS**
  • Click on SIU Purchasing Inquiry
  • Go to Purchase Order Summary
  • Enter PO#
  • Click Find.

• Note: You can also search by the supplier if you know the exact name of the supplier.
• If the Approval Status shows “Requires Reapproval” it typically means the purchase order is on hold
• To view details on the hold, click on Inquire, then View Action History
• A smaller window will appear where you can see that the PO was placed on hold and the Note view will indicate what paperwork we are waiting for from the vendor.

• AC = Acceptance Copy, CC = Contract Certification, DCI = Financial Disclosure and Conflicts of Interest, INS = Insurance Certificate, BOND = Indemnity Bond