

Datatel Purchase Inquiries Based on Your Name

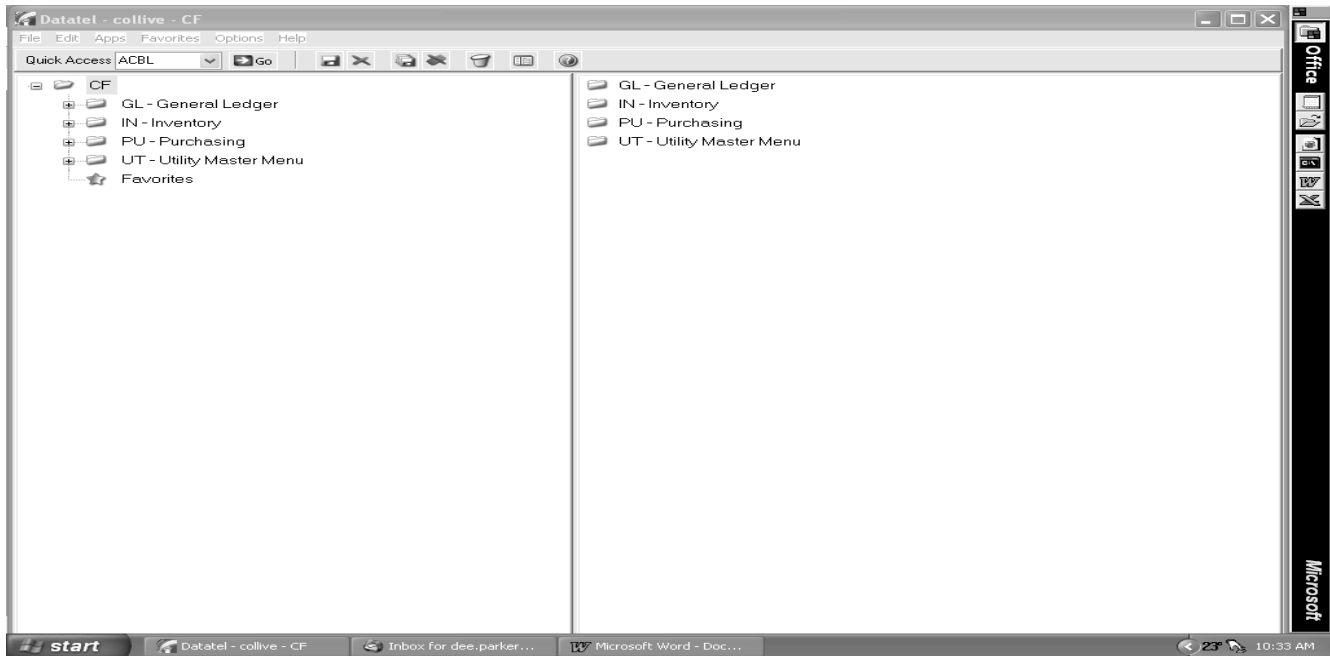
PINQ Purchase Order Inquiry
BINQ Blanket Purchase Order Inquiry
RINQ Requisition Inquiry

All of the mnemonics above can be used to find your purchases if you have the correct PO, BPO or Requisition number. The following instructions show how to find your purchases based on **your name**. The search will be listed in reverse chronological order. The most recent purchase is listed first.

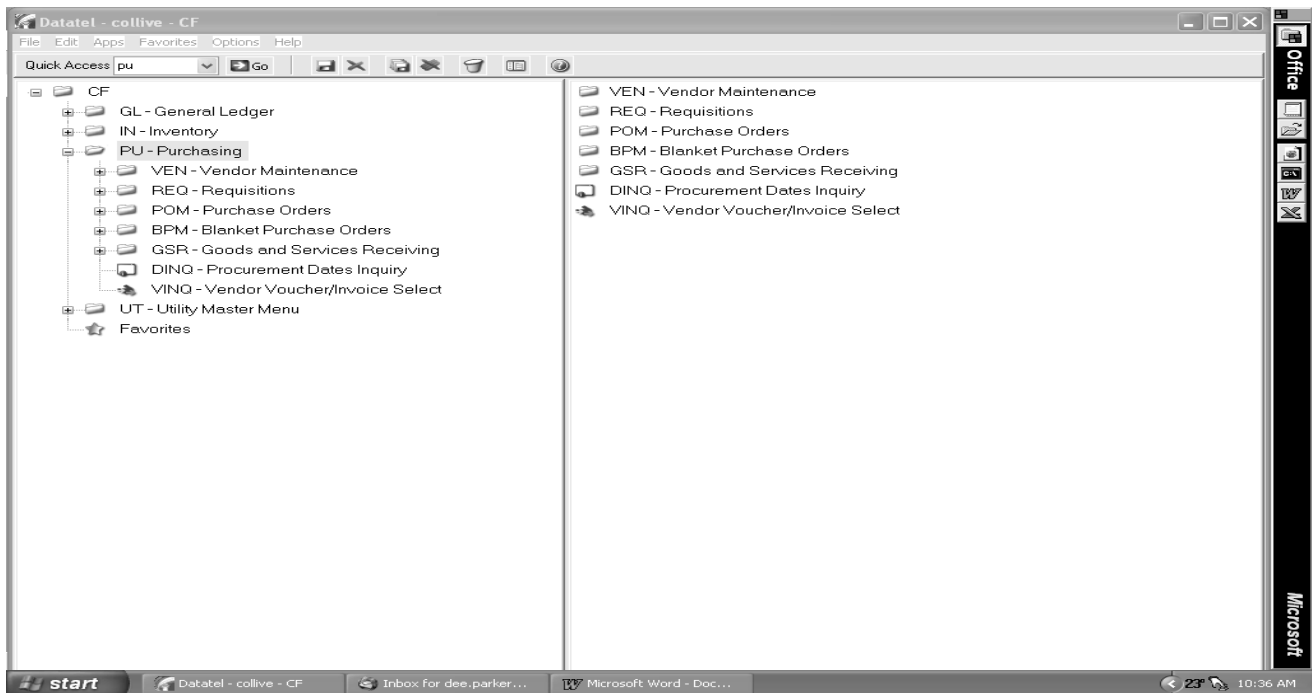
Using either BINQ, PINQ, or RINQ search memonics

Type: * ; in your name search

Using either BINQ, PINQ, or RINQ search Type: * ; in your name

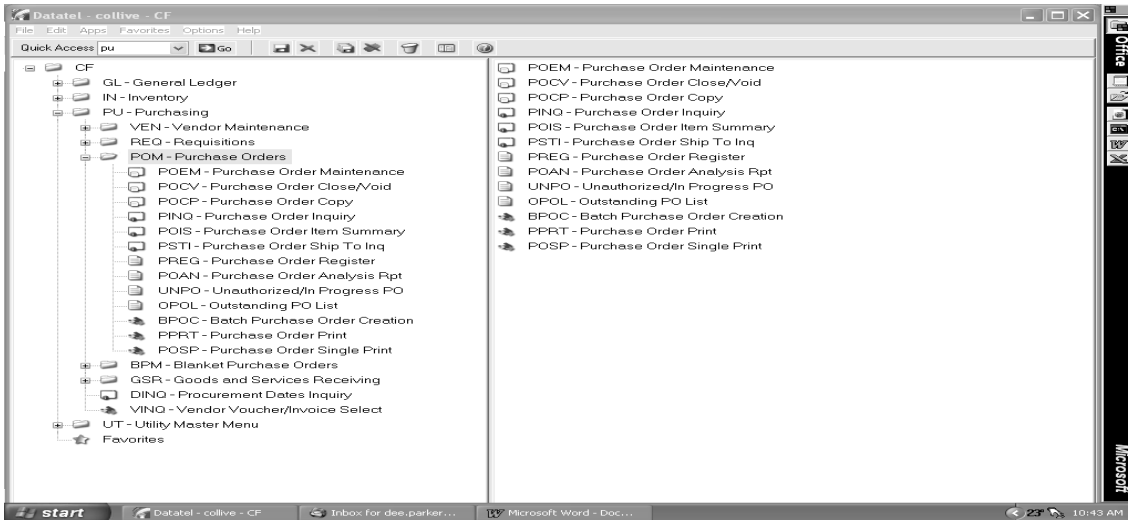


Choose PU Purchasing.

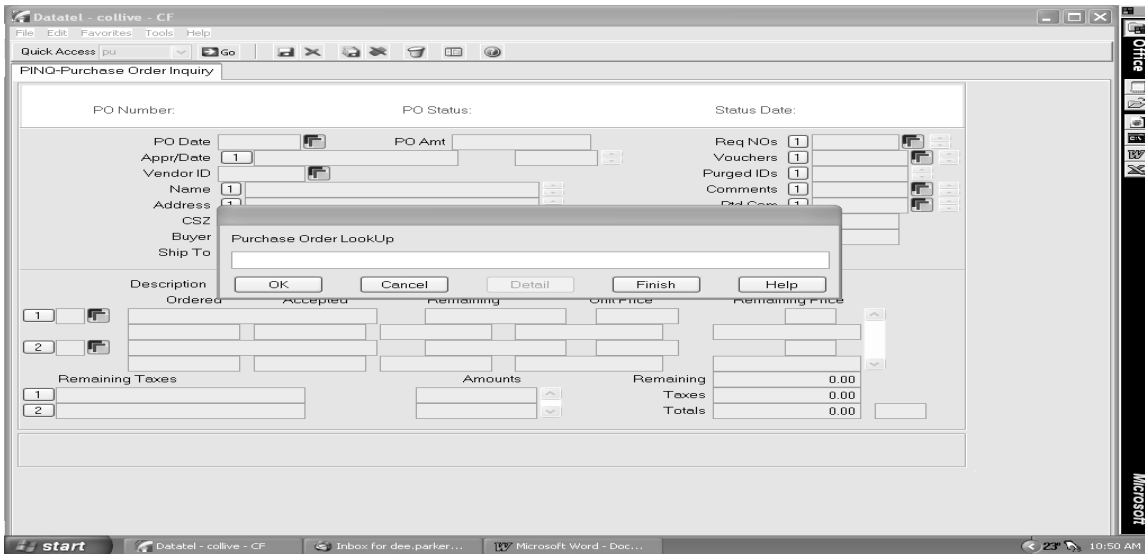


Choose the area you want to search PO, BPO or Requisitions. For this demonstration we have chosen Purchase Orders (PINQ).

Searching for purchases based on your name, **type command: * ; in your name**

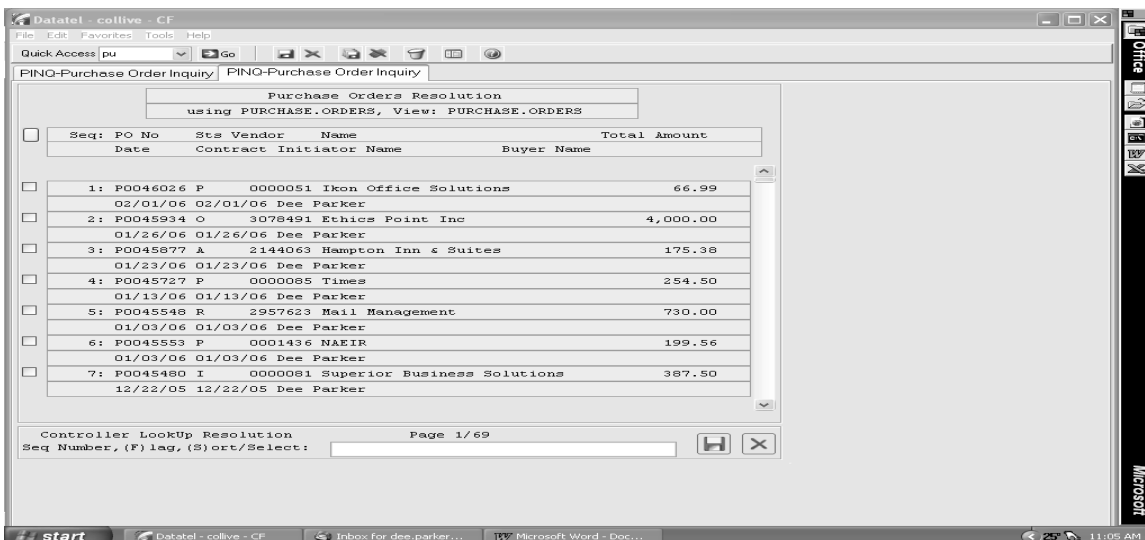


Choose the appropriate mnemonic for your search or you can type the mnemonic at any time: PINQ, BINQ or RINQ



Purchase Order Look Up (PINQ) Type: *** ; in your name**

These are the sample screens that you will be in to initiate your search. Note that you will enter in * ; in your name (this is not case sensitive).



This is an example of what your screen will display once the search is complete.