Locating your Purchase Orders for which you need to create a receipt in Mountaineer Marketplace

I am receiving an order that I placed:

Click on your Name -> My Recently Completed Purchase Orders. This will return any completed PO in the past 90 days.

If looking for an older PO, use the instructions for “I am creating a receipt in Mountaineer Marketplace for a colleague” and use your own name for the “Prepared By”.

Once you see your list of Purchase Orders, you can see the Settlement Status of each order. If there are “No Matches” or “Partially Received” then you may need to create a receipt for it.
I am creating a receipt in Mountaineer Marketplace for a colleague:

Go to Documents -> Document Search -> Search Documents.

You may see the Simple Search page. You will need to use the Advanced Search for document type of Purchase Orders:

Once you are on the advanced search screen, you have the ability to search for a PO by almost anything about the order.

Since you want to find only the orders for a particular person that are not completely received in Mountaineer Marketplace yet, AND YOU HAVE CONFIRMED THEY HAVE PHYSICALLY RECEIVED THE GOODS OR SERVICES, use the Prepared By field and Matching Status checkboxes to narrow the search results: