Purchase Order – Status (Find my Buyer)

Direct questions to Procurement & Contract Services, x5134
Purchase Order Status – Find my Buyer

Refer to ‘Log into PeopleSoft Financials’ guide for login instructions.

• To check the status of a Purchase Order, use the **NavBar** and select:
  • ‘Navigator’
  • ‘Purchasing’
  • ‘Purchase Orders’
  • ‘Review PO Information’
  • ‘Purchase Orders’
Purchase Order Status – Find my Buyer (cont.)

Note: The first time this page is accessed, click the ‘Add To’ link to create a tile on your Homepage or add to your NavBar/Favorites.

*Refer to ‘Creating a Tile in PeopleSoft Financials’ guide for instructions.
Purchase Order Status – Find my Buyer (cont.)

• Enter the ‘PO ID’ number.
• Click ‘Search’.

• Click the ‘Document Status’ link.
Purchase Order Status – Find my Buyer (cont.)

• The **Document Status** page will open.
  - **Questions on the PO, Requisitions or Receiving Status should be directed to the Buyer by email or at x5134.**
  - **Questions on the Voucher or Payment should be directed to Accounts Payable at x6426.**

• **Buyer to Contact.**
• **Requisition associated w/PO.**
• **Date order is received by Receiving Dept.**
• **Date submitted to A/P for payment.**
• **Date check is printed.**
Purchase Orders with the ‘Requisition’ listed as the only associated document are still in process in the Procurement Office. Contact the buyer by email or at x5134.