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’
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.**

**PO Status:**
- **Approved** = PO in process in Procurement
- **Cancelled** = PO is Cancelled. (Refer to PO Comments for details)
- **Compl** (Complete) = PO has been paid for closed
- **Dispatched** = PO has been sent to the Vendor
- **Open** = PO has not been approved; in process in Procurement
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.