



Purchase Order: Check the Status of a Purchase Order

Use this Job Aid to:

- Learn how to check the status of a Purchase Order

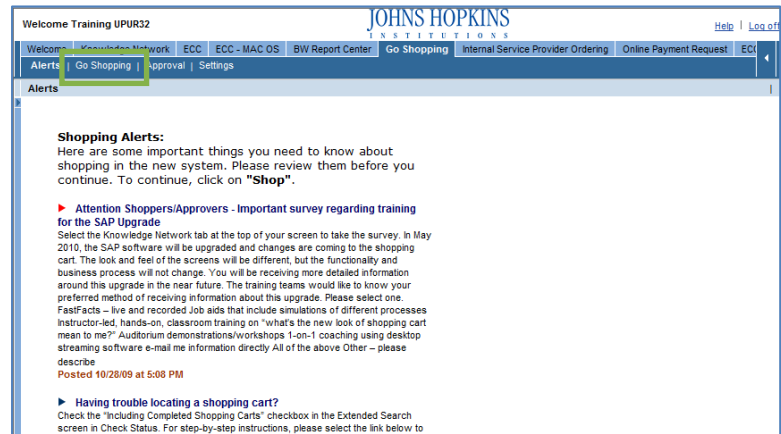
BEFORE YOU BEGIN

You need to have identifying information for the order (the Shopping Cart number, vendor, and/or date, etc).

Check the Status of a Purchase Order

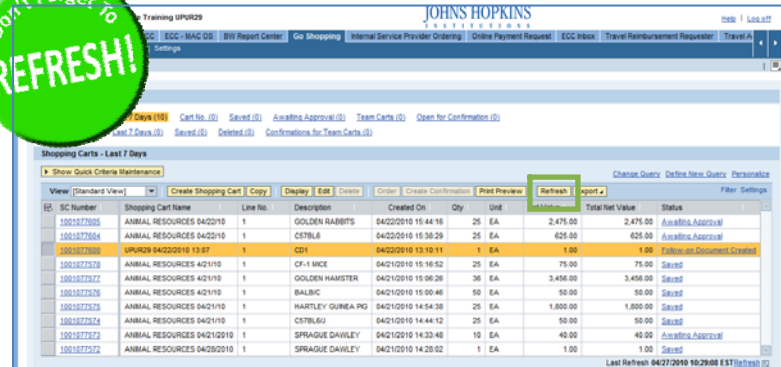
Perform this procedure when you need to check the status of a purchase order.

1. **Select "Go Shopping."** After you select the "Go Shopping" tab from the top line, select "Go Shopping" again from the next line to access the Shopping Cart Home Page.



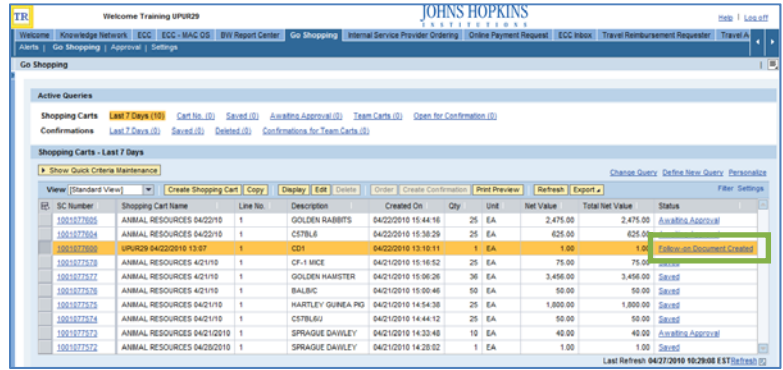
2. **Refresh.** At the Shopping Cart Home Page, click "Refresh" to make sure that you are viewing the most up-to-date information.

- Your most recent work will not appear until you have clicked "Refresh."



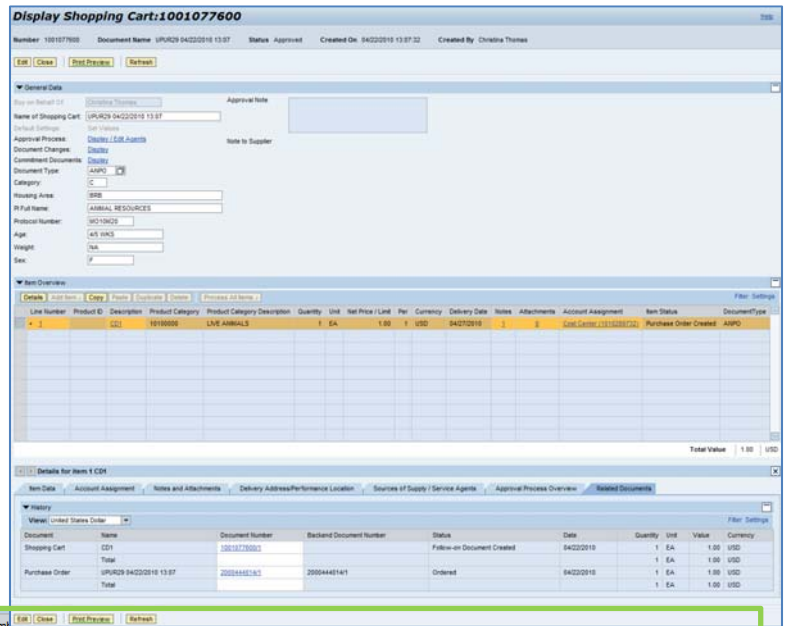
3. **Locate the Order.** The Shopping Cart Home Page displays a list of shopping carts, along with the status of each as shown in the right-most column labeled “Status.”

- A Shopping Cart that has an associated Purchase Order will have the status “**Follow-On Document Created.**”
- To access the Purchase Order, click on the “Follow-On Document Created” link. This displays the shopping cart (as if you had selected “Display” or “Edit”), but defaults to the tab called “Related Documents” in the “Details” section of the order.



4. **Locate the Follow-On Documents.** Notice that the “Related Documents” tab is open (at the bottom of the screen) when you arrive at the shopping cart. You can see the Shopping Cart and Purchase Order numbers in this area.

- The Purchase Order status is shown to the right of the number in the column labeled “Status.” In this example, you can see that the PO status is “Ordered.”



Document	Name	Document Number	Backend Document Number	Status	Date	Quantity	Unit	Value	Currency
Shopping Cart	CD1	1001077600/1		Follow-on Document Created	04/22/2010	1	EA	1.00	USD
	Total					1	EA	1.00	USD
Purchase Order	UPUR29 04/22/2010 13:07	2000444014/1	2000444014/1	Ordered	04/22/2010	1	EA	1.00	USD
	Total					1	EA	1.00	USD