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CU Marketplace How-to: PO Status [1]

Purchase orders (POs) are documents sent from a buyer (CU) to a supplier with a request for products or services as an order. Each PO is assigned a specific reference number for tracking the purchase order throughout the system. The PO details goods/services being purchased, the quantity, and agreed upon price.

A PO may be viewed in CU Marketplace (primarily the **Summary** tab) to see its status and line details, as well as related invoices, payment information, and receipts.

Refer to the image below to learn more about purchase orders in CU Marketplace:

1) **General Information** shows information about the vendor, the total of the order, and the date that the order was placed

2) **Contact Information** shows the *internal* contact for any information about the Purchase Order

3) **Shipping Information** shows where the PO was shipped or, alternatively, the location of the department that placed the order

4) **Billing Options** details how a PO will be paid - note that the number after **net** details how soon after the invoice date payment will be scheduled to be sent

5) Distribution Information shows how a PO was sent to the vendor

6) **Related Documents** lists and links the original requisition as well as any vouchers related to the order

7) **Workflow** shows the system workflow of the Purchase Order. To view approval details, click on the original requisition in **Related Documents** and view the workflow details in that document

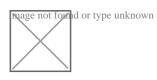
8) Receipts show any receiving that was entered into the PO, if needed

9) Invoices shows the payment documents and details any payments made for the order

10) **Accounting Codes** details how a purchase was funded. Note that the details shown in this screenshot are at the *header* level and therefore applied to the entire purchase. However, it is possible for a Purchase Order to be funded differently if there are multiple lines on the PO and so there may be multiple accounting codes visible at the *line* level for certain orders

11) The details on each line show the item/services being ordered and details such as

quantity, price, and what commodity the good or service qualifies as



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Links

[1] https://www.cu.edu/psc/cu-marketplace-how-po-status