

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

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