Spectrum Users Group Meeting
October 14, 2009

Purchase Order Status Inquiry

1. To determine the status of a purchase order, run

   GSU_PO_STATUS_BY_USERID query

   This will prompt for the user ID and give the PO status fields

   Navigation: Reporting Tools > Query > Query Viewer > Search By: Query Name
   begins with GSU_PO_STATUS_BY_USERID

2. If the PO has been dispatched, you can look at the Document Status inquiry page
   on-line. This page will provide all related documents to the PO (Receipts,
   Vouchers, and Payments).

   Navigation: Purchasing > Purchase Orders > Review PO Information >
   Document Status

Other Purchasing Related Items

1. Once an Express PO is processed by the requesting department, the number
   should not be given to a prospective vendor. **Only the Purchasing Department**
   is authorized to issue Purchase Orders to Vendors. There have been instances
   in which the requesting department has given the number to the vendor followed
   by the Purchasing Department providing the same number thereby resulting in
   duplicate shipments.

2. Internal delivery address for items requiring delivery: It is impossible for the
   Central Receiving staff to know where items should be delivered if this
   information is not provided by the requesting department. A Quick Reference
   Guide entitled 'Changing Location on Express PO' found on the Spectrum
   website, http://www2.gsu.edu/~wwwspc/Training/TrainingGuides.htm, will
   provide instructions on how end-users should enter internal delivery address.