The user (requisitioner) is responsible for follow-up of the PR and PO. This follow-up allows the user to view the progress and delivery of the PO to the vendor.

Please do not assume that the PR became a PO or that the PO was distributed to the supplier.

**PR Follow-up**

From the Main Screen of HokieMart:

- Search for the PR No. from drop-down menu in the upper right-hand corner.
- Under Notifications or Under User Profile Option
- Choose and click to select the PR.
Click “Approvals” or “History” tab to follow the status of the PR from entry by Requestor until a temporary HokieMart PO is assigned.

- Using the “Approvals” tab, a check mark will appear in each workflow step as it is completed.

- Using the “History” tab view: The PO number is displayed in this view.

If the HokieMart PO does not appear, an error message(s) (example below) will appear in the “History.”

<table>
<thead>
<tr>
<th>Requisition rejected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition line item rejected</td>
</tr>
<tr>
<td>Requisition submitted</td>
</tr>
</tbody>
</table>

When no temporary PO is created, Requestor must correct error, copy the cart, and resubmit the PR.
**PO Follow-up**

From the Main Screen of HokieMart:

- Search for the PO No. from drop-down menu in the upper right-hand corner.
  - Under Notifications or
  - Under User Profile Option

- Choose and click to select the PO.
- PO will be displayed.
- Click “PO Approvals” or “History” tab to follow the status of the PR from entry by Requestor until a temporary HokieMart PO is assigned.

- Click “PO Approvals” tab to confirm that the PO completed the work flow.

Click the “History” tab to view and verify that the order was electronically sent to the vendor.
Methods of PO Delivery

The three methods of delivery are:

**Computer To Computer**

This example PO was delivered via CXML (computer-to-computer) on November 20, 2013 at 4:21 pm

<table>
<thead>
<tr>
<th>original</th>
<th>11/20/2013</th>
<th>System</th>
<th>PO Sent via CXML</th>
<th>200 OK</th>
</tr>
</thead>
</table>

**FAX**

<table>
<thead>
<tr>
<th>original</th>
<th>9/10/2009</th>
<th>System</th>
<th>Delivery Notification</th>
<th>Delivered to: +1 (804) 378-6210 Date and time of delivery: Sep 10, 2009 11:10 AM Number of pages ... more...</th>
</tr>
</thead>
<tbody>
<tr>
<td>original</td>
<td>9/10/2009</td>
<td>11:06 AM</td>
<td>PO Sent via fax</td>
<td>Out for fax delivery to +1 (804) 378-6210</td>
</tr>
</tbody>
</table>

**EMAIL**

| PO Sent via HTML attached email | dpc2@exchange.vt.edu |

If you do not receive one of these three delivery options messages, contact the HokieMart Help Desk (hokiemart@vt.edu).