

QG - Requisition and Purchase Order Follow-up

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.

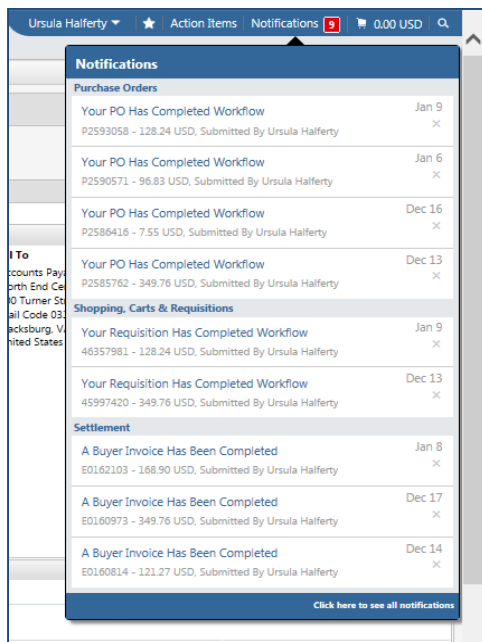
Please do not assume that the PR became a PO or that the PO was distributed to the supplier.

PR Follow-up

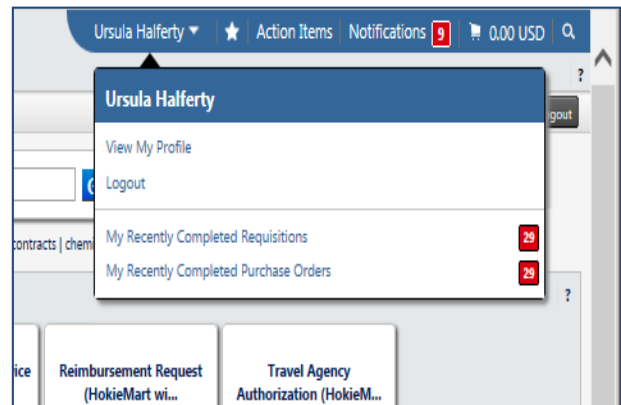
From the Main Screen of HokieMart:



Search for the PR No. from drop-down menu in the upper right-hand corner.



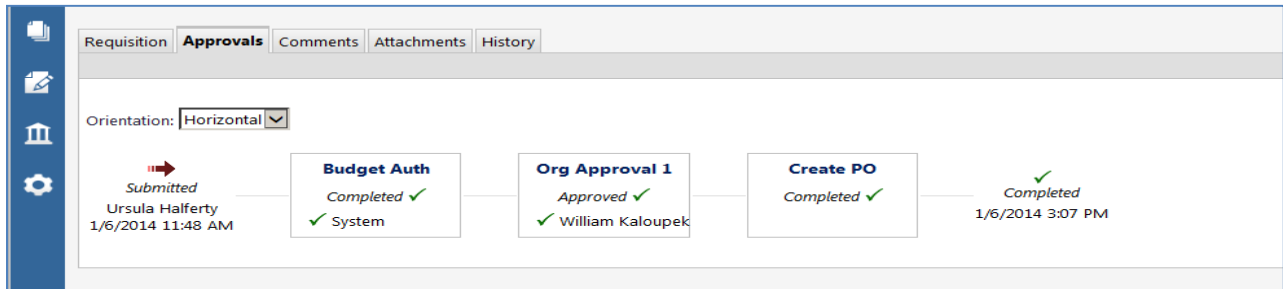
- Under Notifications or
- Under User Profile Option



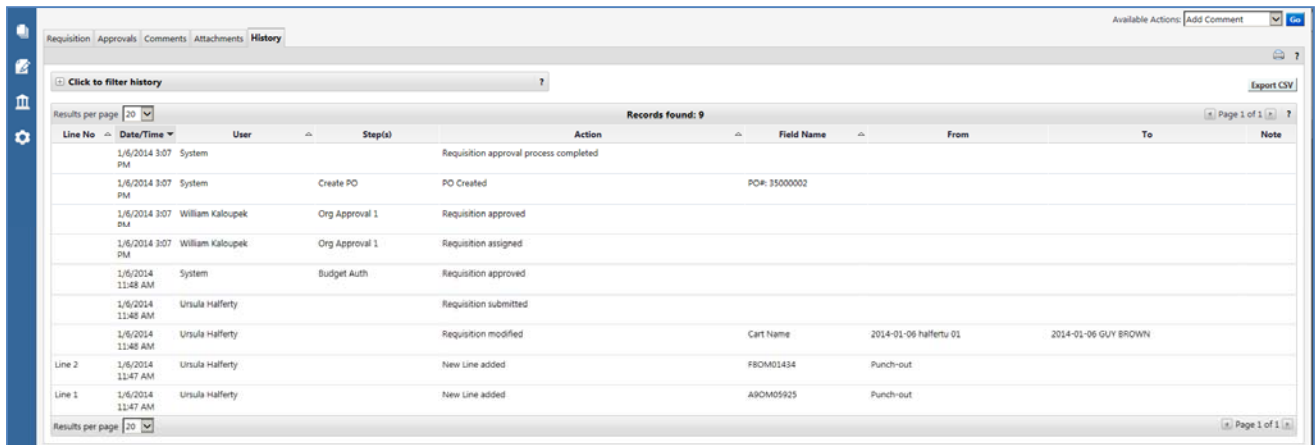
- Choose and click to select the PR.

Click “Approvals” or “History” tab to follow the status of the PR from entry by Requestor until a temporary HokieMart PO is assigned.

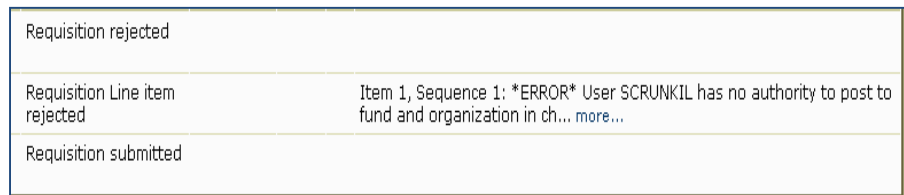
- Using the “Approvals” tab, a check mark will appear in each workflow step as it is completed.



- 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.”

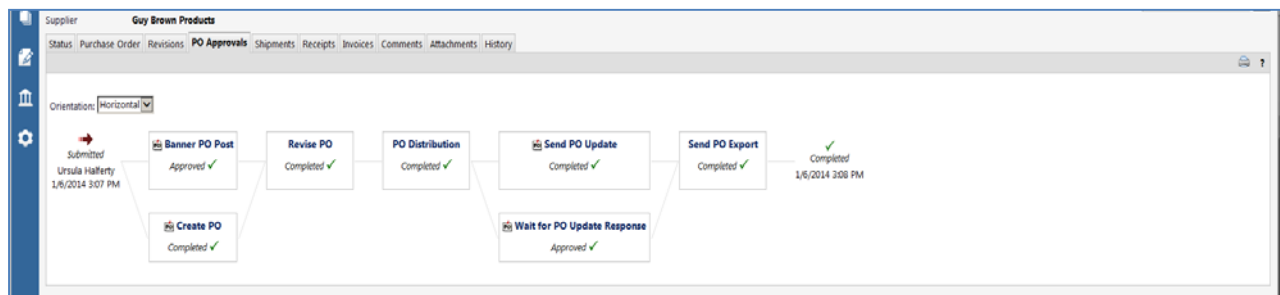


When no temporary PO is created, Requestor must correct error, copy the cart, and resubmit the PR.

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.

Line No	Revision No.	Date/Time	User	Step(s)	Action	Field Name	From	To	Note
original		1/6/2014 3:08 PM	System		PO Approvals completed				
original		1/6/2014 3:08 PM	System		PO Export sent to external system				The PO was successfully distributed to the ERP system.
original		1/6/2014 3:08 PM	System		Received PO dispatched status from an external system				
original		1/6/2014 3:08 PM	System		PO Sent via XML			200: OK	
original		1/6/2014 3:08 PM	System		PO Revision Finalized				
original		1/6/2014 3:08 PM	System		Received PO posted status from an external system				
original		1/6/2014 3:08 PM	System		PO modified	PO/Reference No.	35000002	P2591065	
original		1/6/2014 3:08 PM	System		PO modified	External PO Ref #:	empty	P2591065	
original		1/6/2014 3:07 PM	System	Create PO	PO note added				Purchase order document has been completed and is being processed.

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

original	11/20/2013 4:21 PM	System	PO Sent via CXML	←	200: OK
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FAX

original	9/10/2008 11:10 AM	System	Delivery Notification	→	Delivered to: +1 (804) 378-6210 Date and time of delivery: Sep 10, 2008 11:10:49 AM Number of pages ... more...
original	9/10/2008 11:06 AM	System	PO Sent via fax		Out for fax delivery to +1 (804) 378-6210

EMAIL

PO Sent via HTML attached email	←	dpc2@exchange.vt.edu
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If you do not receive one of these three delivery options messages, contact the HokieMart Help Desk (hokiemart@vt.edu).