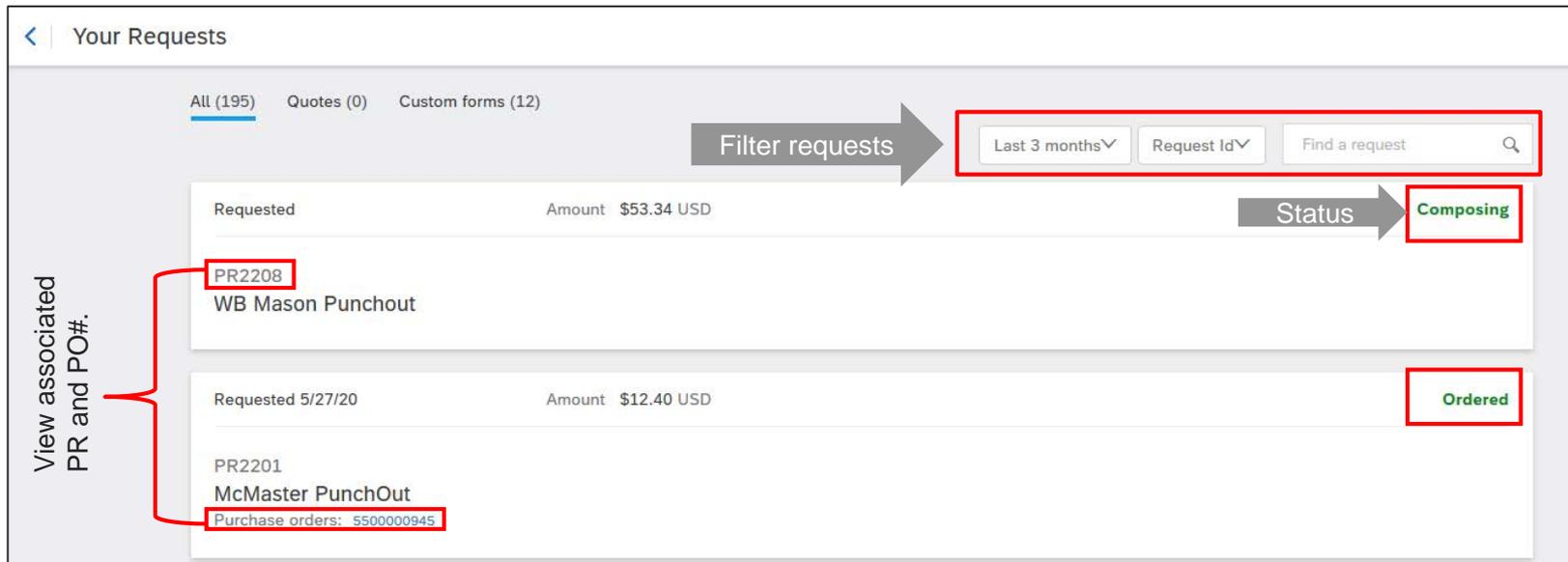
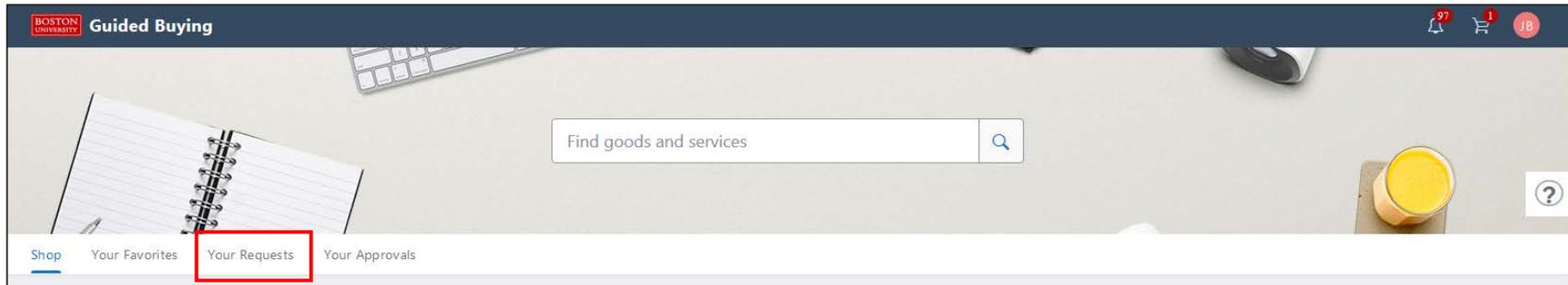


Viewing Purchase Requisitions & Purchase Orders



Viewing Purchase Requisitions & Purchase Orders

Once a PR is approved the status will be automatically updated in the system. Navigate to the **Guided BUYing** homepage and select the **Your Requests** tab to view all PRs and their status. The table below indicates the different status types.

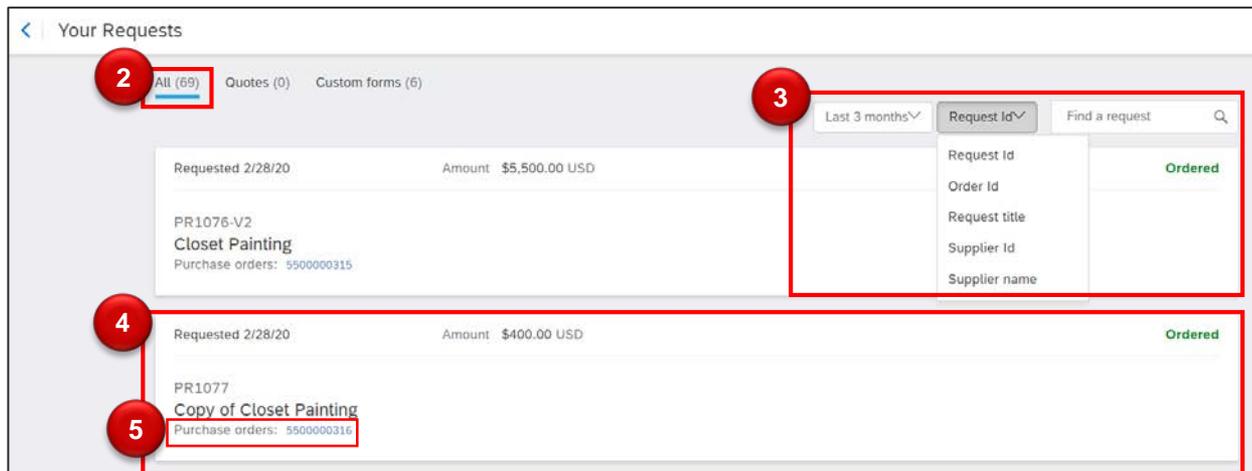
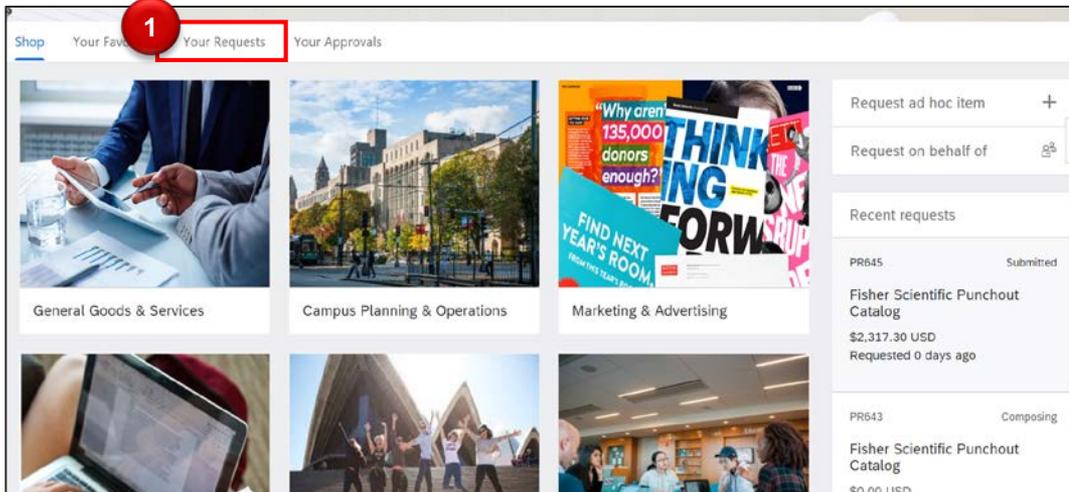


Viewing Purchase Requisitions & Purchase Orders

Status	Description
Composing	The PR is created and being completed by the requisitioner.
Submitted	The PR has been submitted and is going through the approval process.
Approved	The submitted PR has been approved by the last approver in the approval flow.
Denied	The submitted PR has been denied by one of the approvers in the approval flow.
Ordering	The PO has been created but has yet to be transmitted to the supplier.
Ordered	The PR is fully approved; the PO has been generated and sent to the supplier. Change/cancel order is allowed at this stage but should be agreed upon with the supplier outside of Guided BUYing first.
Cancelled	The PO has been cancelled by the requisitioner. The PO can be cancelled while it is in the ordering or ordered stage.

Viewing Purchase Requisitions & Purchase Orders

Once a PR has been submitted, follow the progress of the approval and view any changes by clicking the PR# from the **Your Requests** tab.



- 1 Click the **Your Requests** tab on the **Guided Buying** homepage to view your PRs.
- 2 You will automatically be brought to **All**.
- 3 Filter requests display and search. Search options include:
Request ID: PR#
Order ID: PO#
Request Title: PR Title
Supplier ID: Supplier #
Supplier Name
- 4 View submitted requests.
- 5 If generated, a PO # will display.

Viewing Purchase Requisitions & Purchase Orders

From the **Your Requests** tab, the status of the PR will be available. Select the appropriate PR to view details.

The screenshot shows the 'Your Requests' interface. At the top, there are filters for 'All (191)', 'Quotes (0)', and 'Custom forms (9)'. Below these are search and filter options: 'Last 3 months', 'Request Id', and a search bar. A list of requests is displayed, with one entry highlighted: 'Requested 6/28/20', 'Amount \$16,500.00 USD', and 'Submitted'. The PR number 'PR2371' is highlighted with a red box, and a red circle with the number '6' is placed over it. The request description is 'Consulting Services (EL_TEST)'.

6 Click the appropriate PR # to view details.

7 The PR will open. Scroll through to view PR details including where the PR is in approval and any added comments.

The screenshot shows the details for 'Consulting Services (EL_TEST)'. The total cost is '\$16,500.00 USD'. There are 'Withdraw' and 'Edit' buttons. The status is 'Submitted'. Below this is an 'Approval Flow' diagram showing a sequence of steps: 'Request' (green circle), 'BU_Buyer Business an...' (green circle with checkmark), 'DAWNA JOHNSON' (blue circle), and 'Approved' (grey circle). A red circle with the number '7' is placed over the 'Withdraw' button. Below the flow is a 'Comments' section with a text input field, a 'Share with supplier' checkbox, and an 'Add' button. A list of comments is shown below, including one from 'BUWTN701' dated 6/28/20 and one from 'JILL BROWN' dated 6/26/20.

Viewing Purchase Requisitions & Purchase Orders

Scroll down to the History section of the PR to view any comments or changes made to the PR.

8 Scroll down to view line item details and the history of the PR. Any changes made to the PR will be recorded in real-time.

8

Consulting Services (EL_TEST) Total Cost **\$16,500.00** USD [Withdraw](#) [Edit](#) [...](#)

Request details / PR2371

Items (1)

	Quantity	Price	Net Amount
>  Consulting Services (EL_TEST) 0010000647 (Apple Inc.)	30	\$550.00 USD	\$16,500.00 USD

Unit of Measure: Hour Gross Amount ⓘ: \$16,500.00 USD

History

Date	Real User	User	Action	Summary
6/26/20, 10:39 AM	JILL BROWN	JILL BROWN	Requisition sent to the external system	PR2371: Requisition was successfully sent to the external system. ERP reference number: 1001071298.
6/26/20, 10:39 AM	JILL BROWN	JILL BROWN	Submitted	PR2371 submitted for approval.
6/26/20, 10:55 AM	BUWTN701	BUWTN701	Assigned	Assigned to user BUWTN701 from queue BU_Buyer Business and Site Services.
6/27/20, 5:26 PM	BUWTN701	BUWTN701	Approver Chg	Approver Antoinett, Mount added after BU_Buyer Business and Site Services.



Viewing Purchase Requisitions & Purchase Orders

Once you click the PO# you will be able view detailed information under summary, approval flow, invoices, payments, and history.

The screenshot shows a web interface titled "Your Requests". It features a navigation bar with "All (69)", "Quotes (0)", and "Custom forms (6)". Below this is a filter section with "Last 3 months", "Request Id", and a search box "Find a request". The main content area displays a list of requisitions. The second requisition, "PR1077 Copy of Closet Painting", is highlighted with a red circle containing the number 9. The requisition details include "Requested 2/28/20", "Amount \$400.00 USD", and "Purchase orders: 5500000248".

The screenshot shows the detailed view for requisition "5500000248 - Apple 30-pin to VGA Adapt". The status is "Ordered". Below the title is a "Print" button and a navigation bar with tabs: "Summary", "Approval Flow", "Invoices", "Payments", and "History". The "Summary" tab is highlighted with a red circle containing the number 10. The summary details include: Order ID: 5500000248, Version: 1, Order Confirmation Status: Unconfirmed, Title: Apple 30-pin to VGA Adapt, Supplier: Apple Inc., Supplier Location: Apple Inc., Close Order: Open, Source System: Ariba Guided Buying, and My Labels: Apply Label... (with a dropdown arrow and a help icon).

9 Under the **Your Requests** tab, click the PO#.

10 **Summary:** Highlights information including:

- Status
- Order information
- Line item detail including a link to the PR.
- Payment terms
- Terms and Conditions
- Ability to add a comment or attachment.

Viewing Purchase Requisitions & Purchase Orders

View approval flow and associated invoices.

5500000248 - Apple 30-pin to VGA Adapt Status: Ordered

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and take the desired action(s).

11 Approval Flow | Invoices | Payments | History

There are no approvals required.

Submitted → Add Initial Approver → Approved

Invoices | Summary | Approval Flow | History

12

13

Invoice # ↑	Invoice Date	Supplier	Supplier Location	Status	Total
1123	Mon, 24 Feb, 2020	0010000647 (Apple Inc.)	Apple Inc.	Reconciling	\$440.00 USD

11 Approval Flow: View the approval workflow for the PR. **Note:** This PR did not require an approval due to the dollar amount.

12 Invoices: View invoices posted to the PO and their statuses.

13 Click invoice number to review. Steps on reviewing invoices can be found [here](#).



Viewing Purchase Requisitions & Purchase Orders

View the payments against PO and transaction history.

550000248 - Apple 30-pin to VGA Adapt Status: Ordered

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and take the desired action(s)

[Print](#)

[Summary](#) [Approval Flow](#) [Invoices](#) [Payments](#) [History](#)

Order ID: 550000248
Version: 1
Order Confirmation Status: Unconfirmed
Title: Apple 30-pin to VGA Adapt
Supplier: Apple Inc.
Supplier Location: Apple Inc.
Close Order: Open
Source System: Ariba Guided Buying
My Labels: [Apply Label...](#)

Payments

ID	Net Due Date	Scheduled	Discount	Amount To Pay	Transaction	Payment Method	Status
PAY1123-365	04/24/2020	04/24/2020	\$0.00 USD	\$440.00 USD			Processing

History

Date ↓	User	Real User	Action	Summary
Mon, 24 Feb, 2020 12:13 PM	aribasystem		Ordered	Order 550000248 was successfully sent via Ariba Network to Apple Inc. : Apple Inc..
Mon, 24 Feb, 2020 12:13 PM	aribasystem		Ordered	Order 550000248 was successfully carbon copied to the ERP system.
Mon, 24 Feb, 2020 12:13 PM	aribasystem		Budget encumbered	Funds were successfully encumbered.

14 **Payments:** View payment information, including status of payment. Click the ID to view more detailed transaction information.

15 **History:** View detailed order history.

