

Viewing Purchase Requisitions & Purchase Orders



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Once a PR is approved, its status will automatically update in the system.

Navigate to the **Guided BUYing** homepage and select the **"Your Requests"** tab to view all PRs and their statuses. The next slide has an explanation of each status.

The screenshot shows the 'Guided Buying' interface. The top navigation bar includes 'Shop', 'Your Favorites', 'Your Requests' (highlighted with a red box), and 'Your Approvals'. Below the navigation bar is a search bar with the placeholder text 'Find goods and services'. The main content area is titled 'Your Requests' and displays a list of purchase requisitions. The list is filtered by 'All (195)', 'Quotes (0)', and 'Custom forms (12)'. A 'Filter requests' button is shown. The list includes two items: 'PR2208 WB Mason Punchout' with a status of 'Composing' and 'PR2201 McMaster PunchOut' with a status of 'Ordered'. A red box highlights the 'PR2201' and its associated purchase orders: 'Purchase orders: 5500000945'. A red bracket on the left side of the list points to the 'PR2201' entry with the text 'View associated PR and PO#.'.

BOSTON UNIVERSITY Guided Buying

Find goods and services

Shop Your Favorites **Your Requests** Your Approvals

Your Requests

All (195) Quotes (0) Custom forms (12)

Filter requests

Last 3 months Request Id Find a request

Requested Amount \$53.34 USD Status **Composing**

PR2208 WB Mason Punchout

Requested 5/27/20 Amount \$12.40 USD **Ordered**

PR2201 McMaster PunchOut

Purchase orders: 5500000945

View associated PR and PO#.

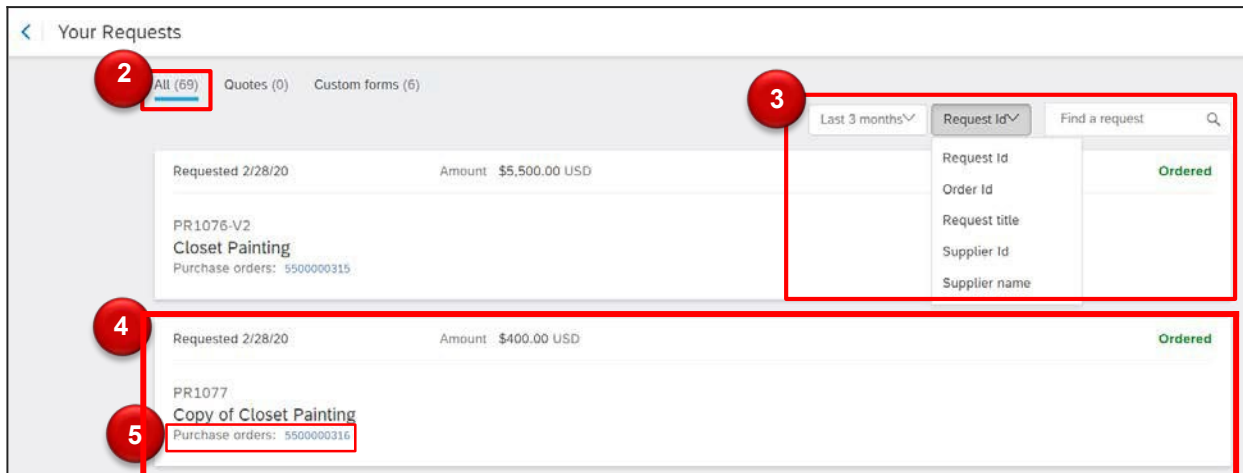
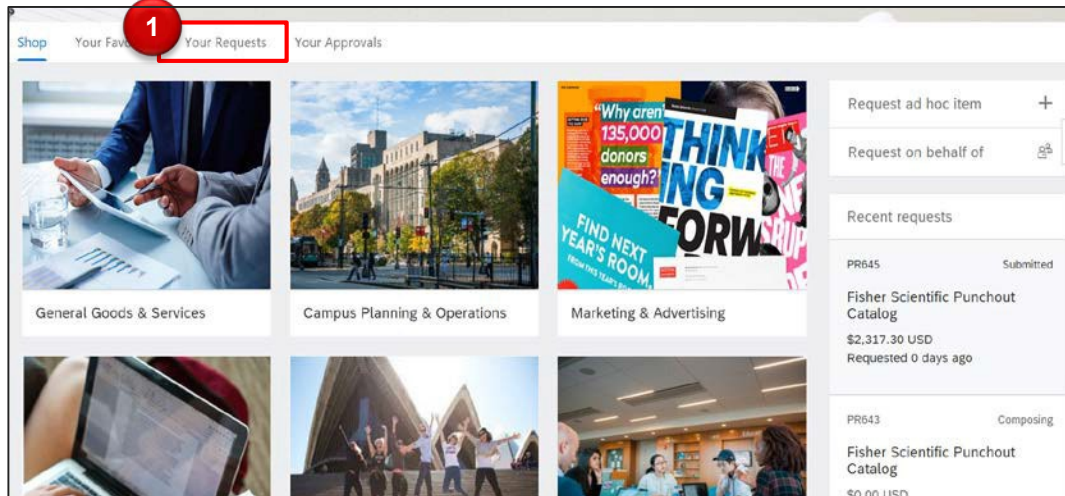
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Status	Description
Composing	The PR is created and being completed by the requisitioner.
Submitted	The PR has been submitted and is going through the approval process.
Approved	The submitted PR has been approved by the last approver in the approval 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.

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Once a PR has been submitted, follow 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.

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

< | Your Requests

All (191) Quotes (0) Custom forms (9)

Last 3 months Request Id Find a request

Requested 6/28/20 Amount: \$16,500.00 USD Submitted

PR2371 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.

< Consulting Services (EL_TEST) Request details / PR2371 Total Cost \$16,500.00 USD Withdraw Edit

Submitted

Approval Flow Click on the line to add approvers

Request BU_Buyer Business an... DAWNA JOHNSON Approved

Comments

Write your comment... Share with supplier Add

BUWTN701 6/28/20 Review and Approved - EL BUWTN701 6/28/20 line level comment JILL BROWN 6/26/20 Shared with supplier Services to run 7/26/20-7/26/21 Remove

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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)

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

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

Your Requests

All (69) Quotes (0) Custom forms (6)

Last 3 months Request id Find a request

Requested 2/28/20	Amount \$5,500.00 USD	
PR1076-V2 Closet Painting Purchase orders: 5500000315		Ordered
Requested 2/28/20	Amount \$400.00 USD	Ordered
PR1077 Copy of Closet Painting Purchase orders: 5500000315		

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

10 **Summary**
Highlights information including:

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

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).

Print

Summary Approval Flow Invoices Payments History

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
My Labels: Apply Label... ⓘ

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View approval flow and associated invoices.

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

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[Print](#)

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

There are no approvals required.

Submitted → Add Initial Approver → Approved

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

Invoices

Invoice # ↑	Invoice Date	Supplier	Supplier Location	Status	Total
13 1123	Mon, 24 Feb, 2020	0010000647 (Apple Inc.)	Apple Inc.	Reconciling	\$440.00 USD

11 Approval Flow:
View 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](#).

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View the payments against the PO and transaction history.

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

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[Print](#)

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

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Version: 1
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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 5500000248 was successfully sent via Ariba Network to Apple Inc. : Apple Inc..
Mon, 24 Feb, 2020 12:13 PM	aribasystem		Ordered	Order 5500000248 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.