






































PO INQUIRY Where to Locate Information About Your Purchase Order																											
	<p>Once a requisition has been sourced to a purchase order, you may inquire on the activity against the purchase order using various links that are accessible through the PO Inquiry pages.</p> <p>The two most informative links are 'Document Status' and 'PO Snapshot'. Of the two, PO Snapshot will give you the most consolidated information. Document Status will give you detailed information about the requisition, specific vouchers (invoices) entered against the PO, and any receipts that may have been entered against the PO.</p>																										
	Navigation Path: eProcurement/Buyer Center/Inquiries and Reports/PO Inquiry																										
Commonly Used PO Inquiry Fields and Where to Find Them:																											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Field</th> <th style="width: 50%; text-align: center;">Location</th> </tr> </thead> <tbody> <tr> <td>Account Code:</td> <td>PO Inquiry page/PO Snapshot link</td> </tr> <tr> <td>AP Finalize Flag:</td> <td>PO Inquiry page/PO Snapshot link</td> </tr> <tr> <td style="text-align: center;"></td> <td>Amount Only Checkbox: PO Inquiry page/Lines/Line Details ( [seg1])</td> </tr> <tr> <td style="text-align: center;"></td> <td>Approval History (Req): PO Inquiry page/Document Status/Req ID/Status tab/Approval History icon ( [seg2])</td> </tr> <tr> <td>Billing Address:</td> <td>PO Inquiry page/Header Details link</td> </tr> <tr> <td>Blanket Order Checkbox:</td> <td>PO Inquiry page/PO Snapshot link or Header Details link</td> </tr> <tr> <td>Budget Check Status:</td> <td>PO Inquiry page/Top right corner</td> </tr> <tr> <td>Category Number/Name:</td> <td>PO Inquiry page/Line Details icon ().</td> </tr> <tr> <td>Change History:</td> <td>PO Inquiry page/Change Order link</td> </tr> <tr> <td>Chartfields Charged:</td> <td>PO Inquiry page/PO Snapshot link</td> </tr> <tr> <td style="text-align: center;"></td> <td>Check #/Payment Date: PO Inquiry page/ Document Status link/Voucher ID link/Payment Information icon ( [seg3])</td> </tr> <tr> <td></td> <td>Comments (Line): PO Inquiry page/Line Comments icon ()</td> </tr> </tbody> </table>	Field	Location	Account Code:	PO Inquiry page/PO Snapshot link	AP Finalize Flag:	PO Inquiry page/PO Snapshot link		Amount Only Checkbox: PO Inquiry page/Lines/Line Details ( [seg1])		Approval History (Req): PO Inquiry page/Document Status/Req ID/Status tab/Approval History icon ( [seg2])	Billing Address:	PO Inquiry page/Header Details link	Blanket Order Checkbox:	PO Inquiry page/PO Snapshot link or Header Details link	Budget Check Status:	PO Inquiry page/Top right corner	Category Number/Name:	PO Inquiry page/Line Details icon ().	Change History:	PO Inquiry page/Change Order link	Chartfields Charged:	PO Inquiry page/PO Snapshot link		Check #/Payment Date: PO Inquiry page/ Document Status link/ Voucher ID link/Payment Information icon ( [seg3])		Comments (Line): PO Inquiry page/Line Comments icon ()
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Commonly Used PO Inquiry Fields and Where to Find Them:	
Field	Location
Comments (Header):	PO Inquiry page/Header Comments link
Confirming Order Checkbox:	PO Inquiry page/PO Snapshot link or Header Details link
Contract Information:	PO Inquiry page/Lines/Line Details icon () /Contract Details link
Contracts (special) Info:	PO Inquiry page/PO Snapshot link, or Header Details link for contract information about "Other" and "Sole Source" contracts
 Dispatch Method:	PO Inquiry page/Header Details link [seg4]
Distribute by:	PO Inquiry page/Lines/Schedule () /Distributions/Chartfields ()
 Freight Terms:	PO Inquiry page/PO Snapshot link/Schedule Info [seg5]
Hold (Further Processing):	PO Inquiry page/Header section, or PO Inquiry/Header Details link
Internal Delivery Info (Location):	PO Inquiry page/Header Details link/UMASS Delivery link
Invoice Number/Date:	PO Inquiry page/Document Status link/Voucher Doc ID link
Line Information:	PO Inquiry page/Lines section, or PO Inquiry page/PO Snapshot link
Line Status:	PO Inquiry page/Lines/Line Details icon (), or PO Snapshot
Match Status (Line):	PO Inquiry page/PO Snapshot link
Match Status (Overall):	PO Inquiry page/Matching link
PO Balance/Line Balance:	PO Inquiry page/PO Snapshot link
Receipts Against PO:	PO Inquiry page/Document Status link



Commonly Used PO Inquiry Fields and Where to Find Them:	
Field	Location
 Receiving Required Flag:	PO Inquiry page/Lines/Line Details icon () or, PO Inquiry page/PO Snapshot link [seg6]
Requisition Info:	PO Inquiry page/Document Status link
Ship-To Address:	PO Inquiry page/Lines/Line Schedule icon ()
Vendor Order Address:	PO Inquiry page/Vendor Details link
Vouchers against Invoices:	PO Inquiry page/Document Status link



[\[seg1\]](#) If this Checkbox is NOT selected, it is NOT a Blanket Order

[\[seg2\]](#) Shows the last person to approve

[\[seg3\]](#) If payment has not been made, The Payment Information Icon is replaced with the Scheduled Payments icon

[\[seg4\]](#) EDX Denotes Marketplace PO

Freight Terms:

Freight Terms Code	Description
DEST	FOB Destination, No Freight
DESTADD	FOB Destination, Prepaid/Add
FOBDEST	FOB Destination
NA	Not Applicable
SHP	FOB Ship Pt, No Freight
SHPADD	FOB Ship Pt, Prepaid/Add

[\[seg5\]](#)

[\[seg6\]](#) Receiving is only required if the Category assigned to the line requires it AND the total value of the purchase order is \$1,000 or greater