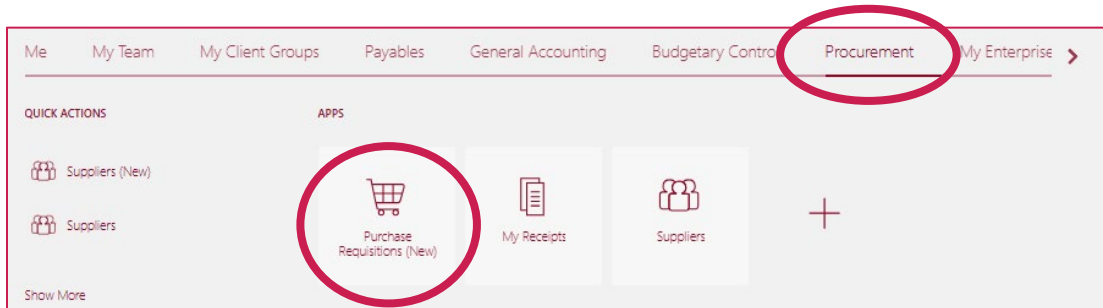


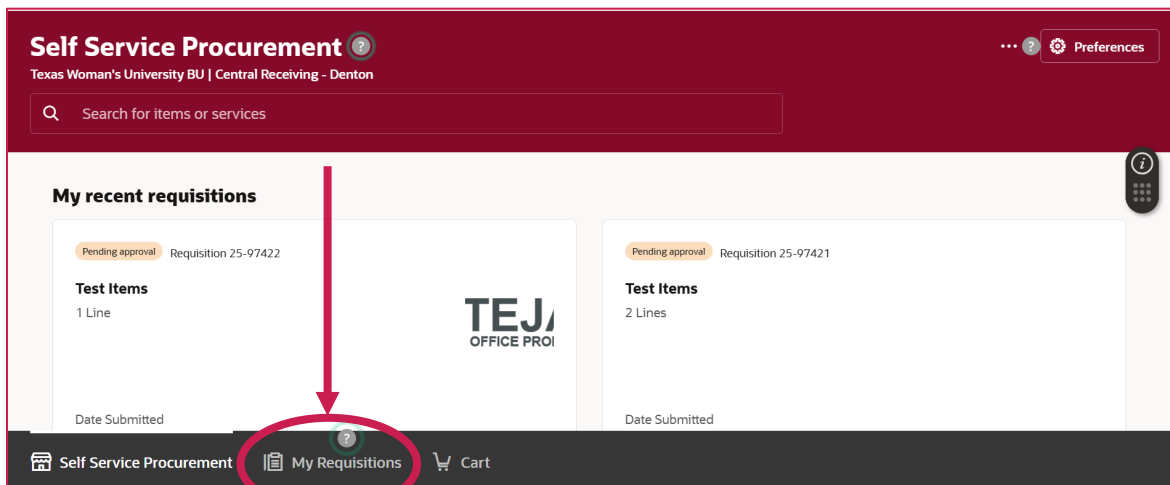
How to Look Up the Life Cycle of a Purchase Order (PO)

Get Started

1. Navigate to **Procurement > Purchase Requisitions (New)**



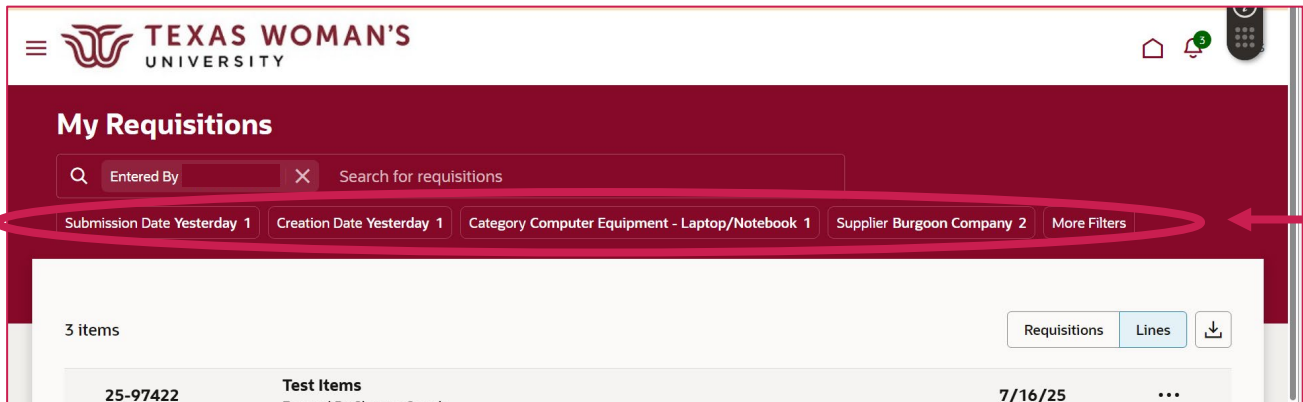
2. Select **My Requisitions** at the bottom of the page.



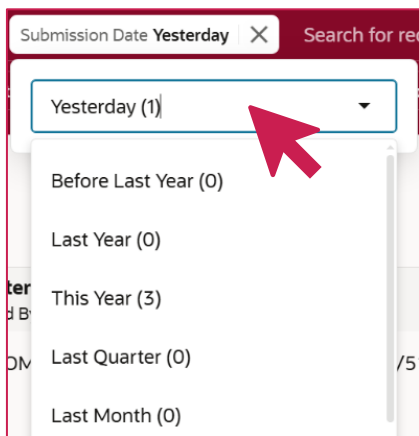
Find Your Purchase Order (PO)

Utilize filters to search through your requisitions.

The search bar will be auto-populated with "Entered By [Your Name]" by default.



1. Choose your Search Filter, then single-click it once it's in your search bar.
2. Click the toggle arrow to reveal all options.
 - If no toggle arrow appears, single-click the option that appeared.
 - In parentheses next to each option, you can see how many requisitions fit that criteria.



To find POs, use the **Requisition Status** filter, and set it to **Delivered** or **Ordered**.

Filter Options

Submission Date filters requisitions by the date they were submitted.

- Choose from options like: Yesterday, Last Month, Last Quarter, etc.

Creation Date filters requisitions by the date they were created.

- Choose from options like: This Year, Last Year, Last Week, etc.

Category filters requisitions by item category.

Supplier filters requisitions by supplier name.

- Choose from options like: Burgoon Company, Tejas Office Products Inc, etc.

Requisition Status filters requisitions by status.

- Choose from options like: Approved, Canceled, Draft, Pending approval, Rejected, and Returned.

Line Status filters requisitions by line status.

- Choose from options: Approved, Canceled, Draft, Pending approval, Rejected, and Returned.

Deliver-to Location filters requisitions by Deliver-to Location.

- Choose from options: Central Receiving – Denton, Central Receiving – Dallas, or Central Receiving – Houston.

Action Required filters requisitions by action required.

- Choose from options: Create change order or Create receipt.

3. Choose the **Lines** view.

TEXAS WOMAN'S UNIVERSITY

My Requisitions

Search for requisitions

Entered By Linda Parivash 1456

Submission Date Last Year 8916

Creation Date Last Year 9132

Category Consumables - Consumables 1562

More Filters

10000 Items

25-97422

Test Items

7/16/25

...

Requisitions

Lines

Download

4. Click the **Purchase Order** link.

1161 items		Requisitions	Lines	Download
25-97406	POCN (TWU25-83121) Additional funds needed for price increase Entered By Hannah Andrades	6/20/25	...	
Ordered	POCN (TWU25-83121) Additional funds needed for price increase Purchase Order: TWU25-83121 sold by Apple Inc	50 Dollars	...	
25-97392	MacBook Air 13-inch Entered By Hannah Andrades	6/12/25	...	
Ordered	MacBook Air 13-inch Purchase Order: TWU25-83121 sold by Apple Inc	2 Each	...	
25-97389	100657: Provide labor and materials for the irrigation and landscaping for East Campus. OC-2025-573, TIPS 2210702, Golden construction proposal Entered By Dawn Byrd	6/11/25	...	
Ordered	100657: Provide labor and materials for the irrigation and landscaping for East Campus. OC-2025-573, TIPS 2210702, Golden construction proposal Purchase Order: TWU25-83128 sold by Golden Construction Services Inc	964065 Dollars	...	

5. Click **View Details** under the **Order Life Cycle** graph.

5. Click **View Details** under the **Order Life Cycle** graph.



6. Here you can view **Receipts** and **Invoices** created for this Purchase Order (PO).

The screenshot displays a web application interface. On the left, a vertical sidebar contains a red arrow pointing downwards and a yellow arrow pointing upwards. The main content area is divided into two sections. The top section features a bar chart with a vertical axis labeled 'Amount (USD)' ranging from 0.0 to 2.4K in increments of 0.4K. A single blue bar represents the amount for 'Packing Slip', which is approximately 2.0K. The bottom section is a table with two columns: 'Ship Date' and 'Packing Slip'. The table has a light blue header row and one data row below it.

Ship Date	Packing Slip