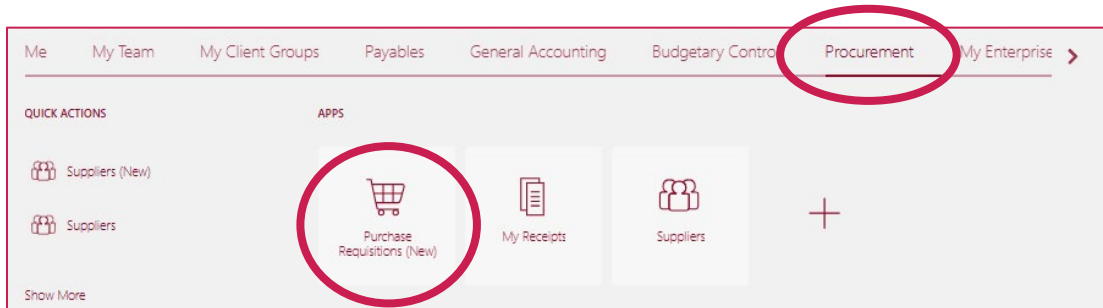


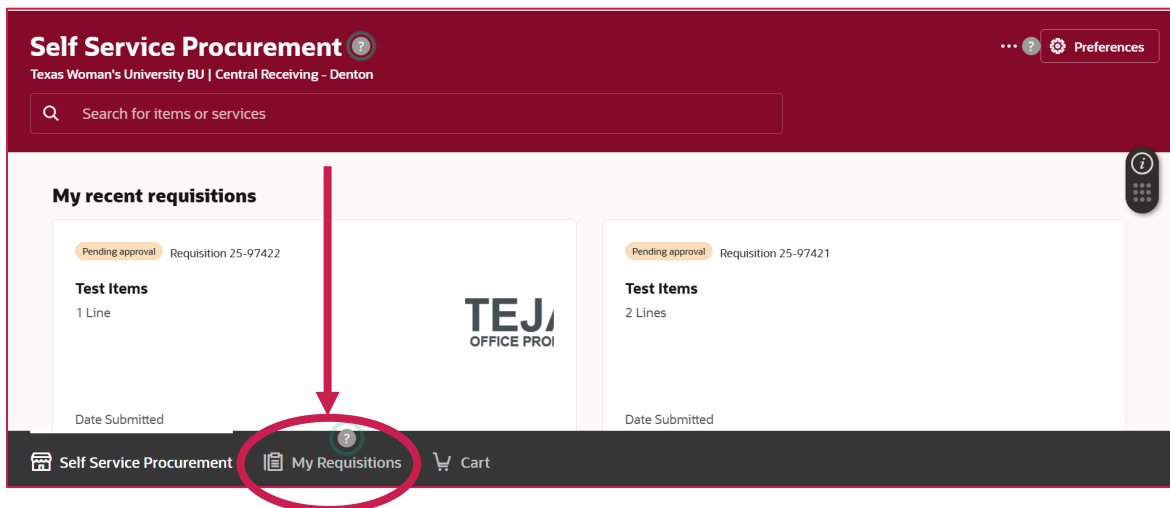
# How to Look Up the Life Cycle of a Purchase Order (PO)

## Get Started

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



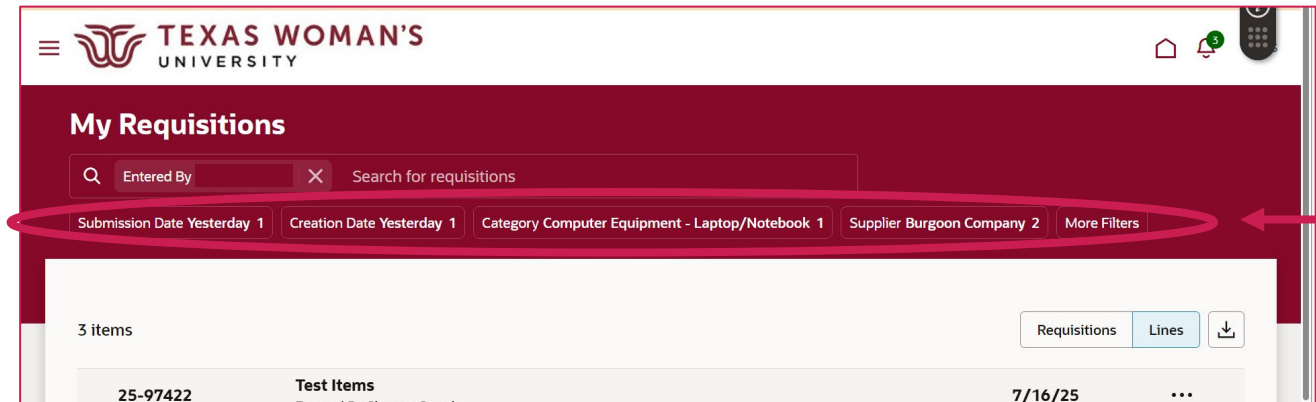
2. Select **My Requisitions** at the bottom of the page.



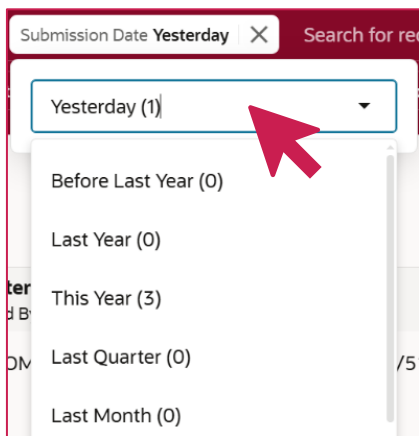
# Find Your Purchase Order (PO)

## 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.



**i** 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	<b>POCN (TWU25-83121) Additional funds needed for price increase</b> Entered By Hannah Andrades	6/20/25	...	
Ordered	POCN (TWU25-83121) Additional funds needed for price increase <b>Purchase Order: TWU25-83121 sold by Apple Inc</b>	50 Dollars	...	
25-97392	<b>MacBook Air 13-inch</b> Entered By Hannah Andrades	6/12/25	...	
Ordered	MacBook Air 13-inch <b>Purchase Order: TWU25-83121 sold by Apple Inc</b>	2 Each	...	
25-97389	<b>100657: Provide labor and materials for the irrigation and landscaping for East Campus. OC-2025-573, TIPS 2210702, Golden construction proposal</b> 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 <b>Purchase Order: TWU25-83128 sold by Golden Construction Services Inc</b>	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 'Packaging', which is approximately 2.0K. Below the chart is a table with the following data:

Category	Amount (USD)
Packaging	2.0K

The bottom section of the main content area contains a table with the following data:

Category	Amount (USD)
Packaging	2.0K