Purchase Order Status Inquiry

1. To determine the status of a purchase order, run
   GSU_PO_STATUS_BY_USERID query
   This will prompt for the user ID and give the PO status fields

   Navigation: Reporting Tools > Query > Query Viewer > Search By: Query Name begins with GSU_PO_STATUS_BY_USERID

2. If the PO has been dispatched, you can look at the Document Status inquiry page on-line. This page will provide all related documents to the PO (Receipts, Vouchers, and Payments).

   Navigation: Purchasing > Purchase Orders > Review PO Information > Document Status

Other Purchasing Related Items

1. Once an Express PO is processed by the requesting department, the number should not be given to a prospective vendor. **Only the Purchasing Department is authorized to issue Purchase Orders to Vendors.** There have been instances in which the requesting department has given the number to the vendor followed by the Purchasing Department providing the same number thereby resulting in duplicate shipments.

2. Internal delivery address for items requiring delivery: It is impossible for the Central Receiving staff to know where items should be delivered if this information is not provided by the requesting department. A Quick Reference Guide entitled ‘Changing Location on Express PO’ found on the Spectrum website, [http://www2.gsu.edu/~wwspc/Training/TrainingGuides.htm](http://www2.gsu.edu/~wwspc/Training/TrainingGuides.htm), will provide instructions on how end-users should enter internal delivery address.