How to Inquire on a Purchase Order

Once a requisition has been approved and successfully budget checked, it is converted to a purchase order and sent to the vendor. Like requisitions, purchase orders are stored in the system and you may use the inquiry functions to review the line items, budget information, and payment status.

The quickest way to inquire on a purchase order is by entering the purchase order number. If you do not have the PO number, you can start by locating your requisition in Manage Requisitions.

Log into Finance 9.1 Production

- Navigate to Finance 9.1 Production
- Log in using your campus email user ID (firstname.lastname) and your campus email password.
- Select Boston in the Campus dropdown menu.
- Click Login

Locate the Purchase Order Number

- From the Main Menu, click on eProcurement, then Manage Requisitions.
- If you do not know the requisition number of the requisition you want to print, follow these steps to search for it:
  - The requisitions you created during the past week will be displayed automatically.
  - If necessary, search for your requisition by clicking on Clear to clear the default search criteria at the top of the page, entering UMBOS in the Institution field and either a requisition number or a range of dates. Then click on Search.
  - Locate your requisition in the search results and click on the Requisition ID link.
- On the Requisition Detail page, click on the Expand Section arrow to the far left of the PO Information bar below the first line of the requisition.
- Make a note of the PO number.

Inquire on the Purchase Order

- Click on: Main Menu > eProcurement > Buyer Center > Inquiries & Reports
- Click on PO Inquiry. The Purchase Order Inquiry search page will appear.

- Enter the Purchase Order number in the PO ID field.
- Click Search.
The line items of your purchase order and other information will be displayed. In the middle of the page, you will notice links that will take you to additional information. The more useful of these links are the PO Snapshot and Document Status.

**PO Snapshot**

- For more details, including budget information, click on the **PO Snapshot** link. A new page will appear and you can use the horizontal and vertical scroll bars to see more information.
- To go back to the original inquiry page, scroll to the lower left corner of the page and click **Return**.

**Document Status**

- **To find out if your purchase order has been paid**, click on **Document Status**.
- A new window will open containing a grid. In the Doc ID column you will see links to information related to the purchase order. These might include such links as Requisition, Contract and Voucher. A Payment link tells you that a payment has been made to the vendor for this purchase order.
- Click on **Payment**. A new Payment Inquiry window will open.
- Scroll down to view a grid.
- Note the Payment Reference ID (check number), Amount and Payment Date. You may see an amount that is larger than the total amount of your purchase order. This indicates that the Controller’s Office has combined multiple payments in one check to the vendor.