

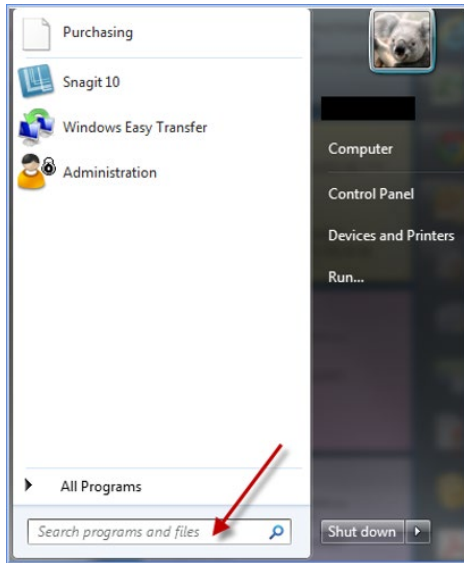
“How do I check the status of my order?”

To look up the status of your Purchase Order (PO), use Allscripts Supply Chain Solutions Purchasing application by following the steps below:

1. Click on your Windows Start icon:

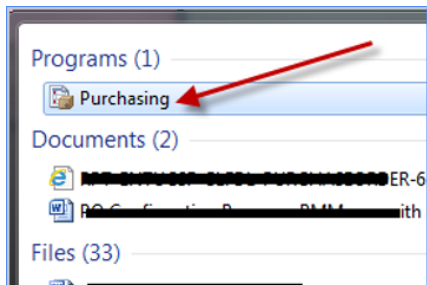


2. In “Search programs and files” type **Purchasing**



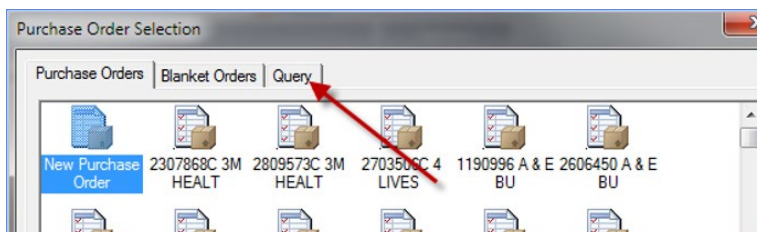
Purchasing application can also found under Windows Start > All Programs > Allscripts Supply Chain Solutions > Purchasing.

Tip: You may drag the application onto your Desktop or “Pin” the program to your taskbar for quicker access in the future.



Opening the Purchasing application should bring up the Purchase Order Selection window:

3. Click on the “**Query**” tab.



4. In the “**Where field**” select “**Requisition Number**” or “**P.O. Number**” in the dropdown menu, based on the criteria for which you wish to search.

Purchase Order Selection

Purchase Orders | Blanket Orders | Query

Search

Where field: P.O. Number

Begins with value:

Created after:

Item Description
Item Number
Mfr. Ctlg. Number
P.O. Number
P.O. Classification
P.O. Status
P.O. Vendor
P.O. Vendor Code
Project Code
RGA Number
Requisition Number
Ship To Location
Sub-Project Code
Vendor Ctlg. Number
<None>

Search

Advanced

PO #	Vendor	Composer	Status
SFMED-317...	MEDLIN	UCSF Procurement (EDI)	Complete

5. Enter the Requisition # or PO # in the field “**Begins with value**”

In this example, Requisition **4000397** is entered in the “**Begins with value**” field.

Important: Search field is **character and case sensitive!** Be sure to **delete any spaces** after the number and leave the “**Created after**” field **blank**.

Purchase Order Selection

Purchase Orders | Blanket Orders | Query

Search

Where field: Requisition Number

Begins with value: 4000397

Created after: / /

Search

Advanced

PO #	Vendor	PO Date	Composer	Status
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6. Click “**Search**”

Purchase Order Selection

Purchase Orders | Blanket Orders | Query

Search

Where field: Requisition Number

Begins with value: 4000397

Created after: / /

Search

Advanced

PO #	Vendor	PO Date	Composer	Status
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Search results will show:

The screenshot shows a window titled "Purchase Order Selection" with a search interface. The search criteria are: "Where field: Requisition Number", "Begins with value: 4000397", and "Created after: []/[]/[] [2]". Below the search area is a table with the following data:

PO #	Vendor	PO Date	Composer	Status
SFMED-3166689	SYNTHES USA	04/11/18 08:06 AM	UCSF Procurement (EDI)	Complete

The “**Composer**” column identifies which Buyer processed the PO. The Composer is the first person to contact for any inquiries about your order.

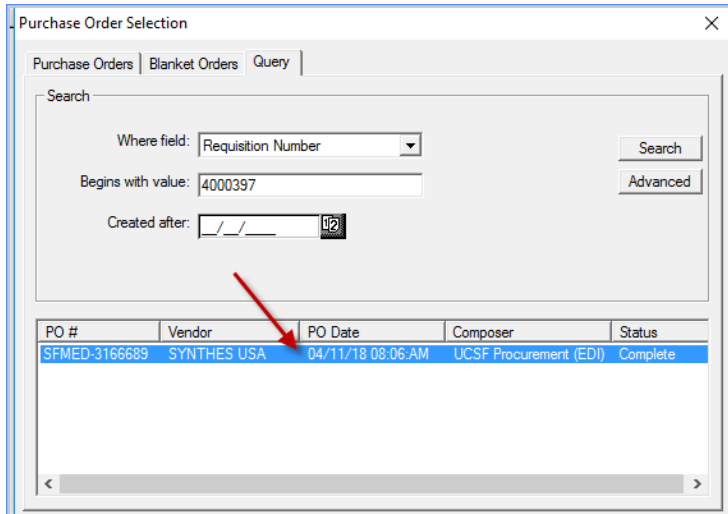
Note: If you see “**UCSF Procurement (EDI)**” as Composer, please contact a Buyer for more information. Click here for the list of Buyers <https://www.ucsfhealth-procurement.org/transactionsteam>

The “**Status**” column identifies status of a PO.

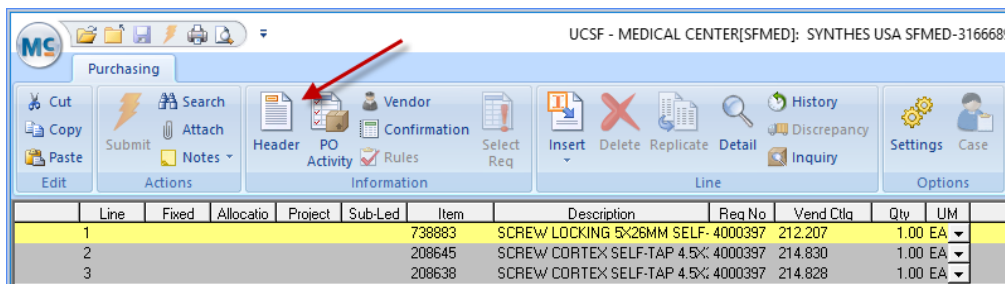
PO Statuses and their definitions:

- “**Complete**” – All line items on your PO have been received - **Contact Receiving dept. instead of Purchasing dept.**
- “**Partial**” – Some of the Line Items on your PO have been received
- “**On Order**” – No items on your PO have been received (order may be in transit)
- “**Draft**” – Your PO is under review by the Purchasing dept. and has not been sent to the vendor
- “**Killed**” – Your PO has been cancelled/rejected

7. Double-click on the order line to open your PO and check if there are additional notes.



8. Click on the **Header** icon if there is additional information on your order



In the example below, the Buyer has entered notes about the order, such as a confirmation number (1464413) and estimated delivery date (10/5/16).

