OVERVIEW

In eSHOP, you may track the progress of a cart you submit through to the creation of the Purchase Order, and see when it was distributed to the supplier.

MY REQUISITIONS

From the Orders & Documents menu, click on Search Documents.

Click on . This contains a list of all requisitions for which you were the originator in the past 90 days.

PURCHASE REQUISITION (PR) HISTORY

You can search for a requisition for which you were the originator by using several criteria in the document search.

1. Click on the link from the Document Search page.
2. The last 90 days of requisitions are shown by default. To change the date range displayed, click the drop-down menu and choose the time frame for your search.
3. You can further refine your search by other criteria, including by Supplier, by User, by Workflow Step, and by Status.

   a. A status of indicates that the PR is still going through the approval process.
   b. A status of indicates that the PR has been fully approved.
   c. A status of indicates that the PR has been fully rejected.
   d. A status of indicates that the PR has at least one line rejected and one line approved.
   e. A status of indicates that the PR has been withdrawn.

4. You will now be presented with a list of Purchase Requisitions (PRs) that meet your criteria.

   a. A status of indicates that the PR has been withdrawn.

5. Click on the Requisition number to open that PR.
6. Click on the tab from within the PR to see the history of the PR and the PO number(s) that were created (if any).

MY PURCHASE ORDERS

The link on the Search Documents page contains a list of all Purchase Orders for which you were the originator. This operates in the same manner as the above mentioned .

PURCHASE ORDER (PO) HISTORY

To view the details of the PO located in Step 6 of the PR History overview, you can search for it by following the same steps you followed for viewing the history of a PR except you will be working from the link.

Once you have found your PO and clicked on it, click on the tab to see the status for this purchase order as shown in the example below:

In this example, you can see that the PO was distributed to the supplier via Electronic Integration on 08/07/2013 at 9:03am.