

## Quick Guide – Requisition and Purchase Order Follow-up

### Quick Guide – PR Follow-up

The user is responsible for follow-up of the PR and PO. This follow-up allows the user to view the progress and delivery of the PO to the vendor. **Please do not assume that the PR became a PO or that the PO was distributed to the supplier.**

From the Main Screen of HokieMart

- Select PR No. from drop-down menu in the upper right-hand corner.
- Enter the PR No.
- Click Go.

PR will be displayed.

Click “Approvals or History” tab to follow the status of the PR from entry by Requestor until a temporary HokieMart PO is assigned. Using the Approvals tab, a checkmark will appear in each workflow step as it is completed.



Using the “History” tab, the temporary HokieMart PO number will appear.

The screenshot shows the 'History' tab in HokieMart. It displays a table of requisition history. The table includes columns for Line No, Date/Time, User, Step(s), Action, Field Name, From, To, and Note. A red arrow points to the 'Field Name' column, which contains the PO number: PO#: 5551247.

Line No	Date/Time	User	Step(s)	Action	Field Name	From	To	Note
	12/15/2008 2:15 PM	System		Requisition approval process completed				
	12/15/2008 2:15 PM	System	Create PO	PO Created	PO#: 5551247			
	12/15/2008 2:15 PM	William Kaloupek	Org Approval 1	Requisition approved				
	12/15/2008 2:15 PM	William Kaloupek	Org Approval 1	Requisition assigned				
	12/15/2008 2:09 PM	System	Budget Auth	Requisition approved				
	12/15/2008 2:08 PM	Sherry Crunkilton		Requisition submitted				
Line 1	12/15/2008 1:59 PM	Sherry Crunkilton		New Line added - draft				

- If the temporary HokieMart PO does not appear, an error messages (example below) will appear in the history.

The screenshot shows the 'History' tab in HokieMart. It displays a table of requisition history. The table includes columns for Line No, Date/Time, User, Step(s), Action, Field Name, From, To, and Note. A red arrow points to the 'Note' column, which contains an error message: 'Item 1, Sequence 1: \*ERROR\* User SCRUNKIL has no authority to post to fund and organization in ch... more...'.

Line No	Date/Time	User	Step(s)	Action	Field Name	From	To	Note
	12/21/2007 11:42 AM	System	Budget Auth	Requisition rejected				
Line 1	12/21/2007 11:42 AM	System	Budget Auth	Requisition Line item rejected				Item 1, Sequence 1: *ERROR* User SCRUNKIL has no authority to post to fund and organization in ch... more...
	12/21/2007 11:42 AM	Sherry Crunkilton		Requisition submitted				

When no temporary PO is created, Requestor must correct error message and proceed to reprocess the cart.

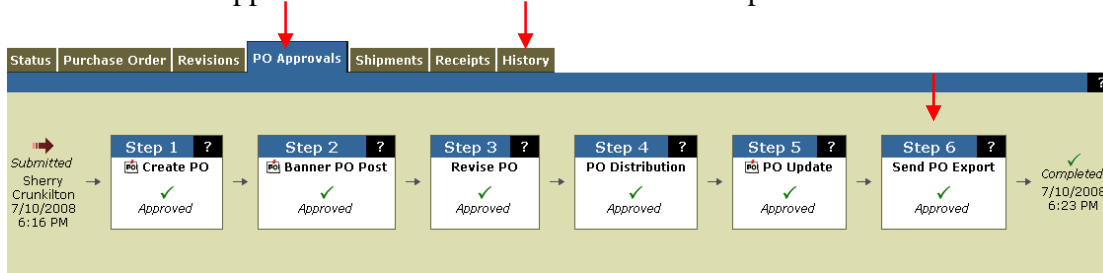
## PO Follow-up

From the Main Screen of HokieMart

- Select PO No. from drop-down menu in the upper right-hand corner.
- Enter the PO No.
- Click Go.

PO will be displayed.

- Click PO Approvals tab to confirm that the PO completed the work flow



- Click on History tab to verify that the order was electronically sent to the vendor.
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The **three methods of delivery** are:

### COMPUTER TO COMPUTER

original	9/22/2008 11:19 AM	System	PO Sent via CXML
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This PO was delivered via **CXML** (computer-to-computer) on September 22, 2008 at 11:19 AM.

### FAX

original	9/10/2008 11:10 AM	System	Delivery Notification	Delivered to: +1 (804) 378-6210 Date and time of delivery: Sep 10, 2008 11:10:49 AM Number of pages ... more...
original	9/10/2008 11:06 AM	System	PO Sent via fax	Out for fax delivery to +1 (804) 378-6210

### EMAIL

PO Sent via HTML attached email	dpc2@exchange.vt.edu
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If you do not receive either of these three delivery options, contact the HokieMart helpline (540-231-2020) or the HokieMart help desk ([hokiemark@vt.edu](mailto:hokiemark@vt.edu)).