


Caltech

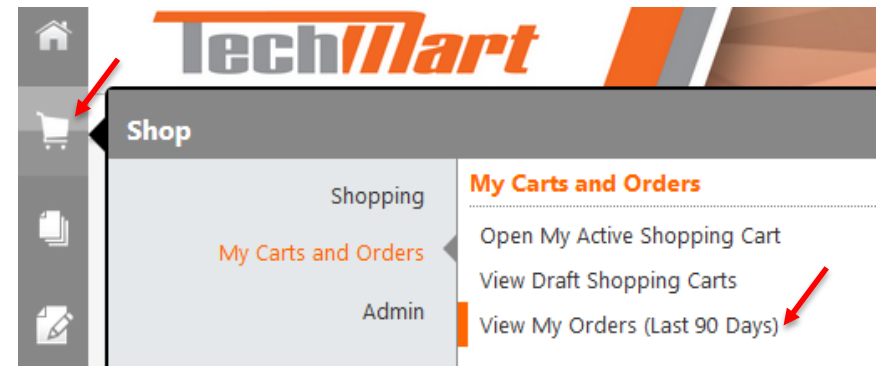
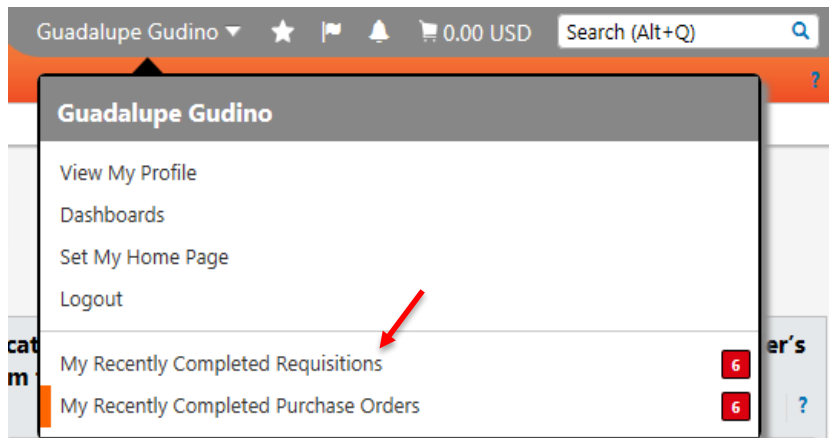


How to:


CHECK ORDER STATUS

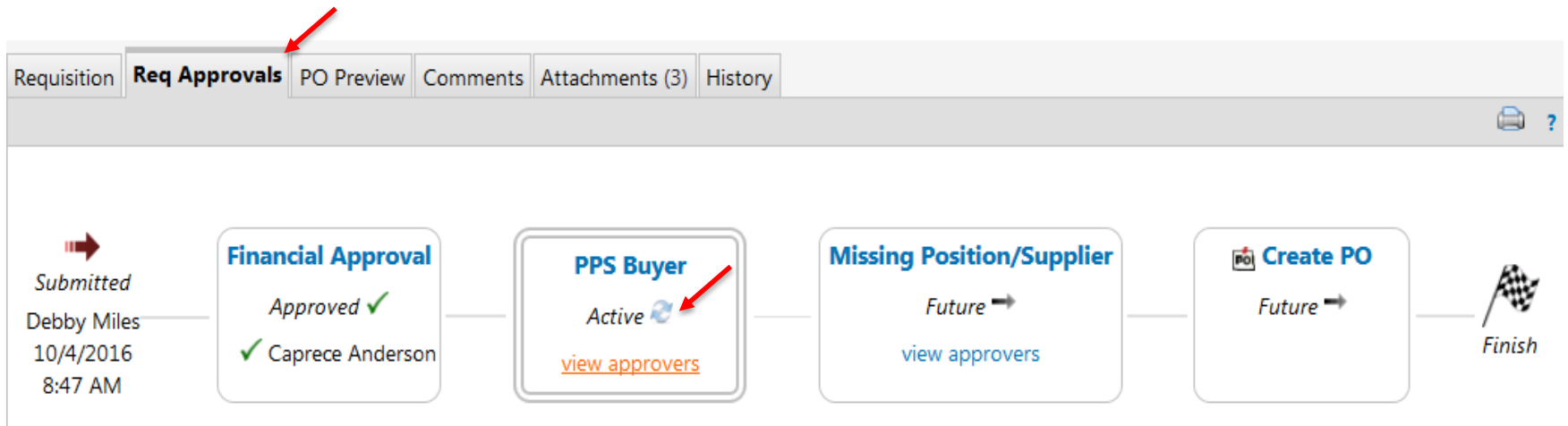
Locate your Order

- You can find your **Recently Completed Requisitions** in the dropdown under your name.
- You can also view your recent orders by clicking on the **Shop**  symbol and selecting **View My Orders**.



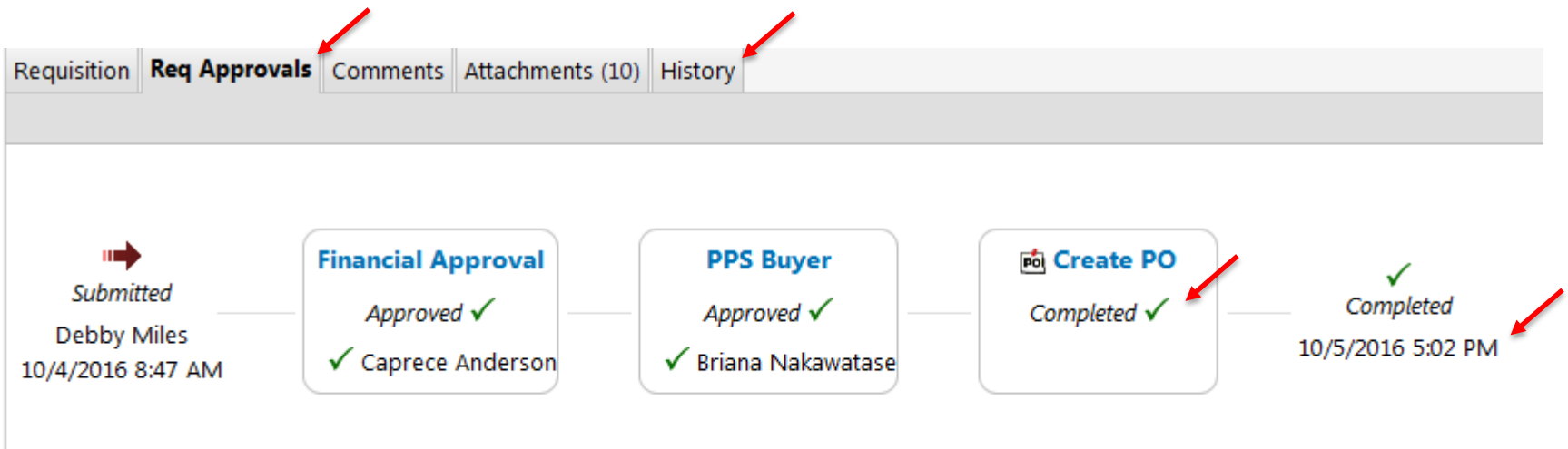
Requisition Status

- You can check status of your Requisition by opening the **Req Approvals** tab located within the Requisition.
- The *Active*  symbol represents where your Requisition is currently sitting.



Requisition Status Cont'd

- The *Completed* ✓ symbol indicates that a Purchase Order (PO) has been created.
- The timestamp (right) indicates when the PO was created.
- You can also open the **History** tab for additional details.



What is my Purchase Order Number?

You can quickly locate your PO number from your Requisition. Once you are in the Requisition, scroll down to the bottom of the page to the “Supplier / Line Item Details” section. Here, you will find your PO Number.

Remember: You will not see a PO Number if your Requisition is still sitting with an Approver or Buyer.

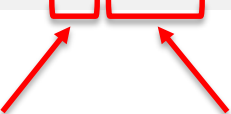
The screenshot shows the 'Supplier / Line Item Details' section of a procurement system. A red arrow points to the section header. Below the header, there is a 'Hide line details' link and a 'For selected line items' dropdown menu with 'Add to Favorites' selected and a 'Go' button. The main content area displays the supplier name 'THORLABS INC [PO-NEWTON1]' with an 'SBE' badge and a 'more info...' link. A table below shows the 'PO Number' field with the value 'S297518', which is circled in red. A 'View/edit by line item...' link is also visible.

PO Number	S297518
	View/edit by line item...

What is my Purchase Order Number? Cont'd

- This is what a complete PO number from TechMart will look like:

Purchase Order
PO/Reference No.
6A-S297518

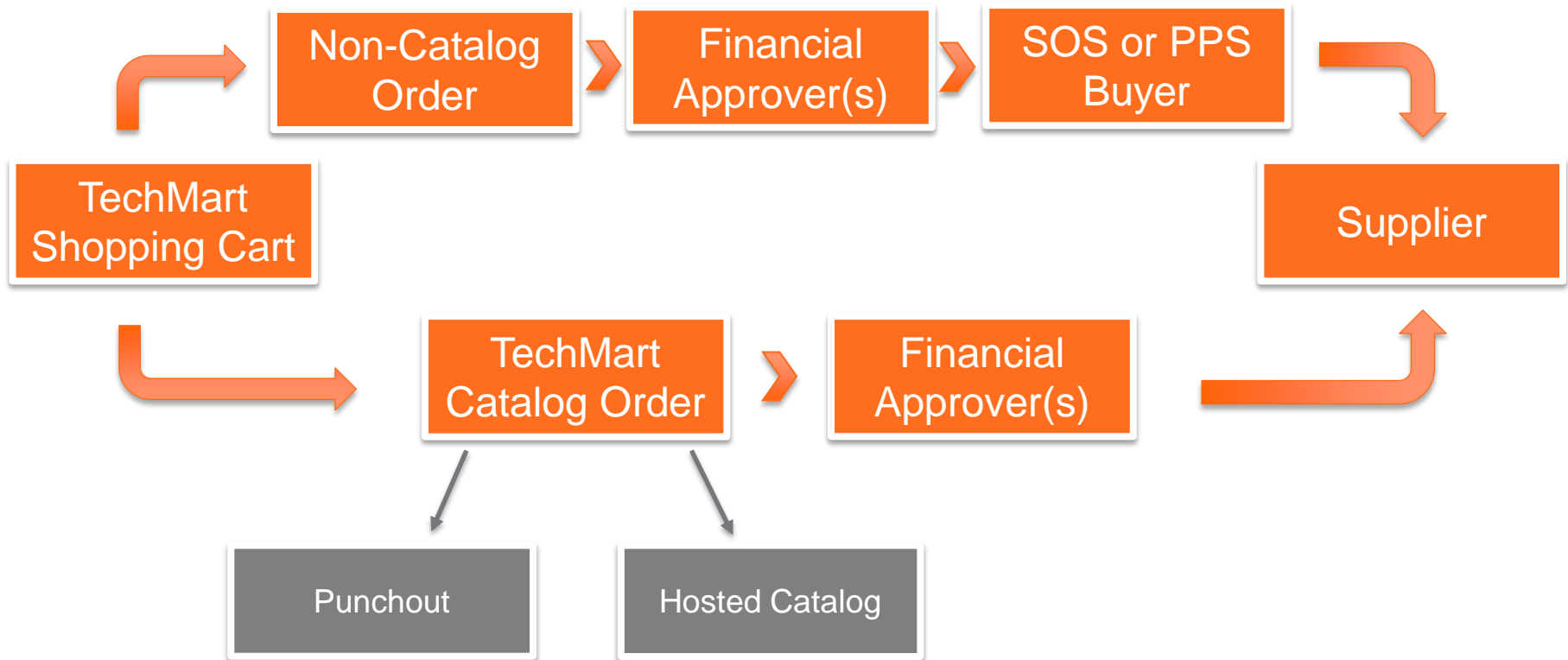


The preceding value represents the Department Code used for this order

The subsequent value represents the unique PO number automated by the system

- When referencing a PO number to the Supplier, please use the entire number i.e. “6A-S297518”, as that is what they will have in their system.

Life Cycle of a TechMart Order



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