Checking Vendor Payment Status

This Quick Reference Guide will demonstrate how to determine whether a vendor has been paid by searching your Shopping Carts, locating the desired PO, and identifying the clearing document status.

1. To begin, in BUworks Central portal, Click Procurement, then Shopping Carts – All; enter your search criteria (which will be the PO # entered in the spreadsheet) and press Apply.

2. Click on the Follow-on Document Created link that will appear - this will open the Display Shopping Cart Screen

3. Click on the PO hyperlink in order to open the Display Purchase Order screen
4. From the Display Purchase Order Screen, select the Header tab – this will default to the General Data view.

5. Select the Extended PO History tab- if there is no Clearing Document number in the outlined column, your Vendor has not been paid yet, and you should put an “N” in the tracking spreadsheet.