

## 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.

Active Queries

Shopping Cart: [All \(1\)](#) [Saved \(75\)](#) [Awaiting Approval \(75\)](#) [Team Carts \(1\)](#) [Public Templates \(0\)](#)

Shopping Carts - All

Hide Quick Criteria Maintenance

Shopping Cart Number:  To

Shopping Cart Name:

Item Description:

Timeframe:

Creation Date:  To

Status:

Role:

PO Number:

Product Category:

Partner Product:

Including Product Category Hierarchy:

Bought on Behalf:

Including Completed Shopping Carts:

Show my Team Carts:

Smart Number:

View: [Standard View] Create Shopping Cart Copy Display Edit Delete Order Create Confirmation Print Preview

Shopping Cart Number	Shopping Cart Name	Created On	PO Number	Supplier	Item Status	Item Name	Quantity	Net Value	Total Net Value
1000792381	NEOCFY18 10/19/17 - 2/07/18	02/07/2018 11:19:40	8600022944	New England Office Connection, Inc.	<a href="#">Follow-on Document Created</a>	FY 18 Storage Oct - February		1,500.00	1,500.00

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

Display Shopping Cart

Number: 1000792381 Document Name: NEOCFY18 10/19/17 - 2/07/18 Status: Approved Created On: 02/07/2018 11:16:23 Created By: CAROL DESIMONE

Document Changes: [Display](#)

Commitment Documents: [Display](#)

Item Overview

Line Number	Item Type	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Per	Order Type	Delivery Date	Notes	Total Value	Attachments	Account Assignment	Item Status
0001	Limit			FY 18 Storage Oct - February	78130000	SERVICES-STORAGE			1,500.00	USD				Time Frame	1	0.00	1	Order (000000291)	Purchase order

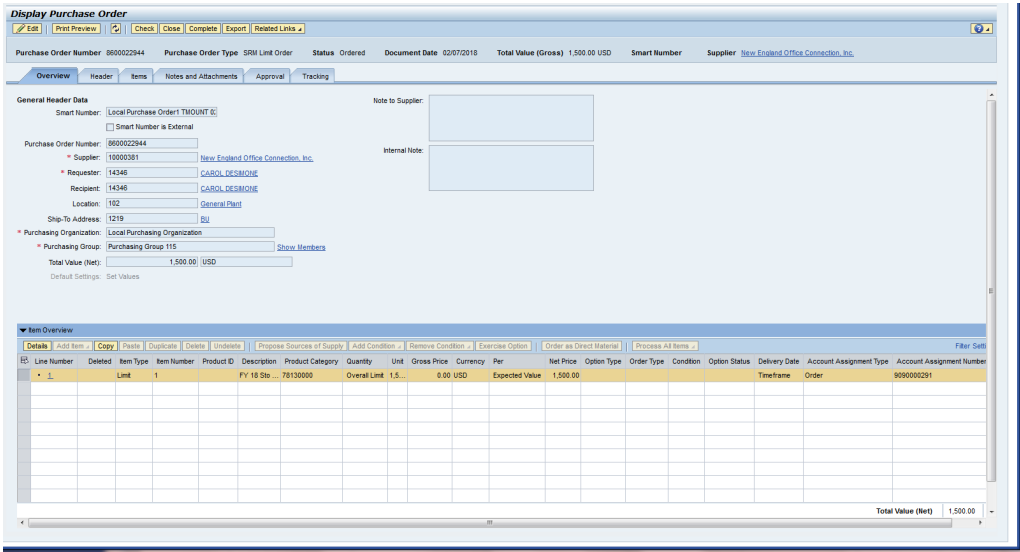
Details for Item 1 FY 18 Storage Oct - February

Item Data Account Assignment Notes and Attachments Delivery Address/Performance Location Approval Process Overview Related Documents User-Specified Status

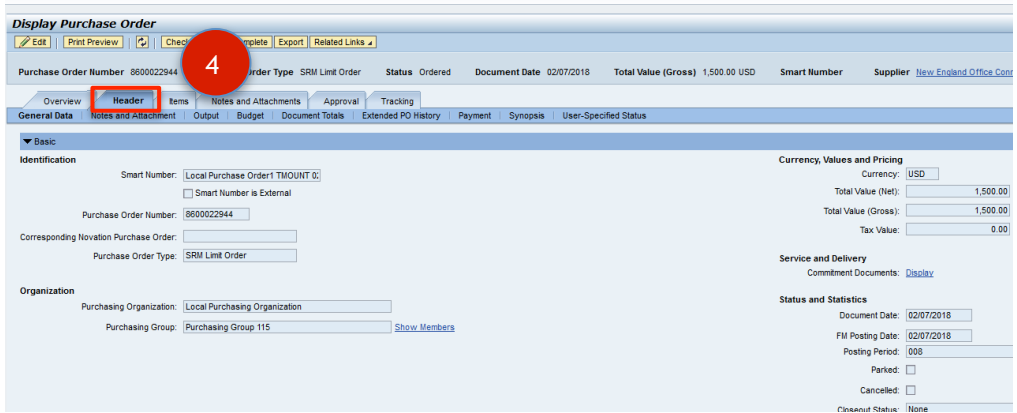
History

Document	Name	Document Number	Item Number	Status	Date	Quantity	Unit	Net Value	Currency
Shopping Cart	FY 18 Storage Oct - February	1000792381/1		Follow-on Document Created	02/07/2018			0.000	1,500.00 USD
Total								0.000	1,500.00 USD
Purchase Order	FY 18 Storage Oct - February	<a href="#">8600022944/1</a>	8600022944/1	Ordered	02/07/2018			0.000	1,500.00 USD
Total								0.000	1,500.00 USD

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.

