Checking Where a PO was Sent

This Quick Reference Guide will demonstrate how to determine where a Purchase Order was sent.

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 then press Apply.

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

3. [Images and diagrams related to the steps mentioned above]
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 and then the Output tab to view where the PO was sent.

All POs will automatically be sent to the output method the supplier elected during supplier registration. If you have been notified by a supplier to begin sending purchase orders to a different recipient, please notify contact Sourcing & Procurement at sourcing@bu.edu or the Supplier Registration Lead at supplier@bu.edu.