

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.

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: **8600022944**

Product Category:

Partner Product:

Including Product Category Hierarchy:

Bought on Behalf:

Including Completed Shopping Carts:

Show my Team Carts:

Smart Number:

Apply | **Clear**

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
1000792861	NEOCFY18 10/19/17 - 2/07/18	02/07/2018 11:19:40	8600022944	New England Office Connection, Inc.	Follow-on Document Created	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: 1000792861 | Document Name: NEOCFY18 10/19/17 - 2/07/18 | Status: Approved | Created On: 02/07/2018 11:16:23 | Created By: CAROL DESMONE

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 (9590000291)	Purchase ord

Total Val:
 Tax amount:
 Total Val. (Gros):

Details for Item 1 FY 18 Storage Oct - February

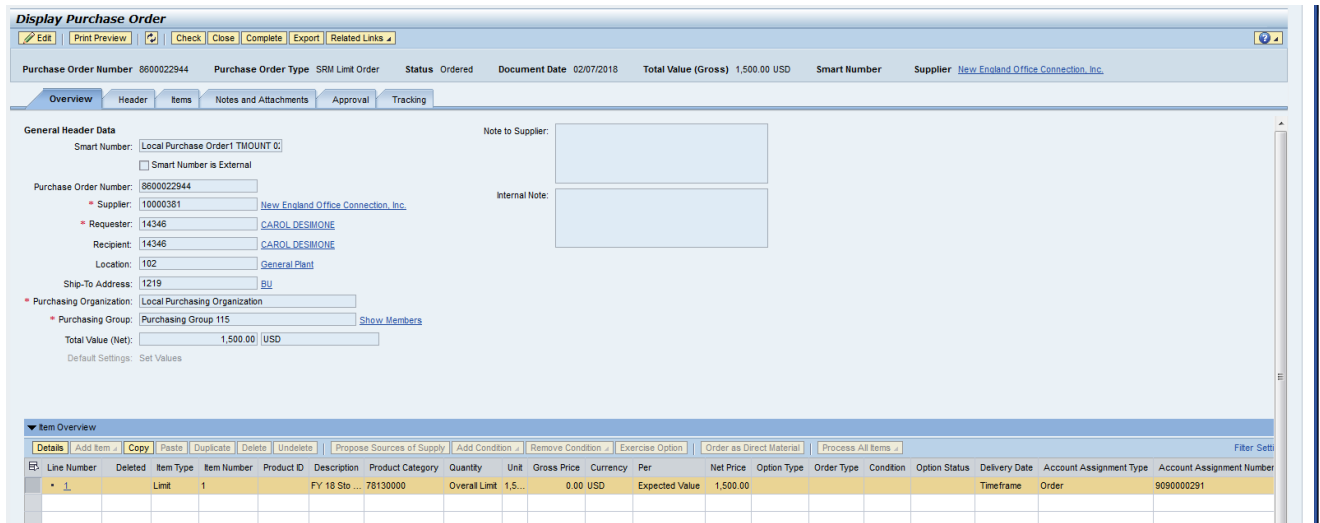
Item Data | Account Assignment | Notes and Attachments | Delivery Address/Performance Location | Approval Process Overview | **Related Documents** | User-Specified Status

History

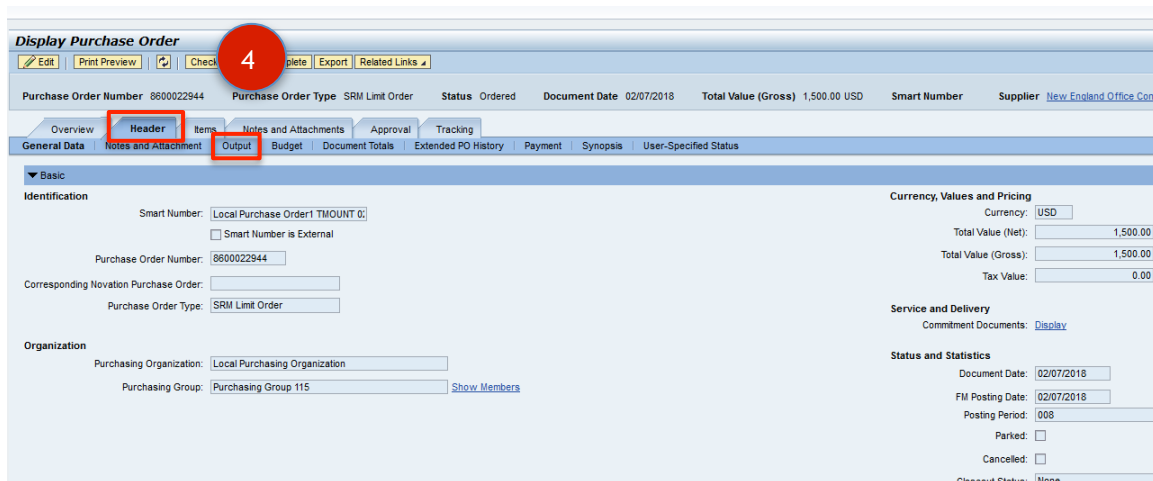
View: United States Dollar

Document	Name	Document Number	Item Number	Status	Date	Quantity	Unit	Net Value	Currency
Shopping Cart	FY 18 Storage Oct - February	1000792861/1		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	8600022944/1	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 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