

Frontline Requisition Statuses

<u>Stage</u>	<u>Status</u>	<u>Notes</u>
Requisition Creation	Entered	Cart has been saved as incomplete, has not entered workflow approval yet.
	Voided with a predefined reason	Requisition line item was voided; encumbrances were cancelled.
	Not approved with a predefined reason	Requisition was rejected during Requisition Approval process and has been returned back to requisitioner to correct and resubmit for approval.
	Not released with a predefined reason	Requisition was rejected during Buyer Analysis Approval process and has been returned back to requisitioner to correct and resubmit for approval.
	Preloaded	Next year requisition has been created prior to start of the new fiscal year and ready to be submitted into workflow once new fiscal year starts.
Approval Chain	Approval In Progress	Requisition has been submitted for approval and is in the Requisition Approval workflow.
	On Hold	Requisition has been put on hold and cannot be approved until the hold is released.
Buyer Analysis	Analysis in Progress	Requisition Approval workflow has been completed and it is ready for the buyer to "release" to be turned into a PO.
	Released	Workflow process has been completed and the requisition is ready to be included in a PO. Next step: run the Create Purchase Order On Demand process to create the PO.
PO	Ready To Send	PO has been created but has not been "Sent". Status will change to send once the PO has been 1) printed - if Paper PO, or 2) sent via Send Purchase Order On Demand Note: if the status is Ready To Send, the vendor has not received the PO yet.
	Sent – Not Printed	If PO Delivery Media = email, the system has automatically emailed the vendor a copy of the PO but the vendor has not opened the email yet. Note: Purchase Order Delivery Dashboard can be used to monitor PO's that have been sent to the vendor but not printed. You can send a reminder email to vendors from this entry point.
	Sent	PO has been sent to vendor. The system considers a PO to be "Sent" once the PO print job has been initiated. If this is a paper PO, the status will change to Sent once the Print button is clicked. If this is an email PO, the status will change to sent once the vendor opens up the email containing the PO and views the PO attachment.
	No Need To Send	This is a confirmation PO
	Cannot be Sent	Personally, I have never seen this message before, but I would assume this would be the status if attempting to send the email to the
	Force Closed	The Purchase Order has been closed (regardless of who closed the PO). This indicates the PO has been closed and any remaining encumbrances have been liquidated. PO can be reopened if necessary.
PO Revisioning	Revised – Not Sent	Revisions have been made to the PO by the buyer and an updated copy has not been sent to the vendor
	Revised	Revisions have been made to the PO by the buyer. Not all revisions are sent to vendors, so this can indicate that the revised PO has been sent to vendor or if revisions are not allowed, this indicates that revisions have been finalized.
Warehouse	Approval In Progress	Warehouse Requisition has not been approved
	Pick List Ready	Warehouse Requisition has been approved and ready to be included in a pick list
	Pick List	Warehouse Requisition has been added to a pick list, but not yet finalized
	Pick List Finalize	Pick list has been finalized; items have been shipped to campus