**Will the Requisitioner be notified when a purchase order has been approved?**
Not at this time. Requisitioners should check in the system to find the status of their request.

**How do I look up a Purchase Order to find its status?**
Requisitioners can go to the Manage Requisitions screen in PeopleSoft (Main Menu > eProcurement > Manage Requisitions) and search for the specific requisition. Once identified, the expansion arrow should be selected for the appropriate line. The Requisition Lifecycle will display. Additional information can be found for each phase by clicking on the corresponding icon within the Lifecycle.

**How can I edit a Purchase Order?**
Requisitioners and Approvers cannot edit Purchase Orders as they have already been dispatched to suppliers. Should you need to edit a Purchase Order, you will need to contact your Buyer in Procurement Services.

**How can I change an account code for a purchase order?**
At present, you will need to submit the paper Transfer Expense Form found on the Accounting Services website.

**How can I make changes to a purchase order once it is dispatched?**
Contact your buyer in Procurement for changes that need to be made to a dispatched purchase order.

**How do I know when Accounting has received the invoice from the Supplier?**
The Invoice icon within the Requisition Lifecycle will colorize in FMS.

**Can we print purchase orders from within the system?**
Requisitioners cannot receive an official copy of the purchase order. You can request an unofficial copy from Procurement.
The Purchase Order has the CWID of the buyer listed, but no name. How can I get the name of the buyer so that I know who to call?
From the Manage Requisitions screen (Main Menu > eProcurement > Manage Requisitions) click the Clear button and then enter the CWID in the “Entered by” field. The system will display the CWID match within the field.