

## Requester Document Statuses

### REQUEST STATUS

Repository of the user's Requests at various stages

<b>Draft:</b>	Not yet submitted for approval
<b>Pending:</b>	Awaiting Approval
<b>Approved:</b>	Auto or manually approved and converted into PO
<b>Attention:</b>	Returned back to Requester by approver(s) for changes. Must be re-submitted for approval.

---

### PO STATUS

Repository of the user's Purchase Requests that have been approved and converted to Purchase Orders.

<b>Ordered:</b>	PO created - receipt of goods has not been confirmed
<b>Received:</b>	A Goods Receipt has been created for the PO

---

### RECEIPT STATUS

Repository of the user's Goods Receipts. Location where Goods Receipts and Returns can be created.

<b>Ready to Receive:</b>	Awaiting Goods Receipt confirmation
<b>In Progress:</b>	A Goods Receipt has been initiated but is not yet complete
<b>Received:</b>	Receipt of goods has been confirmed via the completion of a goods receipt
<b>Returned:</b>	Receipt of goods has been confirmed <i>and</i> a Goods Return has been initiated by the Requester