

## Requester/Buyer Document Statuses

### REQUEST STATUS

<b>Draft:</b>	The Requisition has been opened and saved but not yet submitted.
<b>Pending:</b>	Awaiting review by one or several financial Approvers.
<b>Approved:</b>	Auto or manually approved (via approval workflow) and successfully converted into a PO.
<b>Attention:</b>	Requisition did not convert to PO. It has been rejected at the Requisition level and returned back to Requester by approver(s) for changes. The Requester may either edit and resubmit (if allowed) or copy the requisition, make changes to the new version and resubmit.
<b>Sourcing Approval</b>	Requisition has been sent to Sourcing Approver(s) for review. Once approved, the requisition will move on to financial approval (if defined) or convert to a PO.

### PO STATUS

<b>Processing:</b>	PO is in the process of being sent to the Supplier.
<b>Processing Failed:</b>	PO failed to reach the supplier(s). Review PO receipt settings in the supplier record.
<b>Canceled:</b>	The PO has been <i>cancelled</i> by the supplier. Contact the supplier directly with specific questions regarding the cancellation.
<b>Confirmed:</b>	The PO has been <i>confirmed</i> by the supplier.
<b>Partially Confirmed</b>	This indicates the supplier has confirmed one or more but not all PO items. See Confirmed PO for specific details.
<b>Disputed:</b>	The PO has been <i>disputed</i> by the supplier. 'Partially Disputed' indicates the supplier has disputed one or more but not all PO items. An Item 'Dispute' may not indicate that items will never be received but rather that a detail regarding the line item needs to be changed; delivery date, price, quantity etc. See disputed PO for specific details. Contact suppliers directly with specific dispute questions.

<b>Partially Disputed</b>	The supplier has disputed one or more but not all PO items. See 'Disputed' field for further details.
<b>*Rejected:</b>	The PO has been rejected by the Supplier. See Supplier for additional details regarding the rejection.
<b>Submitted:</b>	The Supplier has confirmed the PO by selecting Confirm PO from the PO email notification email. This status is only visible if 'Supplier Provides PO Acknowledgement' is enabled at the Supplier Record. This status does not apply to Supplier Portal customers.
<b>Ordered:</b>	Requisition has been approved and been successfully submitted to supplier(s). Receipt of Goods has not been confirmed.
<b>Order Failed:</b>	The PO failed to reach the supplier(s). Contact your system administrator to review transmission setup.
<b>Received:</b>	All items in the PO have been confirmed via a Goods Receipt. Partially received POs will remain as <i>Ordered</i> until the PO is closed or Goods receipt is complete.
<b>Invoiced:</b>	Invoice processed and <i>Posted</i> in Vroozii Invoice.
<b>Paid:</b>	Invoices posted and paid.

*\*Statuses that apply exclusively to customers using the Vroozii Supplier Portal.*

## RECEIPT STATUS

<b>Ready to Receive:</b>	The receipt of PO goods/services has not been confirmed.
<b>In Progress:</b>	A Goods Receipt has been drafted but is not yet completed.
<b>Received:</b>	The receipt of goods has been confirmed via the completion of a goods receipt
<b>Returned:</b>	The receipt of goods has been confirmed <i>and</i> a Goods Return has been created against that receipt.