



Procurement

Oracle Procurement Step-by-Step Guide

View Supplier Invoice and Payment Status via Requisition Search (incl Life Cycle View)

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View Invoice and Payment Status by Supplier

UC Merced employees will use these steps to view invoice and payment status for a specified supplier from the manage requisitions search

To perform this task, log into Oracle Cloud

System Steps:

- 1. Click the **Procurement** infolet
- 2. Click the Purchase Requisitions sub-infolet



3. In the **Requisitions** overview page, click the **Manage Requisitions** hyperlink to search for the supplier invoice using user specified search criteria.

Requisitions ②			More Tasks 🔻	Manage Requisitions	Shopping Lists 🕶 🦉 0
Shop by Category ▼	Search		ৎ		Requester Fininst1 🖍
Recent Requisitions	View More Copy Plus, 8.5 x 11 - 10 Ream (Incomplete	Recent Purchases No data to display.		3	

4. In the **Search** section of the **Manage Requisitions** page, enter search criteria value(s) based on inquiry needs (enter at least one of the **** required** data points):

Note: when looking for the status of invoices or payments by supplier through the requisitions view, it is recommended to use a combination of search criteria if the supplier doesn't have the exact PO number (**Order**) associated to the invoice they are looking for information on.



Since this search screen does not allow searching by Invoice Number, use **Supplier**, **Created** (Today, Last 7 days, Last 30 days, Last 60 days) and/ or **Order** (this value is the **PO** number) as search criteria to reduce the number of supplier records returned.

This should make it easier to identify which requisition record(s) to drill into to get the supplier requested invoice status information.

- a. Requisitioning Unit: select from the drop-down menu
- b. ****Entered By:** use the default value, or select the value using the search feature if needed
- c. ****Requisition:** enter value if looking for a specific requisition
- d. Description: enter value if it will serve as distinct criteria in the search
- e. **Created:** select from the drop-down menu based on the supplier's response for when the requisition/ order (po) was created
- f. **Status:** defaults to **All**, but select value from the drop-down menu if different status is desired
- g. **Requester:** enter the desired value if you are not the original requester for the requisition/ data being searched for, or select the value using the search feature if needed
- h. ****Supplier:** enter the supplier value, or select it using the search feature if needed
- i. **Order:** enter the supplier provided value for **PO** number, or select the value using the search feature if needed
- j. ****Item:** enter the desired value, or select the value using the search feature if needed.

Note: the ****Item** field will not be used at UCM to search for requisitions

- k. Requisitions Requiring Action: select from the drop-down menu
- 5. Click the **Search** button

Manage Requisitions ②				Dgne
⊿ Search			Advanced Manage Watchlist Saved Search	Requisitions I Entered ·
	Regulationing BU +	Requester	Q	** At least one is required
	** Entered By York, Darlene Q	4 ** Supplier	٩	
	** Requisition	Order	Q,	
	Description	** item	٩,	5
	Created	Requisitions Requiring Attention	•	
	Status All •			
				Search eset Save

- 6. In the **Search Results** section of the **Manage Requisitions** page, update the search results layout by adding columns to include data columns related to corresponding PO information
 - a. Click the **View** menu, click the **Columns** option and click the **Show All** to make sure **Order**, **Order Status** are brought into the results view



- i. **Order:** this value is the **PO** number created from the approved Requisition. If the value displayed is **Multiple**, this means there was more than one **PO** created to fulfill the items needed on the corresponding requisition
- ii. Order Status: this value is the current status of the PO -
 - 1. **Incomplete**: draft order has not been submitted for approval this is the only status in which an order can be "deleted"
 - 2. **Pending Approval:** the order is in the approval workflow, the order can be withdrawn and edited or cancelled if any change has to be made
 - 3. **Pending Supplier Acknowledgement:** the order is approved and is waiting for supplier acknowledgment to be recorded for being in Open status
 - 4. **Rejected:** the order was rejected by the approver or the supplier
 - 5. **Withdrawn:** the order was withdrawn by the buyer which makes it available for editing and submission for approval again
 - 6. **Pending Change Approval:** a change order was created and submitted for approval
 - 7. **Open:** the PO was created
 - 8. Closed: the order was closed and not available for fulfillment
 - 9. Closed for Invoicing: one or more invoices are matched to the PO
 - 10. **Closed for Receiving:** the order has been matched to an invoice and is not available for further invoice matching
 - 11. Canceled: the order was cancelled and cannot be edited again
 - 12. **On Hold:** the order is on hold, and is unavailable for receiving and/or invoice matching
 - 13. **Finally Closed:** the order is finally closed and not available for processing



Search Res	sults		
Actions 🔻	View 🗸 🚺	Freeze 🔂 Detach	4
Rec	About This Record	Becchickien	
BU	Columns 🕨	Show All	
UCI	Freeze	 Emergency Purchase Order 	atte
UCI	Detach	✓ Order Status s	
UCI	Sort 🕨	✓ Order s	
	Reorder Columns	 Procurement Card 	
	Query By Example	 Funds Status 	
		✓ Status	
		 Approval Amount 	
		 Creation Date 	
		 Entered By 	
		 Description 	
		 Requisition 	
		 Requisitioning BU 	
		Manage Columns	
	I AND A REAL PROVIDENCE OF		

- 7. In the **Search Results** section of the **Manage Requisitions** page, update the search results to sort the data based on the what the user is looking for specifically
 - a. One can select column **headers** and **hover their mouse in the right side of the column header** to click the **Sort** arrow to activate ascending or descending sorting of the displayed results.



8. In the **Search Results** section of the **Manage Requisitions** page, review the results to determine which requisitions you want to open to review in more detail



Search Results									_
Actions View View Format	• 8 9 F	Freeze 🔛 Detach 🚽 Wrap							
Requisitioning BU	Requisition ▲▽	Description	Entered By	Creation Date	Approval Amount Status	Funds Status Card	Order	Order Status	Emergency Purchase Order
UCM Business Unit	UCMR00000716	PAZIN & MYERS FUEL - GROUND CO-OP YARD NEED PO BY END OF DAY 1/2	York, Darlene	01/20/2021	905.07 USD Approved	Liquidated	UCMP00000504	Open	
UCM Business Unit	UCMR00000760	M250 RITM0161360 FISHER SCIENTIFIC MULTI-PLATFORM SHAKER	York, Darlene	01/20/2021	662.71 USD Approved	Liquidated	UCMP00000331	Open	
UCM Business Unit	UCMR00000761	M250 RITM0161302 FISHER SCIENTIFIC LAB SUPPLIES	York, Darlene	01/20/2021	233.50 USD Approved	Liquidated	UCMP00000312	Open	
UCM Business Unit	UCMR00000768	M250 RITM0161285, RITM0161271 ACTIVE MOTIF - ANTIBODIES	York, Darlene	01/20/2021	0 Canceled	Not reserved			
UCM Business Unit	UCMR00000777	M522 RITM0161567 EWING - GRISWORLD DIAPHRAGM	York, Darlene	01/20/2021	79.59 USD Approved	Liquidated	UCMP00000275	Open	
UCM Business Unit	UCMR00000792	M250 LIFE SCIENCE PRODUCTS RITM0144061 PPE	York, Darlene	01/21/2021	452.55 USD Approved	Liquidated	UCMP00000517	Open	
UCM Business Unit	UCMR00000803	M250 AMAZON RITM0161664 CULTURE TUBES	York, Darlene	01/21/2021	165.29 USD Approved	Liquidated	UCMP00000330	Closed for Invoicing	
UCM Business Unit	UCMR00000813	M250 VWR GELATIN RITM0160670	York, Darlene	01/21/2021	34.12 USD Approved	Liquidated	UCMP00000334	Closed for Invoicing	
UCM Business Unit	UCMR00000817	M250 NETWORK CARDS NEWEGG RITM0160727	York, Darlene	01/21/2021	869.97 USD Incomplete	Not reserved			
UCM Business Unit	UCMR00000840	M250 RESEARCH ADMIN RITM0161401 BSL3 EQUIPMENT	York, Darlene	01/21/2021	12,903.60 USD Approved	Liquidated	UCMP00000325	Open	
UCM Business Unit	UCMR00000862 🖉	M529 RITM015519 AIR FILTERS GRAINGER MULTIPLE WO'S FOR PAYMENT P	York, Darlene	01/22/2021	105.51 USD Approved	Liquidated	UCMP00000355	Open	
UCM Business Unit	UCMR00000865	M529 RITM0156013 GRAINGER SMOKE DETECTOR TESTER PREVIOUS PO M5	York, Darlene	01/22/2021	117.66 USD Approved	Liquidated	UCMP00000349	Closed for Invoicing	
UCM Business Unit	UCMR00000898 🖉	M529 PP-1071962 RITM0161972 HVAC EQUIPMENT PART	York, Darlene	01/22/2021	343.64 USD Approved	Reserved			
UCM Business Unit	UCMR00000907	M529 PP-1071962 RITM0161972 PLATT ELECTRICAL PARTS	York, Darlene	01/22/2021	187.81 USD Approved	Liquidated	UCMP00000348	Open	
UCM Business Unit	UCMR00000910	S&E2 air filter order for annual PM's	York, Darlene	01/22/2021	4,268.49 USD Approved	Liquidated	Multiple		
UCM Business Unit	UCMR00000927 🖉	S&E1 air filter order for annual PM's	Vork, Darlene	01/22/2021	5,520.60 USD Approved	Liquidated	Multiple		
UCM Business Unit	UCMR00000948	M529 - RITM0161970 BOUCHER SAFETY SHOES FOR ANDRES SANCHEZ	York, Darlene	01/25/2021	215.50 USD Approved	Reserved			
UCM Business Unit	UCMR00000949	M520 FM PP-1075736 RITM0162090 COIT RESTORATION	Vork, Darlene	01/25/2021	5,883.52 USD Approved	Liquidated	UCMP00000444	Open	
UCM Business Unit	UCMR00000950	M250 - ORED RITM0162165 AMAZON CLEANROOM SUPPLY	Vork, Darlene	01/25/2021	84.44 USD Incomplete	Not reserved			
UCM Business Unit	UCMR00000996	M250 HSRI RITM0162257 BUFFERS	York, Darlene	01/25/2021	140.08 USD Incomplete	Not reserved			
Rows Selected 1									

Only one PO created for a Requisition - View Invoice Status

Note: follow this sequence of steps to see the related invoice and payment status details

1. In the **Search Results** section of the **Manage Requisitions** page, click the **Requisition** hyperlink of the desired record to see more detail

Search Re	esults										
Actions v	View v Format	• J J F	III Freeze 🔐 Detach 🚽 Wrap								
Req	quisitioning BU	Requisition	Description	Entered By	Creation Date	Approval Amount Status	Funds Status	Procurement Card	Order	Order Status	Emergency Purch
UCN	M Business Unit	UCMH00000527	M520- HTM0160472 - EAGLESHIELD PP-1075484	York, Darlene	01/14/2021	135.00 USD Approved	Liquidated		UCMP00000426	Open	
UCN	M Business Unit	UCMR0000679	M250 RITM0155412 VWR PREVIOUS PO M250NYA453 QTY: 1 ITEM 75799-300	York, Darlene	01/19/2021	2,265.42 USD Approved	Liquidated		UCMP00000424	Open	
UCN	M Business Unit	UCMR0000675	M250 RITM0155172 FISHER SCIENTIFIC LAB SUPPLIES PREVIOUS PO M250N	York, Darlene	01/19/2021	79.36 USD Approved	Liquidated		UCMP00000358	Open	
UCN	M Business Unit	UCMR00000862 🖉	M529 RITM015519 AIR FILTERS GRAINGER MULTIPLE WO'S FOR PAYMENT P	York, Darlene	01/22/2021	105.51 USD Approved	Liquidated		UCMP00000355	Open	
UCM	M Business Unit	UCMR00000910	S&E2 air fiter order for annual PM's	York, Darlene	01/22/2021	4,268.49 USD Approved	Liquidated		Multiple		
UCM	M P Nit	UCMR00000927	S&E1 air filter order for annual PM's	York, Darlene	01/22/2021	5,520.60 USD Approved	Liquidated		Multiple		
UC	1	UCMR0000865	M529 RITM0156013 GRAINGER SMOKE DETECTOR TESTER PREVIOUS PO M	York, Darlene	01/22/2021	117.66 USD Approved	Liquidated		UCMP00000349	Closed for Invoicing	
UCK		UCMR00000907	M529 PP-1071962 RITM0161972 PLATT ELECTRICAL PARTS	York, Darlene	01/22/2021	187.81 USD Approved	Liquidated		UCMP00000348	Open	
UCN	M Business Unit	UCMR00000813	M250 VWR GELATIN RITM0160670	York, Darlene	01/21/2021	34.12 USD Approved	Liquidated		UCMP00000334	Closed for Invoicing	
UCM	M Business Unit	UCMR00000693	M250 RITM0155173 MILLIPORE SIGMA PREVIOUS PO M250NYA453 FOR BILL	York, Darlene	01/19/2021	53.32 USD Approved	Liquidated		UCMP00000333	Open	
UCN	M Business Unit	UCMR00000760	M250 RITM0161360 FISHER SCIENTIFIC MULTI-PLATFORM SHAKER	York, Darlene	01/20/2021	662.71 USD Approved	Liquidated		UCMP00000331	Open	
UCN	M Business Unit	UCMR0000803	M250 AMAZON RITM0161664 CULTURE TUBES	York, Darlene	01/21/2021	165.29 USD Approved	Liquidated		UCMP00000330	Closed for Invoicing	
UCN	M Business Unit	UCMR00000840	M250 RESEARCH ADMIN RITM0161401 BSL3 EQUIPMENT	York, Darlene	01/21/2021	12,903.60 USD Approved	Liquidated		UCMP00000325	Open	
UCN	M Business Unit	UCMR00000761	M250 RITM0161302 FISHER SCIENTIFIC LAB SUPPLIES	York, Darlene	01/20/2021	233.50 USD Approved	Liquidated		UCMP00000312	Open	
UCN	M Business Unit	UCMR00000582	M529 - BOUCHER SHOES RITM0160832 SAFETY BOOT VOUCHER/ERIBERTO	York, Darlene	01/15/2021	215.50 USD Approved	Liquidated		UCMP00000294	Open	
UCN	M Business Unit	UCMR00000585	BOUCHER SAFETY SHOES/MIKE PENNINGTON RITM0160834 M529	York, Darlene	01/15/2021	215.50 USD Approved	Liquidated		UCMP00000293	Open	
UCN	M Business Unit	UCMR00000589	M529 - RITM0160835 BOUCHER SAFETY SHOES FOR BRENT DIRKS	York, Darlene	01/15/2021	215.50 USD Approved	Liquidated		UCMP00000292	Open	
UCN	M Business Unit	UCMR00000528	ITEM 51100100 PEST TURF SUPREME W/TRIMEC PRICING PURSUANT TO Q	York, Darlene	01/14/2021	215.89 USD Approved	Liquidated		UCMP00000289	Open	
UCN	M Business Unit	UCMR00000593	M520PYA280 RITM0151838 TSS ANNUAL FUME HOOD TEST. SE1, SE2, CAST	York, Darlene	01/15/2021	9,165.00 USD Approved	Liquidated		UCMP00000280	Open	
UCN	M Business Unit	UCMR00000777	M522 RITM0161567 EWING - GRISWORLD DIAPHRAGM	York, Darlene	01/20/2021	79.59 USD Approved	Liquidated		UCMP00000275	Open	

2. If there was **only one PO created** for this requisition, in the **Requisition** page, click the **View Life Cycle** button

Requisition: UCMR00000865 Ø	R2 Social Check Fund View Life Cycle Actions ▼ Dgee
Requisitioning BU UCM Business Unit Creation Date 01/22/221 Entered Str "Datema You. Status Appoint Description M228 HTIVOTIODI 3 GALINGER SMOKE DETECTION TESTERI PREVIOUS PD Justification Garried Aecool Smoke to test anole of M228 HTIVOTION FOR PROMOSE ONLY, GOODG RECEVED Justification Garried Aecool Smoke to test anole of M228 HTIVOTION FOR PROMOSE ONLY, GOODG RECEVED	detectors PREVIOUS PO MODIAL ATTACHED detectors PREVIOUS PO MODIAL ATTACHED detectors PREVIOUS PO Funds Status Liquidated Attachments APPROVAL Regulation UCMR0000 Attention MME (018)T PrvrSiOAL Billing/Room PLATT

Procurement – View Supplier Invoice and Payment Status via Requisition Search (incl Life Cycle View) FINAL



- 3. In the **Invoices** section of the **Requisition Life Cycle** page all of the invoices generated for that PO as of that date will be listed.
- 4. Click the desired **Invoice** hyperlink to access and review the invoice/ payment status based on the supplier's request

Requisition Life Cycle: UCMR00000865 ⑦		ione
A Requisition Line		
View 🔻 Format 💌 🔢 Freeze 🔛 Detach 🚽 Wrap		
Line Item Description	Category Name Requester Quantity UOM Price Amount (USD) Status	
1 ITEM: 36JG36 SMOKE DETECTOR TESTER	SUPPLIES.HVAC S Grist, Michael 12 Each 9.10 USD 109.20 Approved	
		_
⊿ Order		
Procurement BU UCM Business Unit	Status Closed for Invoicing	
Requisitioning BU UCM Business Unit	Buyer PKenneth Masasso	
Purchase Order UCMP00000349	Supplier W.W. Grainger Inc.	
Description		
Open Date 01/26/2021		
Total 109.20 USD		
▶ Shipments		
▶ Receipts		
✓ Invoices		ור
View 🔻 Format 👻 🔝 Presza 🐨 Detach 🚽 Wrap		
Invoice Description	Invoice Date Status Invoice Total Paid Amount Unpaid Matched to Order Currer	ncy
9742370068 🖉	12/09/2020 Validated 100.81 100.81 0.00 93.12 USD	

Only one PO created for a Requisition - View Payment Status for Corresponding Invoice

1. In the **Invoice** page, review the invoice details, then click the **Payments** tab hyperlink

Invoice: 97	42370068													Done
Lines Paymen	s 1	Business Unit gal Entity Name hupplier or Party Supplier Site Address Invoice Date	UCM Business Unit UCM - Campus WW. Grainger Inc. "GRAIN_OBN_P_R "C-Pay, PALATINE, IL 6 12/09/2020	6038		Ce	Invoice Amount Unpaid Amount Payment Currency reversion Rate Type Conversion Rate Conversion Date	100.81 USD 0.00 USD USD				Invoice Intercompany in Descr Punds 5 Attach	r¥ype Standard wolee No iption Natus ♥ Reserved ment invoice image 97423	
Number	Payment Docume	nt Status	Reconciled	Payment Date	Paid Amount	Address								Remit-to Account
356746	UCM_CHECK_PD	Negotiab	le No	01/27/2021	100.81 USD	C-Pay, PALATINE, IL 60038								
					100.81 USD									
Installment	s						ŀ	Applied Prepa	ayments					
Number	Due Date	Amount (US	D)	Mathad				Number	Purchase	Applied Amount (U	ISD)	Description		
Number	Due Date	Gross	Unpaid	Method				Number	Order	Tax	Item	Description		
1	01/08/2021	100.81	0.00 Check				N	io applied prepaym	ents.					
		100.81	0.00											

2. In the **Payments** section of the **Invoice** page, review the Payment and/ or Installment details, then click the **Payment** hyperlink if applicable to access and review the payment status based on the supplier's request



Invoice: 9742370068	De
2 Business Unit: UCM Examples Unit: Legal Entity Name UCM - Campus Suppler of Party W/X Galagot Inc. Supplers RP - GRAN, OBK P, R Address PC-Pay, PNLATINE, IL 60036 Involce Date 12/08/200	Invoice Amount 100.81 USD Invoice Type Standard Ungeald Amount 0.00 USD Description Payment Currency USD Payment Currency USD Parent Conversion Rate Page Parent Conversion Rate Invoice Invoi
Lives Payments Payment Document Status Reconciled Payment Date \$595740 UCM_CHECK_PD Negotable No 01/272021	Address Remit-to Account 00.81 USD °C-Pay, PALATNEL, E 00038
Installments Amount (JSD) Due Date Amount (JSD) Gress Unpaid 1 0108/2021 1 0108/2021 008 0.00 Creck	00.31 USD Applied Prepayments Applied Amount (USD) Number Parchase Tax Hem No applied regyments No applied pregyments
100.81 0.00	

3. In the **Payment** page, review the Payment details, then click the **Done** button

Paym	ent: 356	6746													Done
Business Unit UCM Business Unit IDM 1000 Payment Amount IDM 1000 Payee W/W Grange Inc. Payment Amount 01/07/2021 Payee Bite GRAVD, CRISP, P. Payment Amount 01/07/2021 Payment Address Payment Type Payment Type Payment Type Address CRISPA Remite Adcounts Payment Babua Notified Payment Document					Request				3						
Paid Inv	voices												_		
Num	ber	Invoice Date	Туре							Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
97423	170058	12/09/2020	Standard					UCMP00000349			100.81 USD	100.81 USD	Workflow	01/08/2021	Fully paid

- 4. Back in the **Invoice** page, click the **Done** button
- 5. Back in the **Requisition Life Cycle** page, if applicable, click any other **Invoice** hyperlinks to access and review the invoice/ payment status based on the supplier's request, then click the **Done** button
- 6. Back in the **Requisition** page, click the **Done** button
- 7. Back in the Manage Requisitions page, click the Done button to complete this process

More than one PO created for a Requisition - View Invoice Status

Note: Indicated where the value for **Order** is displayed as **Multiple**, this means there was more than one **PO** created to fulfill the items needed on the corresponding requisition

Note: follow this sequence of steps to see the related invoice and payment status details.

1. In the **Search Results** section of the **Manage Requisitions** page, click the **Requisition** hyperlink of the desired record to see more detail



rch Results	ch Results ions + Vew + Format - 📄 🗊 🖙 🗇 Preaze 📓 Detach +i Wrap														
Requisitioning BU	Requisition	Description	Entered By	Creation Date	Approval Amount Status	Funds Status	Procurement Card	Order	Order Status	Emergency Purc					
UCM Business Unit	UCMR00001148	M400 PEPSI INV# 11091956 1/22/2021 RITM0162168	Johnson, Amanda	01/27/2021	2,524.59 USD Approved	Liquidated		UCMP00000486	Open						
UCM Business Unit	UCMR00001145	M400 PEPSI INV# 12308001 1/15/2021 RITM0162169	Johnson, Amanda	01/27/2021	415.56 USD Approved	Liquidated		UCMP00000485	Open						
Unit	UCMR00001087	M400-SYSCO-INV# 284645393 1/14/2021 RITM0161198	Johnson, Amanda	01/26/2021	62.16 USD Approved	Liquidated	_	UCMP00000450	Closed for Invoicing						
nt	UCMR00001083	M400-SYSCO-INV# 284653019 01/12/2021 RITM0162175	Johnson, Amanda	01/26/2021	111.97 USD Approved	Liquidated		Multiple							
UC	UCMR00001079	M400-SYSCO-INV# 284651548 1/21/2021 RITM0162174	Johnson, Amanda	01/26/2021	8.41 USD Approved	Liquidated		UCMP00000447	Closed for Invoicing						
UCM Business Unit	UCMR00001076	M400-SYSCO-INV# 284648415 1/18/2021 RITM0162144	Johnson, Amanda	01/26/2021	14.03 USD Approved	Liquidated		UCMP00000446	Closed for Invoicing						
UCM Business Unit	UCMR00001070	M400-SYSCO-INV# 284645392 1/14/2021 RITM0161201	Johnson, Amanda	01/26/2021	15.73 USD Approved	Liquidated		UCMP00000443	Closed for Invoicing						

2. If there was **more than one PO** created for this requisition, in the **Requisition Lines** section of the **Requisition** page, select the **Order** column **header** and **hover your mouse in the right side of the column header** to display a double-sided arrow. Click and drag the right side of the column out a little bit so the entire value for **Order** is visible.

Requisition: UCMR0	0001083 ⑦						R Social Ch	eck Funds Actions	• Done
Regulationing BU UCM Business Unit Entered By "Punada Johnson Description Mido-SYSCO RNW 284553019 01/12/0211 RTM0162175			01/28/2021 Approved THIS (EC)/DOWNUNCHASE CRIDER HA THIS TO YOR THE PURPOSE OF PROCESS 2446/2019 IN THE AART OF \$111.97 This Inv Grounds.	5 BEEN CREATED NG SYSCO INV# olces is for Common		Requisition Amount 1 Approval Amount 1 Funds Status L Attachments IN Attention K Biding/Room P	111.97 USD Jquidated W# 284653019.pdf (1 more) KATRINA TREXLER WAILION	2	
Requisition Lines									
Actions View Format	▼ I Freeze I Detach +I Wrap Filter Lines By .								
Line Item	Description		Category Name	Quantity UOM	Price	Amount (USD) Statu	s Funds Status	Order	Line Life Cycle
1	PRODUCE, DAIRY,CANNED AND DRY GOODS		RESALE.DINING.PRODU	1 Each	30.90 USD	30.90 Appro	ved Liquidated	UCMP00000448	0
2	PAPER PLASTIC SUPPLIES (NON TAXABLE)		RESALE.DINING.OTHER	1 Each	81.07 USD	81.07 Appro	ved Liquidated	UCMP00000449	0

3. Sort the **Order** column values to get your data grouped for invoice and payment status review. Grouping will allow you to go in **Order** by **Order**, versus line by line (fewer keystrokes). To sort, select column **header** and **hover their mouse in the right side of the column header** to click the desired **Sort** arrow to activate ascending or descending sorting of the displayed results.

Requisition: UCMF	00001083 ②						R Social	Check Funds Actions *	Done
Regulationing BU UCM Business Unit Entered By Panada Johnson Description MADO-SYSCO-BIVE 284653019 01/12/2021 NTM0162175		Creation Date Status Justification	01/28/2021 Approved THIS REQUISITION/PURCHASE ORDER HA SOLELY FOR THE PURPOSE OF PROCESS 284633019 IN THE AMT OF \$111.97 This Inv Grounds.	5 BEEN CREATED NG SYSCO INV# pices is for Common	,	Approval Amount 111.97 USC Approval Amount 111.97 USC Funds Status Liquidated Attachments INV# 284653 Attention KATRINA T Bidng/Room PAVILON)) 1019.pdf (1 more) REXLER		
Requisition Lines									
Actions • View • Form	t ▼ 🗐 Freeze 💮 Detach 🚽 Wrap Filter Lines By	•							
Line Item	Description		Category Name	Quantity UOM	Price A	mount (USD) Status	3	Order ద⊽	Line Life Cycle
1	PRODUCE, DAIRY, CANNED AND DRY GOODS		RESALE.DINING.PRODU	1 Each	30.90 USD	30.90 Approved		UCMP00000448	0
2	PAPER PLASTIC SUPPLIES (NON TAXABLE)		RESALE.DINING.OTHER	1 Each	81.07 USD	81.07 Approved	Liquidated	UCMP00000449	\$

4. If there was **more than one PO** created for this requisition, in the **Requisition Lines** section of the **Requisition** page, click the **Line Life Cycle** icon corresponding to one of the **Orders** (POs) to review if the supplier doesn't know which PO the invoice their looking for is tied to.

Requisition: UCMF	800001083 ⑦						No Social	Check Funds Actions	s 🔻 Done
Requisitioning BU Entered By Description	UOM Business Unit "Penanda Johnson Mado-SytScO-exw 204653019 01/12/2021 RITM0162175	Creation Date Status Justification	01/26/2021 Approved THIS REQUISITION/PURCHASE ORDER HAS SOLEV FOR THE UNPROSE OF PROCESSI 284652019 IN THE AMT OF \$111.97 This Inv Grounds.	S BEEN CREATED NG SYSCO INV# pices is for Common		Requisition Amount 111.97 Approval Amount 111.97 Funds Status Liquida Attachments INV# 23- Attachtention KATRIN Bilding/Room PAVILL	USD USD 1663019.pdf (1 more) IA TREXLER IN		4
Requisition Lines	at ▼ III Fresze IIII Detach ⇔I Wrap Filter Lines By	٠							_
Line Item	Description		Category Name	Quantity UOM	Price	Amount (USD) Status	Funds Status	Order	Line Life Cycle
1	PRODUCE, DAIRY,CANNED AND DRY GOODS		RESALE.DINING.PRODU	1 Each	30.90 USD	30.90 Approved	Liquidated	UCMP00000448	0
2	PAPER PLASTIC SUPPLIES (NON TAXABLE)		RESALE.DINING.OTHER	1 Each	81.07 USD	81.07 Approved	Liquidated	UCMP00000449	0

- 5. In the **Invoices** section of the **Line Life Cycle** page all of the invoices generated for that PO as of that date will be listed.
- 6. Click the desired **Invoice** hyperlink to access and review the invoice/ payment status based on the supplier's request

Line Life Cycle: 1 (Requisition UCMR00001083)					Back Next Done
A Requisition Line					
View 🔻 Format 💌 🔟 Freeze 🔛 Detach 🚽 Wrap					
Line Item Description	Category N	Name Requester	Quantity UOM	Price	Amount (USD) Status
1 PRODUCE, DAIRY,CANNED AND DRY GOODS	RESALE.DIN	IING.P ⁷ Trexier, Katrina	1 Each	30.90 USD	30.90 Approved
⊿ Order					
Procurement BU UCM Business Unit		Statu	Closed for Invoicing		
Requisitioning BU UCM Business Unit		Buye	r VSean Pamer		
Purchase Order UCMP00000448		Supplie	SYSCO CENTRAL CALIFO	ORNIA	
Description FOR PAYMENT PURPOSES ONLY INW 284653019					
Open Date 01/26/2021					
Total 30.90 USD					
▶ Shipments					
▶ Receipts					
∡ Invoices					
View 🔻 Format 👻 🔟 Presze 📓 Detach 🚽 Wrap					
Invoice Description	Invoice Date St	atus Invoice To	tal Paid Amount	Unpaid Amount	Matched to Order Amount Currency
284653019 🖉	01/22/2021 Ne	eds revalid 111	.97 0.00	111.97	30.90 USD

More than one PO created for a Requisition – View Payment Status for Corresponding Invoice

1. In the **Invoice** page, review the invoice details, then click the **Payments** tab hyperlink if applicable



voice: 28	4653019									Dge
nes Paymente	1	Business Unit Legal Entity Name Supplier of Party Supplier Site Address Invoice Date	UCM Busin UCM - Cam SYSCO CEP "SYSCO_M "136 S Mari 01/22/2021	ess Unit pus Trail Callfornia DCA.P.,R DCA.P.,R DCAST, CA 95354	Invoice Amou Ungatid Amou Payment Curren Conversion Rate Ty Conversion Rate Ty Conversion Da	nt 111.97 USD nt 111.97 USD yr USD be te			Invoice Typ Intercompany Invoic Descriptio Attachmen	e Standard 9 No 9 4 Involos Insuja 7.84652(19
Number lo payments.	Payment Doc	ument Status	Re	conciled Payment Date Paid Amount Addres	55					Remit-to Account
nstallment	s					Applied Prepa	ayments			
Number	Due Date	Amount (US Gross	D) Unpaid	Payment Method		Number	Purchase Order	Applied Amount (USD) Tax Item	Description	
1	02/21/2021	111.97	111.97	Check		No applied prepaym	ents.			

2. In the **Payments** section of the **Invoice** page, review the Payment and/ or Installment details, then click the **Payment** hyperlink if applicable to access and review the payment status based on the supplier's request

Note: in the example below, the PO line was invoiced, but a payment has not yet been made – only an installment is in place for this invoice/ po line combination

Invoice: 284	653019															6) Qne
Lines Payment		Business Unit Legal Entity Name Supplier or Party Supplier Site Address Invoice Date	UCM Busin UCM - Cam SYSCO CE SYSCO_M F136 S Mari 01/22/2021	tes Unit Dra Trika, CALIFORNA OCA, P., R Donis Riest, MODESTO, CA 19334	Invoice Amou Unpaid Amou Payment Curren Conversion Rate Ty Conversion Ra Conversion Da	nt :Y ie te	111.97 USD 111.97 USD USD					in	Involce Typ tercompany Invol Descriptic Attachme	pe Standard ce No on mt invoice image:	284653019	2	
Payments Number No payments.	Payment Doc	ument Status	Re	conciled Payment Date Paid Amount Address											Remit-t	o Account	
Installments						A	Applied Prepa	yments									
Number	Due Date	Amount (US Gross	SD) Unpaid	Payment Method		No	Number	Purchase Order	Ap	plied Amount (U Tax	ISD) Item	Description					
		111.97	111.97														

- 3. If there was a **Payment** hyperlink on the **Invoice** page, and you clicked it to review the **Payment** details from the **Payment** page, review the Payment details, then click the **Done** button
- 4. Back in the **Invoice** page, click the **Done** button
- 5. Back in the Line Life Cycle page, click the Done button
- 6. Back in the **Requisition** page, click the **Line Life Cycle** icon corresponding to another **Order** (PO) to review if the supplier doesn't know which PO the invoice their looking for is tied to.
 - a. Follow steps above for **Line Life Cycle View** to review the **Invoices** and **Payments** for additional **Order**s as needed.



- 7. In the **Requisition** page, once all **Order**s' **Invoices** and **Payments** have been reviewed, click the **Done** button
- 8. Back in the Manage Requisitions page, click the Done button to complete this process



Lifecyle View for Requisitions

UC Merced employees will use these steps to review and understand the lifecycle view for requisitions. This view provides information on a Requisition related to the PO(s) created to fulfill it, the Invoice(s) for the corresponding PO(s), and finally the Payments for the corresponding Invoice(s) dependent on where the Requisition/ or PO are in the Request to Payment process.

To perform this task, log into Oracle Cloud

System Steps:

- 1. Click the **Procurement** infolet
- 2. Click the **Purchase Requisitions** sub-infolet



Requisition Search

1. In the **Requisitions** overview page, click the **Manage Requisitions** hyperlink to search for requisitions using user specified search criteria

R	equisitions ⊘			More Tasks 🔻	Manage Requisitions	Shopping Lists 🕶 🦉 0
	Shop by Category -	Search		९		Requester Fininst1 🖍
	Recent Requisitions	View More	Recent Purchases		1	
	UCMR00000270 Hammermill Printer Paper, 20 lb) Copy Plus, 8.5 x 11 - 10 Ream (Incomplete	No data to display.			

2. In the **Search** section of the **Manage Requisitions** page, enter search criteria value(s) based on inquiry needs (enter at least one of the **** required** data points):



- a. Requisitioning Unit: select from the drop-down menu
- b. ****Entered By:** use the default value, or select the value using the search feature if needed
- c. ****Requisition:** enter value if looking for a specific requisition
- d. **Description** enter value if it will serve as distinct criteria in the search
- e. Created: select from the drop-down menu
- f. **Status:** defaults to **All**, but select value from the drop-down menu if different status is desired
- g. **Requester:** enter the desired value if you are not the original requester for the requisition/ data being searched for, or select the value using the search feature if needed
- h. ****Supplier:** enter the desired value, or select the value using the search feature if needed
- i. **Order:** enter the desired value for **PO** number, or select the value using the search feature if needed
- j. ****Item:** enter the desired value, or select the value using the search feature if needed.

Note: the ****Item** field will not be used at UCM to search for requisitions

- k. **Requisitions Requiring Action:** select from the drop-down menu
- 3. Click the **Search** button

Manage Requisitions (2)			Dge
⊿ Search			Agvanced Manage Watchlist Saved Search Requisitions Entered
			** At least one is requir
	Requisitioning BU •	Requester	٩
	** Entered By York, Darlene Q,	2 ** Supplier	٩,
	** Requisition	Order	٩
	Description	** Item	۹ 3
	Created •	Requisitions Requiring Attention	
	Status All -		
			Search save

- 4. In the **Search Results** section of the **Manage Requisitions** page, update the search results layout by adding columns to include data columns related to corresponding PO information
 - a. Click the **View** menu, click the **Columns** option and click the **Show All** to make sure **Order**, **Order Status** are brought into the results view
 - i. **Order:** this value is the **PO** number created from the approved Requisition. If the value displayed is **Multiple**, this means there was more than one **PO** created to fulfill the items needed on the corresponding requisition
 - ii. Order Status: this value is the current status of the PO -
 - 1. **Incomplete**: draft order has not been submitted for approval this is the only status in which an order can be "deleted"



- 2. **Pending Approval:** the order is in the approval workflow, the order can be withdrawn and edited or cancelled if any change has to be made
- 3. **Pending Supplier Acknowledgement:** the order is approved and is waiting for supplier acknowledgment to be recorded for being in Open status
- 4. **Rejected:** the order was rejected by the approver or the supplier
- 5. **Withdrawn:** the order was withdrawn by the buyer which makes it available for editing and submission for approval again
- 6. **Pending Change Approval:** a change order was created and submitted for approval
- 7. **Open:** the PO was created
- 8. Closed: the order was closed and not available for fulfillment
- 9. Closed for Invoicing: one or more invoices are matched to the PO
- 10. **Closed for Receiving:** the order has been matched to an invoice and is not available for further invoice matching
- 11. Canceled: the order was cancelled and cannot be edited again
- 12. **On Hold:** the order is on hold, and is unavailable for receiving and/or invoice matching
- 13. **Finally Closed:** the order is finally closed and not available for processing



Ma	anage	Requisitio	ns ⊘		
I	Searc	h			
Se	arch Res	sults			
4	Actions 🔻	View 🔻 F	- 8.	7 1	🕎 🧾 Freeze 👮 Detach
	Req	About This	Record		Description
	во	Columns	÷		Show All
	UCN	Freeze		~	ty A Emergency Purchase Order
	UCN	Detach			Order Status
	UCN	Sort	Þ		Order
	UCN	Reorder Co	olumns	~	Procurement Card
	UCN	Query By E	Example	~	Funds Status
	UCM	Business U	CMR000030	*	Status
	UCM	Business U	JCMR0000302	*	Approval Amount
	UCM	Business U	JCMR0000030	*	Creation Date
	UCM	Business U	JCMR0000300	*	Entered By
	UCM	Business U	JCMR00000299	*	Description
	UCM	Business	ICMB0000296	*	Requisition
	LICH	Ducinese	CMD000020	*	Requisitioning BU
	UCM	Business U	JCIMIH00000297		Manage Columns
	UCM	Business	JCMR00000296		Test Request for Trainee 16

- 5. In the **Search Results** section of the **Manage Requisitions** page, update the search results to sort the data based on the what the user is looking for specifically
 - a. One can select column **headers** and **hover their mouse in the right side of the column header** to click the **Sort** arrow to activate ascending or descending sorting of the displayed results.



6. In the **Search Results** section of the **Manage Requisitions** page, review the results to determine which requisitions you want to open to review in more detail



Search Results										_
Actions v View v For	nat v 🗇 🗇 🛱	Freeze Detach + Wrap								
Requisitioning B	Requisition 🛆 🗢	Description	Entered By	Creation Date	Approval Amount Status	Funds Status Ca	ocurement ard	Order	Order Status	Emergency Purchase Order
UCM Business Uni	UCMR00000716	PAZIN & MYERS FUEL - GROUND CO-OP YARD NEED PO BY END OF DAY 1/2	York, Darlene	01/20/2021	905.07 USD Approved	Liquidated		UCMP00000504	Open	
UCM Business Unit	UCMR00000760	M250 RITM0161360 FISHER SCIENTIFIC MULTI-PLATFORM SHAKER	York, Darlene	01/20/2021	662.71 USD Approved	Liquidated		UCMP00000331	Open	
UCM Business Unit	UCMR00000761	M250 RITM0161302 FISHER SCIENTIFIC LAB SUPPLIES	York, Darlene	01/20/2021	233.50 USD Approved	Liquidated		UCMP00000312	Open	
UCM Business Unit	UCMR00000768	M250 RITM0161285, RITM0161271 ACTIVE MOTIF - ANTIBODIES	York, Darlene	01/20/2021	0 Canceled	Not reserved				
UCM Business Unit	UCMR00000777	M522 RITM0161567 EWING - GRISWORLD DIAPHRAGM	York, Darlene	01/20/2021	79.59 USD Approved	Liquidated		UCMP00000275	Open	
UCM Business Unit	UCMR00000792	M250 LIFE SCIENCE PRODUCTS RITM0144061 PPE	York, Darlene	01/21/2021	452.55 USD Approved	Liquidated		UCMP00000517	Open	
UCM Business Unit	UCMR00000803	M250 AMAZON RITM0161664 CULTURE TUBES	York, Darlene	01/21/2021	165.29 USD Approved	Liquidated		UCMP00000330	Closed for Invoicing	
UCM Business Unit	UCMR00000813	M250 VWR GELATIN RITM0160670	York, Darlene	01/21/2021	34.12 USD Approved	Liquidated		UCMP00000334	Closed for Invoicing	
UCM Business Unit	UCMR00000817	M250 NETWORK CARDS NEWEGG RITM0160727	York, Darlene	01/21/2021	869.97 USD Incomplete	Not reserved				
UCM Business Unit	UCMR00000840	M250 RESEARCH ADMIN RITM0161401 BSL3 EQUIPMENT	York, Darlene	01/21/2021	12,903.60 USD Approved	Liquidated		UCMP00000325	Open	
UCM Business Unit	UCMR00000862 🖉	M529 RITM015519 AIR FILTERS GRAINGER MULTIPLE WO'S FOR PAYMENT P	York, Darlene	01/22/2021	105.51 USD Approved	Liquidated		UCMP00000355	Open	
UCM Business Unit	UCMR00000865	M529 RITM0156013 GRAINGER SMOKE DETECTOR TESTER PREVIOUS PO M5	York, Darlene	01/22/2021	117.66 USD Approved	Liquidated		UCMP00000349	Closed for Invoicing	
UCM Business Uni	UCMR00000898	M529 PP-1071962 RITM0161972 HVAC EQUIPMENT PART	York, Darlene	01/22/2021	343.64 USD Approved	Reserved				
UCM Business Uni	UCMR00000907	M529 PP-1071962 RITM0161972 PLATT ELECTRICAL PARTS	York, Darlene	01/22/2021	187.81 USD Approved	Liquidated		UCMP00000348	Open	
UCM Business Uni	UCMR00000910	S&E2 air filter order for annual PM's	York, Darlene	01/22/2021	4,268.49USD Approved	Liquidated		Multiple		
UCM Business Unit	UCMR00000927	S&E1 air filter order for annual PM's	Vork, Darlene	01/22/2021	5,520.60 USD Approved	Liquidated		Multiple		
UCM Business Unit	UCMR00000948	M529 - RITM0161970 BOUCHER SAFETY SHOES FOR ANDRES SANCHEZ	Vork, Darlene	01/25/2021	215.50 USD Approved	Reserved				
UCM Business Uni	UCMR00000949	M520 FM PP-1075736 RITM0162090 COIT RESTORATION	Vork, Darlene	01/25/2021	5,883.52 USD Approved	Liquidated		UCMP00000444	Open	
UCM Business Unit	UCMR00000950	M250 - ORED RITM0162165 AMAZON CLEANROOM SUPPLY	Vork, Darlene	01/25/2021	84.44 USD Incomplete	Not reserved				
UCM Business Unit	UCMR00000996	M250 HSRI RITM0102257 BUFFERS	Vork, Darlene	01/25/2021	140.08 USD Incomplete	Not reserved				
Rows Selected 1										

7. In the **Search Results** section of the **Manage Requisitions** page, click the **Requisition** hyperlink of the desired record to see more detail

Sear	ch Results										
Act	ions • View • Format	• 🗊 🎵 🖙	🔟 Freeze 🔛 Detach 🚽 Wrap								
	Requisitioning BU	Requisition	Description	Entered By	Creation Date	Approval Amount Status	Funds Status	Procurement Card	Order	Order Status	Emergency Purch
	UCM Business Unit	UCMH00000527	M520- HTTM0160472 - EAGLESHIELD PP-1075484	York, Darlene	01/14/2021	135.00 USD Approved	Liquidated		UCMP00000426	Open	
	UCM Business Unit	UCMR0000679	M250 RITM0155412 VWR PREVIOUS PO M250NYA453 QTY: 1 ITEM 75799-300	York, Darlene	01/19/2021	2,265.42 USD Approved	Liquidated		UCMP00000424	Open	
	UCM Business Unit	UCMR0000675	M250 RITM0155172 FISHER SCIENTIFIC LAB SUPPLIES PREVIOUS PO M250N	York, Darlene	01/19/2021	79.36 USD Approved	Liquidated		UCMP00000358	Open	
	UCM Business Unit	UCMR00000862	M529 RITM015519 AIR FILTERS GRAINGER MULTIPLE WO'S FOR PAYMENT P	York, Darlene	01/22/2021	105.51 USD Approved	Liquidated		UCMP00000355	Open	
	UCM Business Unit	UCMR00000910	S&E2 air filter order for annual PM's	York, Darlene	01/22/2021	4,268.49 USD Approved	Liquidated		Multiple		
	UCM P Vit	UCMR00000927	S&E1 air filter order for annual PM's	York, Darlene	01/22/2021	5,520.60 USD Approved	Liquidated		Multiple		
	v 7	UCMR00000865	M529 RITM0156013 GRAINGER SMOKE DETECTOR TESTER PREVIOUS PO M	York, Darlene	01/22/2021	117.66 USD Approved	Liquidated		UCMP00000349	Closed for Invoicing	
	UCK A	UCMR00000907	M529 PP-1071962 RITM0161972 PLATT ELECTRICAL PARTS	York, Darlene	01/22/2021	187.81 USD Approved	Liquidated		UCMP00000348	Open	
	UCM Business Unit	UCMR00000813	M250 VWR GELATIN RITM0160670	York, Darlene	01/21/2021	34.12 USD Approved	Liquidated		UCMP00000334	Closed for Invoicing	
	UCM Business Unit	UCMR00000693	M250 RITM0155173 MILLIPORE SIGMA PREVIOUS PO M250NYA453 FOR BILL	York, Darlene	01/19/2021	53.32 USD Approved	Liquidated		UCMP00000333	Open	
	UCM Business Unit	UCMR00000760	M250 RITM0161360 FISHER SCIENTIFIC MULTI-PLATFORM SHAKER	York, Darlene	01/20/2021	662.71 USD Approved	Liquidated		UCMP00000331	Open	
	UCM Business Unit	UCMR0000803	M250 AMAZON RITM0161664 CULTURE TUBES	York, Darlene	01/21/2021	165.29 USD Approved	Liquidated		UCMP00000330	Closed for Invoicing	
	UCM Business Unit	UCMR00000840	M250 RESEARCH ADMIN RITM0161401 BSL3 EQUIPMENT	York, Darlene	01/21/2021	12,903.60 USD Approved	Liquidated		UCMP00000325	Open	
	UCM Business Unit	UCMR00000761	M250 RITM0161302 FISHER SCIENTIFIC LAB SUPPLIES	York, Darlene	01/20/2021	233.50 USD Approved	Liquidated		UCMP00000312	Open	
	UCM Business Unit	UCMR00000582	M529 - BOUCHER SHOES RITM0160832 SAFETY BOOT VOUCHER/ERIBERTO	York, Darlene	01/15/2021	215.50 USD Approved	Liquidated		UCMP00000294	Open	
	UCM Business Unit	UCMR00000585	BOUCHER SAFETY SHOES/MIKE PENNINGTON RITM0160834 M529	York, Darlene	01/15/2021	215.50 USD Approved	Liquidated		UCMP00000293	Open	
	UCM Business Unit	UCMR00000589	M529 - RITM0160835 BOUCHER SAFETY SHOES FOR BRENT DIRKS	York, Darlene	01/15/2021	215.50 USD Approved	Liquidated		UCMP00000292	Open	
	UCM Business Unit	UCMR00000528	ITEM 51100100 PEST TURF SUPREME W/TRIMEC PRICING PURSUANT TO Q	York, Darlene	01/14/2021	215.89 USD Approved	Liquidated		UCMP00000289	Open	
	UCM Business Unit	UCMR00000593	M520PYA280 RITM0151838 TSS ANNUAL FUME HOOD TEST. SE1, SE2, CAST	York, Darlene	01/15/2021	9,165.00 USD Approved	Liquidated		UCMP00000280	Open	
	UCM Business Unit	UCMR00000777	M522 RITM0161567 EWING - GRISWORLD DIAPHRAGM	York, Darlene	01/20/2021	79.59 USD Approved	Liquidated		UCMP00000275	Open	

Requisitions: View Document History

1. In the **Requisition** page, review the requisition details and click the **Actions** menu and select the **View Document History** option to see the detail of the requisition to purchase order process

Requisition: UCMR00000865 ⑦	Range Social Check Funds	View Life Cyck Actions 🔻	Done			
Regulationing BU UCM Busines but Entend By "Parine Yok Description MoDel RTM019013 GRANGER SACKE DETECTION TESTER PREVIOUS PO Description MoDel/VIOUS FOR IMMENT PURPOSES CNLX, GOODS RECEIVED	Creation Date Status Justification	01/22/001 Approved Cameral Amount Smoke to test smoke detectors PFEWOUS PO MISOMYNDS/COEBBE ROAGAY'S APPROVAL ATTACHED	Requisition Amount Approval Amount Funds Status Attachments Attachments Bidng/Room	109.20 USD 117.66 USD Liquidated APPROVAL Requisition UC MIKE GRIST PHYSICAL PLANT OPERATIONS	Duplicate Cancel Regulation Reassign View Document History View PDF	1

Procurement – View Supplier Invoice and Payment Status via Requisition Search (incl Life Cycle View) FINAL



- 2. In the **Document History** page, review the information on approval history (if a requisition is not yet approved, the Requestor can see which is the approver who has to approve the document). Click into the available hyperlinks to review the **Actions Performed** and **Reference Document** information as needed.
 - a. Click the desired hyperlink under the **Action Performed** header to review the workflow approval process

Document H	listory: UCMR	800000	865		Dgne
	En Requisitic Re	ntered By oning BU equisition	Pbarlene York UCM Business Unit UCMR00000865		Description Puppingers OLLY GOOD RECEIVED TESTER PREMOUS PO MISSIMPAINS FOR PRIMENT Blanua Approved
Action Perfor	med Perform	ed By	Action Date	Reference Document	Additional Information
Submit pur	chase order Vasasso	o, Kenneth	01/26/2021 11.52.AM	PO UCMP00000349	
✓ Submit req	uisition Prork, Da	arlene	01/22/2021 4.14.PM	Requisition UCMR00000	
Appro	ve Reagan,	, Deborah	01/24/2021 11.43.AM		approved
Resen	e Applicatio	on	01/24/2021 11.43.AM		
Withdraw r	equisition Prork, Da	arlene	01/22/2021 4.09.PM	Requisition UCMR00000	
∡ Submit req	uisition Prork, Da	arlene	01/22/2021 12.45.PM	Requisition UCMR00000	
Withde	aw PYork, Da	arlene	01/22/2021 4.09.PM		
Withdraw r	equisition Prork, Da	arlene	01/22/2021 12.44.PM	Requisition UCMR00000	
∡ Submit req	uisition Pyork, Da	arlene	01/22/2021 8.51.AM	Requisition UCMR00000	
Withde	aw PYork, Da	arlene	01/22/2021 12.44.PM		
Withdraw r	equisition Prork, Da	arlene	01/22/2021 8.51.AM	Requisition UCMR00000	
∡ Submit req	uisition Mork, Da	arlene	01/22/2021 8.50.AM	Requisition UCMR00000	
Withde	aw PYork, Da	arlene	01/22/2021 8.51.AM		

- 3. In the **Action Detail** page, review the workflow diagram to view where the requisition or purchase order are in the process flow, then click the **Done** button
- 4. Back in the **Document History** page, click the **Done** button to return to the **Requisition** page

Requisitions: Line Life Cycle View > Corresponding Purchase Order(s)

1. Back in the **Requisition** page, in the **Requisition Lines** section, click the **Line Life Cycle** icon

Requisition: UCM	800000865 ⑦				Check Funds View	Life Cycle Actions	Done
Requisitioning BU Entered By Description	UOM Busines Unt "Datene Yok MSI2 RITMO150013 GRAINGER SMOKE DETECTOR TESTER PREVIOUS PO MSI2NIVASIS FOR PRIVMENT PURPOSES ONLY, GOODS RECEIVED	Creation Date Status Justification	01/22/2021 Approved Canned Aerosol Smole to test smole detectors PREVIOUS PO Mozehvnoxis DEBBE READAY'S APPROVIL, ATTACHED	Requisition Amount Approval Amount Funds Status Attachments Attachment Bilding/Room	t 109.20 USD t 117.69 USD Liquidated APPROVAL.Requisition UCMR00000 MIKE GRIST PHYSICAL PLANT PLANT	D	1
Requisition Lines	at 💌 🗐 Franze 💭 Detach 🗐 Wran						
Line Item	Description TEM: 34,036 SMOKE DETECTOR TESTER		Category Name Quantity UOM SUPPLIES HVAC SUPPLI 12 Each	Price Amount (USD) Str 9.10USD 109.20 Ap	atus Funds Status	Order UCMP00000349	Line Life Cycle

2. In the **Line Life Cycle** page, click the **Purchase Order** hyperlink if more detailed information is needed



Line Life Cycle: 1 (Requisition UCMR00000865) ⑦							Don
A Requisition Line							
View - Format - Freeze 🔐 Detach 🚽 Wrap							
Line Item Description		Catego	ory Name	Requester	Quantity UOM	Price	Amount (USD) Status
1 ITEM: 36JG36 SMOKE DETECTOR TESTER		SUPPLI	ES.HVAC S	Grist, Michael	12 Each	9.10 USD	109.20 Approved
▲ Order							
Procurement BU	UCM Business Unit			Status	Closed for Invoicing		
Requisitioning BU	UCM Business Unit			Buyer	Kenneth Masasso		
Purchase Order	UCMP00000349			Supplier	W.W. Grainger Inc.		
Description							
Open Date	01/26/2021						
Total 1	09.20 USD						
▶ Shipments							
▶ Receipts							
✓ Invoices							
View 🔻 Format 💌 🗐 Freeze 🔐 Detach 🚽 Wrap							
Invoice Description		Invoice Date	Status	Invoice Tot	al Paid Amount	Unpaid Amount	Matched to Order Amount Currency
9742370068 🖉		12/09/2020	Validated	100.	81 100.81	0.00	93.12 USD

Requisitions: Line Life Cycle View > Corresponding Purchase Order(s) > Funds Status

- 1. In the **Purchase Order** page, review the Purchase Order details and click the **Funds Status** hyperlink. **Funds Status** definitions are listed below:
 - a. **Not Applicable:** there's no budget/ fund to check for the CoA assigned to the transaction
 - b. **Passed:** the Fund Check passed due to the transaction amount being under budget amount limit
 - c. **Failed:** the Fund Check failed because the transaction amount will push the encumbrance above the budget amount including the tolerance and the **Budget Control is set to Absolute**
 - d. **Warning:** when the transaction amount will push the encumbrance above the budget amount including the tolerance and the **Budget Control is set to Advisory**
 - e. **Reserved:** the necessary fund is reserved for the transaction and is not available for other transactions
 - f. **Partially Liquidated:** a part of the transaction amount of the reserved fund is transferred to the next transaction in the process (Requisition -> PO -> Invoice) this is typical when a partial invoice is matched to a PO
 - g. **Liquidated:** the reserved fund is transferred to the next transaction in the process (Requisition -> PO -> Invoice)



Purchase Order: UCMP00	000349 ⑦					Rocial View PDF	Actions 🔻	Done	Order Life Cycle
Main If General Procurement BU Regulationing BJ Boi-to Legal Frithy Bit-to BU Order Battos Funds Status Buy Creation Date	UCM Business Unit UCM Business Unit UCM Business Unit UCM Process Unit UCM Process Unit UcM Process Unit UcM Process Unit United States Unit United States Unit	Supplier Supplier Ste Supplier Contact Communication Mathod Bill-to Location Ship-to Location	WW Oralinger Inc. FGINAR, CORV, P. R. Barbard Corpo Note O UC Merced Corport Psystelle UC Merced Corport Receiving	source Source	Ordered 10) Total Tax 8.46 Total 11: Description Requisition UC Agreement splier Order	9.20 USD 5 USD 7.66 USD 2MR00000865			Ordened Invoiced 0 40 80 120 Recover (USD)
Required Acknowledgmen Payment Term	t None s 2/10 Net 30	Shipping Method Freight Terms FOB	Best Per T&C Destination		— P — C	Pay on receipt Confirming order			
Additional Information Attention	MIRE GRIST	Bidng/Room	PHYSICAL PLANT PPERATIONS	Contex	xt Prompt				
Actions View View Format V	F Er Freeze 🗑 Detach 🚽 Wrap								
Line Item	Description			Quantity UOM Bas	se Price	Ordered Status	Funds Status		
1	ITEM: 36JG36 SMOKE DETECTOR TESTER			12 Each 9.1	10 9.10	109.20 Closed for	Liquidated		

2. In the **Funds Reservation** pop-window, click the **Funds Status** drop-down menu and select **ALL**, then review the fund statuses for that PO line and click the **Done** button

•		Fund	s F	ese	rvatio	n: P	urcha	se	Order U	M	IP000003	349								×
Vi	ew	Tran	isac	tion	•															
T	ar Vie	sacti w ▼	ior	」Lir 理	ies Im	ipa(cted b	iy (Control I	Зu	dgets	2								
	L	ine-S	c S	tatu	s			I	Requeste	d	PO Charg	ge Account	t	Budget A	ccount	Budget Period	Control	Budget	Buc Ma	dget nager
	1	-1-1	•) In	creased	fune	ds avail	ak -	-117.66 US	D	1011-1400	00-M529000	-522304-64-(1011-1400	0-M529000-	Jan-20	UCM_BI	JDGET_EPBCS	Kel	li Maxe
	1	-1-1	•	Pa	issed bi	udge	etary co	nt '	117.66 USI	þ	1011-1400	00-M529000	-522304-64-(1011-1400	00-M529000-	Jan-20	UCM_BU	JDGET_EPBCS	Kel	li Maxe
																			D	<u>o</u> ne

Requisitions: Line Life Cycle View > Corresponding Purchase Order(s) > View PDF

1. Back in the **Purchase Order** page, click the **View PDF** button to open or save the file for viewing the PO in pdf format

Page | 21



Purchase Order: UCMP00	000349 ②				Socia View PDF	tions ▼ D <u>o</u> ne	Order Life Cycle
Main							Ordered
⊿ General							
Procurement BU	UCM Business Unit	Supplier	W.W. Grainger Inc.	Orde	red 109.20 USD		Invoiced
Requisitioning BU	UCM Business Unit	Supplier Site	GRAIN_OBN_P_R				0 40 80 120
Sold-to Legal Entity	UCM - Campus	Supplier Contact	Barbara Cropp	Total	Tax 8.46 USD		Amount (USD)
Bill-to BU	UCM Business Unit	Communication Method	None ()	т	stal 117.66 USD		
Order	UCMP00000349	Bill-to Location	UC Merced Accounts Payable	Descript	ion		
Status	Closed for Invoicing	Ship-to Location	UC Merced Central Receiving	Requisi	ion UCMR00000865		
Funds Status	Liquidated			Source Agreen	ent		
Buyer	Kenneth Masasso			Supplier Or	der		
Creation Date	01/25/2021						
Terms Notes and Attachments							
							•
Hequired Acknowledgmen	t None	Shipping Method	Best		Preu on receipt		
Payment lerm	s 2/10 Net 30	Freight Terms	Per T&C		_ ray on locally.		
		POB	Destination		 Confirming order 		
Additional Information							
Attention	MIKE GRIST	Bidna/Boom	PHYSICAL PLANT	Context Prom	at		
		biang ricon	OPERATIONS				
Lines Schedules Distributions							
Actions View Format	J Er Freeze Detach + Wrap						
Line Item	Description			Quantity UOM Base Price	Price Ordered Status F	unds Status	
1	ITEM: 36JG36 SMOKE DETECTOR TESTER			12 Each 9.10	9.10 109.20 Closed for 11	in idated	

2. View all pages as needed for the PDF copy view of the PO



			NIDOCOOCC.			
	Purch	ase Order UC	MP000003	49		
STOREAD	0		Order Order Data		UCMP0000034	9
MEET	-B		Change Order		JAN-26-2021	
A.S.			Change Order E	Date	JAN-26-2021	
240.04			Revision		0	
			Ordered Amoun	it	109.20 USD	
Sold To	UCM - Campus 5200 North Lake Road MERCED, CA 95343		Supplier	W.W. Grainge C-Pay PALATINE, IL	er Inc. 60038	
Bill To	UCM Business Unit Downtown Campus Center PO Box 2749 MERCED, CA 95344 UNITED STATES		Ship To	Attn: PHYSIC Bldng/Room: 5200 NORTH MERCED, CA UNITED STAT	AL PLANT OPER LAKE RD 95343-5001 FES	ATIONS
Notes:						
Supplier N	umber Payment Terms	Freigh	t Terms	Shippi	ng Method	
11290	2/10 Net 30	Per T&	C	Best		
Kenneth Ma Email Phone	asasso kmasasso@ucmerced.edu 1-209-228-7178					
Kenneth Ma Email Phone	asasso kmasasso@ucmerced.edu 1-209-228-7178					
Kenneth Ma Email Phone Line Item	asaso kmasasso@ucmerced.edu 1-209-228-7178	Pri	ce Quantity	UOM	Ordered	Taxable
Kenneth Ma Email Phone Line Item 1 ITEM SMOR	asasso kmasasso@ucmerced.edu 1-209-228-7178 : 36JG36 KE DETECTOR TESTER Notes FOR PAYME PREVIOUS	Pri 9. ENT PURPOSES ONL ¹ PO M529NYA395	ce Quantity 10 Y, GOODS RECEI	UOM Each VED. GRAINGE	Ordered :R	Taxable
Kenneth Ma Email Phone Line Item 1 ITEM SMOH	asasso kmasasso@ucmerced.edu 1-209-228-7178 : 36JG36 KE DETECTOR TESTER Notes FOR PAYM PREVIOUS	Pri 9. ENT PURPOSES ONL' PO M529NYA395 Promised 01/29/2021 Requested 01/29/2021	ce Quantity 10 Y, GOODS RECEI 12	UOM Each VED. GRAINGE Each	Ordered ER 109.20	Taxable
Kenneth Mu Email Phone	asasso kmasasso@ucmerced.edu 1-209-228-7178 36JQ36 KE DETECTOR TESTER Notes FOR PAYME PREVIOUS	Pri 9. ENT PURPOSES ONL ¹ PO M529NYA395 Promised 01/29/2021 Requested 01/29/2021 orrespond to the date of	ce Quantity 10 Y, GOODS RECEI 12 of arrival at the Shi	UOM Each VED. GRAINGE Each p-to Location.	Ordered ER 109.20	Taxable
Kerneth Ma Email Phone	asasso kmasasso@ucmerced.edu 1-209-228-7178 :36JG36 KE DETECTOR TESTER Notes FOR PAYMI PREVIOUS Requested and Promised Dates o	Pri 9: ENT PURPOSES ONL' PO M529NYA395 Promised 01/29/2021 Requested 01/29/2021 orrespond to the date of	ce Quantity 10 Y, GOODS RECEI 12 of arrival at the Shi	UOM Each VED. GRAINGE Each p-to Location. Line Total	Ordered 2R 109.20 109.20	Taxable
Kenneth Ma Email Phone	asasso kmasasso@ucmerced.edu 1-209-228-7178 :36JG36 KE DETECTOR TESTER Notes FOR PAYMI PREVIOUS Requested and Promised Dates o	Pri 9: ENT PURPOSES ONL' PO M529NYA395 Promised 01/29/2021 Requested 01/29/2021 orrespond to the date of	ce Quantity 10 Y, GOODS RECEI 12 of arrival at the Shi	UOM Each VED. GRAINGE Each p-to Location. Line Total Total	Ordered ER 109.20 109.20 109.20 USD	Taxable

3. Back in the **Purchase Order** page, review the Purchase Order details and click the **Done** button



Purchase Order: UCMP00	000349 ⑦				Social View PDF Actions	.▼ D <u>o</u> ne	Order Life Cycle
Man A General Procurement BU Regulationing BU Sol-to: Lagar Entity Bit-to BU Order Status Funds Status Buyor Creation Date	UCM Busines Unit UCM Dusines Unit UCM Dusines Unit UCM Possible Unit UCM Possible Unit UCM Possible Unit Ucgedated Personal Nasasso 0125/2021	Supplier Supplier Ste Supplier Contact Communication Method Bill-to Location Ship-to Location	W.W. Grainger Inc. *GRAIN_OBN_P.R *Barbard OKop Nees © UC Marced Accounts Payable UC Marced Central Receiving	Ordered Total Tax Total Description Regulation Source Agreement Suppler Order	198.20 USD 8.46 USD 117.68 USD UCMR0000865	3	Ordened
Terms Notes and Attachments Required Acknowledgmen Payment Term	t None # 2/19 Net 30	Shipping Method Freight Terms FOB	Best Per T&C Destination		— Pay on receipt — Confirming order		8
Additional Information Attention	MIRE GRIST	Bidng/Room	PHYSICAL PLANT OPERATIONS	Context Prompt			
Actions View View Format V	패 타 III Freeze 🔐 Detach 🚽 Wrap						
Line Item	Description			Quantity UOM Base Price	ce Ordered Status Funds	Status	
1	ITEM: 36JG36 SMOKE DETECTOR TESTER			12 Each 9.10 9.	10 109.20 Closed for Liquida	ted	

Requisitions: Line Life Cycle View > Corresponding Purchase Order(s) > Invoice(s)

Line Life Cycle: 1 (Requisition UCMR00000865)							Done
⊿ Requisition Line							
View 🔻 Format 🗶 🧾 Freeze 🚟 Detach 🚽 Wrap							
Line Item Description		Catego	ory Name	Requester	Quantity UOM	Price	Amount (USD) Status
1 ITEM: 36JG36 SMOKE DETECTOR TESTER		SUPPLI	IES.HVAC S	Grist, Michael	12 Each	9.10 USD	109.20 Approved
4 Order							
Procurement BU	UCM Business Unit			Status	Closed for Invoicing		
Requisitioning BU	UCM Business Unit			Buyer	Kenneth Masasso		
Purchase Order	UCMP00000349			Supplier	W.W. Grainger Inc.		
Description							
Open Date	01/26/2021						
Total	109.20 USD						
▶ Shipments							
▶ Receipts							
4 Invoices							
Vew ▼ Format ▼							
Invoice Description		Invoice Date	Status	Invoice Tota	al Paid Amount	Unpaid Amount	Matched to Order Amount Currency
9742370068 🖉		12/09/2020	Validated	100.8	31 100.81	0.00	93.12 USD

1. Back in the Line Life Cycle page, in the Invoices section click the Invoice hyperlink

Requisitions: Line Life Cycle View > Corresponding Purchase Order(s) > Invoice(s) > Payment(s)

1. In the **Invoice** page, review the invoice details and click the **Payments** tab hyperlink



	nvoice: 97	42370068										Dgne
Number of Splate in the Splat	Lines Payments		Business Unit Legal Entity Name Supplier or Party Supplier Site Address Invoice Date	UCM Business Unit UCM - Campus WW. Grainger Inc. FGRAIN_OBN_P_R FC-Pay, PALATINE, IL 12/09/2020	. 60038	P Conv	Invoice Amount Unpaid Amount syment Currency ension Rate Type Conversion Rate Conversion Date	100.81 USD 0.00 USD USD			Invoice Typ Intercompany Invoic Descriptio Funds Statu Attachmer	e Standard No No Pheserved t vence image 97/2179/08
2014 UCM, CHECK, PD Na gonzale No 01/27/2021 100.01 USD PC-Pay, PAUATINE, E. 60008 Installments Applied PC-Pay, PAUATINE, E. 60008 Installments Applied PC-Pay, PAUATINE, E. 60008 Installments Applied PC-Pay, PAUATINE, E. 60008 Installments Applied PC-Pay, PAUATINE, E. 60008 Installments Applied PC-Pay, PAUATINE, E. 60008 Installments Applied PC-Pay, PAUATINE, E. 60008 Installments Applied PC-Pay, PAUATINE, E. 60008 Installments Applied PC-Pay, PAUATINE, E. 60008 Applied PC-Pay, PAUATINE, E. 60008 <t< td=""><td>Number</td><td>Payment Docum</td><td>nent Status</td><td>Reconciled</td><td>Payment Date</td><td>Paid Amount Address</td><td></td><td></td><td></td><td></td><td></td><td>Remit-to Account</td></t<>	Number	Payment Docum	nent Status	Reconciled	Payment Date	Paid Amount Address						Remit-to Account
analytical VISD Ansurt (VSD) Ansurt (VSD) Ansurt (VSD) Ansher Date Date Ansurt (VSD) Parchase Applied Pressure (VSD) 1 0.000 200 100.00 0xeck 000 0xeck Nature (VSD) Tax Tax	356746	UCM_CHECK_PD	Negotial	ole No	01/27/2021	100.81 USD C-Pay, PALATINE, IL 60038						
Applied Programmetry Applied Amount (MD) Number De Det Amount (MD) Amount (MD) Applied Amount (MD) 1 0.08/201 0.08 0.064 No applied programmetry						100.81 USD						
Name Apple A A	Installment	s					A	Applied Prepa	ayments			
Numer Los data Order Tax Memory Osciption 1 01.08/2021 100.81 0.00 Check No applied prepayments. Tax Memory	Number	D	Amount (U	SD)				Number	Purchase	Applied Amount (USD)	Description	
1 0.00 Check No applied prepayments. Total 0.00 Check 0.00 Check	Number	Due Date	Gross	Unpaid	nt Method			Number	Order	Tax Item	Description	
100.81 0.00	1	01/08/2021	100.81	0.00 Check			N	Io applied prepaym	ents.			
			100.81	0.00								

2. In the **Payments** section of the **Invoice** page, review the Payment and/ or Installment details, then click the **Payment** hyperlink if applicable to access and review the payment status based on the supplier's request

Invoice: 9742370068						Dgn
2 Business Unit Legal Entity Karo Suppler of Party Suppler Site Address Invoice Date	UCM Business Unit UCM - Garpus WK Ganger Inc. "GRAR, OBN.P.R "GrAey, PALATHE, II, 60038 22/08/2020	Invoice Amoun Linpaid Amoun Fayment Currenc Conversion Rat Conversion Dat	t 100.81 USD t 0.00 USD y USD e			Invoice Type Standard Intercompany invoice No Description Funds Status Pheromed Attachment Invoice Image 9742270085
Number Payment Document Status	Reconciled Payment Date	Paid Amount Address				Remit-to Account
356746 UCM_CHECK_PD Negotiable	No 01/27/2021	100.81 USD C-Pay, PALATINE, IL 80038				
Installments		10.81 030	Applied Prepa	yments		
Number Due Date Gross)) Payment Method Unpaid		Number	Purchase Order	Applied Amount (USD) Tax Item	Description
1 01/08/2021 100.81	0.00 Check		No applied prepayme	ents.		
100.81	0.00					

3. In the **Payment** page, review the Payment details, then click the **Done** button

Pa	yment: 356	6746											Done
			Business Unit Payee Payee Site Address Payment Status	UCM Business Unit W.W. Grainger Inc. GRAIN, OBN.P. R "C-Pay, PALATINE, IL 60038 Negotiable			Payment Amoun Payment Date Payment Type Remit-to Accoun Payment Documen	t 100.81 USD 01/27/2021 Payment Process t UCM_CHECK_PD	Request				3
Pai	id Invoices										_		
	Number	Invoice Date	Туре			Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
	9742370058	12/09/2020	Standard			UCMP00000349			100.81 USD	100.81 USD	Workflow	01/08/2021	Fully paid

4. Back in the **Invoice** page, click the **Done** button



- 5. Back in the **Line Life Cycle** page, if applicable, click any other **Invoice** hyperlinks to access and review the invoice/ payment status based on the supplier's request, then click the **Done** button
- 6. Back in the **Requisition** page, click the **Done** button
- 7. Back in the Manage Requisitions page, click the Done button to complete this process

