

## **Purchase Orders Overview**

### **Status of Purchase Orders**

Use the Life Cycle under ePro “Manage Requisitions” to track requisition status and subsequent purchase orders. If you lack the requisition number, search by the purchase order number in the “PO” field in the upper right hand corner of the “Manage Requisitions” page.

If delivery has not been made on orders under \$5,000, contact the vendor directly regarding status of delivery. Give the vendor the entire purchase order number; e.g., HS763-0000012345, NT752-0000012345 and the purchase order date. Also, make it clear to the vendor that you are checking on the status of an existing order and that they are not to duplicate the order. If the vendor indicates that they have no record of the order, contact your department Buyer, and provide the name of the individual you spoke with and conversation date.

### **Change Orders and Purchase Order Change Notices (POCNs)**

If it becomes necessary to make any changes in a purchase order, submit a PO Change Request in EIS. The PO Change Request routes through EIS for approval. Once changes are made to the purchase order, a revised PO will be sent to the supplier.

The Category in EIS eProcurement is a numeric code associated with a general product description based on the National Institute of Governmental Purchasing (NIGP) Commodity Codes used by the State of Texas: e.g., 204-52 for Computers: Desktop <\$5K. The first three digits are considered a “Class,” and the second two, an “Item”.

In EIS, the Category drives the Account and Alternate Account expenditure codes. Codes in the “005” to “898” range are considered “Goods”, and codes beginning with “9” are “Services”.

### **Requests for Corrections on Purchase Orders**

Requests for cancellation or deletion of purchase orders must be submitted to Procurement Services in an [Encumbrance Inquiry Form](#).