

Purchase Order Statuses

You can view the status of purchase orders on the Manage Orders page.

Canceled: It indicates that the order is canceled and will not be fulfilled anymore.

Closed: It indicates that no further fulfillment activity is expected on the order.

Closed for Invoicing: It indicates that no further invoicing activity is expected on the order.

Closed for Receiving: It indicates that no further receiving activity is expected on the order.

Finally Closed: It indicates that all receiving and invoicing activity on the order has completed, and it can now be archived and purged.

Incomplete: It indicates that the document is pending further authoring and submission.

On Hold: It indicates that receiving and invoicing activity is temporarily suspended on the order. These activities can resume after the hold is removed.

Open: It indicates that the order is open for receiving and invoicing.

Pending Acknowledgment: It indicates that the order is pending acknowledgment from the supplier.

Pending Approval: It indicates that the order is pending approval.

Pending Change Approval: It indicates that the order is pending the approval of a change proposed by the buyer or the supplier.

Rejected: It indicates that the order is rejected during approval or supplier acknowledgment.

Withdrawn: It indicates that the order was withdrawn by the procurement agent while it was pending approval or acknowledgment.