

## How can I see PO details?

PO details can be viewed in the UVA Marketplace and iProcurement.

### *UVA Marketplace:*

1. Follow the steps outlined in the “How do I print a PO?” section to access the PO in the UVA Marketplace.
2. Once the PO is displayed, click on the Purchase Order tab. Below the Summary section of the form, the PO Line Item Details are presented:

The screenshot displays the UVA Marketplace interface for a Purchase Order (PO) with the number 1699313. The 'Purchase Order' tab is highlighted with a red circle. Below the summary section, the 'Line Item Details' are shown in a table format. The table has columns for Product Description, Catalog No, Size / Packaging, Unit Price, Quantity, and Ext. Price. The first row shows a product description: 'Bottle, 125mL, Square, PET, 45mm Wide Mouth, Orange Cap, Sterile, Individually Wrapped 24 case', with a unit price of 36.74, a quantity of 5 CS, and an extended price of 183.70 USD. The total value of the PO is 183.70 USD.

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 ✓ Bottle, 125mL, Square, PET, 45mm Wide Mouth, Orange Cap, Sterile, Individually Wrapped 24 case Supplier Part Auxiliary ID more info...	1208Q47	CS	36.74	5 CS	183.70 USD

There are no standard Integrated System reports in the Purchasing module that provide PTAE0 information. In order to see that information, departments should use Discoverer reports, or view information in the Grants Accounting module.

### *iProcurement:*

1. Access iProcurement by selecting UVA Marketplace using your Purchasing responsibility.
2. Select the “Requisitions/Orders” tab
3. Click on the PO number in the Order column on the far-right hand side of the screen or by searching for the PO.

UVA Integrated System iProcurement

Requisitions/Orders Shop Post Award Requests Receiving Assessments Feedback

Requisitions Notifications Approvals

**Requisitions**

Views

View All My Requisitions Go

TIP Click Search button to perform advanced requisition search.

Indicates requisition with a pending change request. TIP DO NOT cancel a requisition if an order has been created.

Select requisition: Cancel Requisition Change Complete Delete

Select Requisition	Requisition Supplier	Description	Total Quantity	Delivered Qty	Qty Cancelled	Open Quantity	Creation Date	Requisition Status	Order
<input type="radio"/> 1225528	GRAINGER	Handheld Flashlight Flashlight Grade General Purpose Lamp Type Kryston Battery Size D Number of Batteries 2 Batteries Included No Battery Burn Time 10 hr. Lumens Range 0 to 49 10 hr. Run Time on High Setting Flood Focus Lamp Life 20 hr. Bod	345.50 USD	30	0	0	15 10-Jun-2016 12:50:06	Approved	1733926
<input type="radio"/> 1225527	GRAINGER	Hairnet Size 20 In. White Diameter 20 In. Polyamide Package Quantity 100	9503.70 USD	20	20	0	0 10-Jun-2016 12:46:46	Approved	1733925
<input type="radio"/> 1225526	GRAINGER	Professional Microwave Oven 120V 60 Hz Output Watts 1200 Color Stainless Steel Outside Width 17-12 In. Outside Height 13-58 In. Outside Depth 20-12 In. Oven Capacity 0.75 cu. ft. Standards Commercial UL Listed E44459 C-UL FCC DHHS and NSF F	17972.10 USD	6	0	0	6 10-Jun-2016 12:41:55	Approved	1733924
<input type="radio"/> 1225525	GRAINGER	Chip Brush Flat Sash Size 2 In. Brush Length 1-12 In. Overall Length 7-14 In. Thickness 516 In. Firmness Soft Natural Handle Color Paint Type Water Based Oil Based China Brittle Brush Material Tin Plated Ferrule Material Unfinished Wood Han	3398.80 USD	20	0	0	10 10-Jun-2016 12:36:33	Approved	1733923
<input type="radio"/> 1225524	GRAINGER	Paper Shredder Classification Commercial Cut Style Cross-Cut Shred Size 3/16 In. x 1-12 In. Max. Shredding Capacity 22 Sheets Security Level 3 Shredding Speed 20 fpm Washbasket Capacity 44 gal. Throat Width 15 In. Duty Continuous Shreds Pap	18059.40 USD	13	13	0	-2 09-Jun-2016 12:24:05	Approved	1733922
<input type="radio"/> 1225523	GRAINGER	Mulching Lawn Mower Drive Type Variable Speed Cutting Width 21 In. 5.5 HP Displacement 160cc Discharge Bag Cutting Height 34 In. to 4 In. Engine Honda GXV160 Fuel Tank Capacity 0.37 gal. Handle Front Wheel Dia. 9 In. Front Wheel Width	84712.00 USD	40	0	0	40 09-Jun-2016 12:19:28	Approved	Multiple
<input type="radio"/> 1225522	GRAINGER	Table Fan Oscillating Blade Dia. 16 In. Number of Speeds 3 Air Flow 171015001330 cfm 154513941244 RPM 0.710.540.48 Amps Length 17-34 In. Height 22-12 In. Width 12 In. Voltage 120V 60 Hz 776557 Watts Bearing Type Sleeve Number of Blades 3 Bl	2381.00 USD	60	60	0	0 09-Jun-2016 12:07:05	Approved	1733921
<input type="radio"/> 1225521	DAYCON PRODUCTS COMPANY INC	01000 KC SCOTT MEGA HARD ROLL	2257.60 USD	50	0	0	50 09-Jun-2016 11:39:27	Approved	Multiple
<input type="radio"/> 1225520	DAYCON PRODUCTS COMPANY INC	RAKE POLY LEAF 24" WIDE	1185.35 USD	55	55	0	0 08-Jun-2016 11:13:37	Approved	1733920
<input type="radio"/> 1225519	CRUTCHFIELD CORP	Really big TV	32500.00 USD	25	0	0	25 08-Jun-2016 11:04:48	Approved	Multiple

Select requisition: Cancel Requisition Change Complete Delete

After you click on the PO number, the Standard Purchase Order screen will appear. The details are presented in the lower portion of the screen.

UVA Integrated System iProcurement

Requisitions/Orders Shop Post Award Requests Receiving Assessments Feedback

Requisitions Notifications Approvals

Requisitions/Orders: Requisitions > Requisition Details >

**Standard Purchase Order: 1733923, 0 (Total USD 3,398.80)**

Actions View Receipts Go OK

Currency= USD

**Order Information**

General	Terms and Conditions	Summary
<p>Total 3,398.80</p> <p>Supplier GRAINGER</p> <p>Supplier Site NORTHBROOK10497</p> <p>Supplier Contact</p> <p>Address 1657 SHERMER RD NORTHBROOK, IL 60062-5362</p> <p>Buyer Kessler, Deborah A (Debby)</p> <p>Order Date 10-Jun-2016 12:38:58</p> <p>Description</p> <p>Status Approved</p> <p>Note to Supplier</p> <p>Operating Unit A1000 Rector/Board of Visitors</p> <p>Supplier Order Number</p> <p>Attachments View</p>	<p>Payment Terms Net 30 days</p> <p>Carrier</p> <p>FOB Destination</p> <p>Freight Terms</p> <p>Shipping Control</p> <p><b>Ship-To Address</b></p> <p>Address SURG PATHOLOGY HOSPITAL - BUSTLE RM 3075 1215 LEE ST Charlottesville, VA 22908</p> <p><b>Bill-To Address</b></p> <p>Address ACCOUNTS PAYABLE CARROLLERS HALL, 1001 N EMMET ST PO BOX 400197 Charlottesville, VA 22904-4197</p>	<p>Total 3,398.80</p> <p>Received 0.00</p> <p>Invoiced 300.00</p> <p>Payment Status Not Paid</p>

**PO Details**

Show All Details | Hide All Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM Qty	Price Amount	Note To Supplier	Status	Attachments	Reason
▶ 1	Goods		1TTX2	Chip Brush Flat Sash Size 2 In. Brush Length 1-12 In. Overall Length 7-14 In. Thickness 516 In. Firmness Soft Natural Handle Color Paint Type Water Based Oil Based China Brittle Brush Material Tin Plated Ferrule Material Unfinished Wood Han	Each	10 30.84 308.40		Open		
▶ 2	Goods		35R543	Exterior Paint Paint Color Family Blues Mineral Alloy Soft Gloss Finish Size 5 gal. VOC Content 45g/L Coverage 350 to 475 sq. ft.gal. Dry Time 1 hr. Dry Time Recoat 4 hr. Application Method Brush Roll Spray Surface Wood Fiber Cement Board Ha	Each	5 238.73 1193.65		Open		
▶ 3	Goods		14Y893	Exterior Paint Paint Color Family Blues Newburg Green Flat Finish Size 5 gal. VOC Content 45g/L Coverage 250 to 350 sq. ft.gal. Dry Time 1 hr. Dry Time Recoat 4 hr. Application Method Brush Roll Spray Surface Exterior Use on Wood Fiber Cement	Each	5 379.35 1896.75		Open		

NOTE: If the PO contains a restricted expenditure type, departments must fill out and submit an online [Purchase Order Change Request Form](#), specifying the changes that need to be made, and Procurement Services' buyers will process the change.