



Order Approval Status

1. Verify that an **Order Number** is generated in the **Order #** field.
2. Verify that the **Status** of the order is **Completed**.

Purchase Order 499

Vendor: supplyworks

Vendor Info: Supply Works

Expense Type: Maintenance

Payment Due:

Last Receiv...:

From Date:

To Date:

Description:

Display Type: Procurement

Sched. Deliv.:

Order Date: 02/09/2018

Required By Date: 02/09/2018

Closed: ☐ Close Date:

PO Info

Total Amount: 13.66

Proc. Ref #: 8

Order #: 827218

Approvals

Workflow: Standard PO

Status: Completed

Current Step: Final Approval

Next St...:

Notes:

Save New Print Help Delete Navigation

APPROVED

Details: General Info Addresses Workflow Approvers

More Details Change Order Check Budget Distribute Search Supplier

Property	Description	GL Account	GL Account Description	Qty Ord	Unit Price	Extended Tax	Status	Payable Ctrl#	IR Ctrl#
102146	IRWIN MULTI TOOL STRIPPER/CUTTER/C RIMPER WITH PROTOUCH GRIPS 7 IN. : 286366	6050-0000	General Supplies	1.0000	12.62	1.04	Open		

If both are listed, the order has been fully approved and will transfer electronically from the platform to Chadwell.

Yardi's system typically transmits the order within 15-20 minutes to vendors.