

WHERE'S MY STUFF?!? – HOW TO CHECK STATUS

If you HAVE NOT received your PO copy . . .

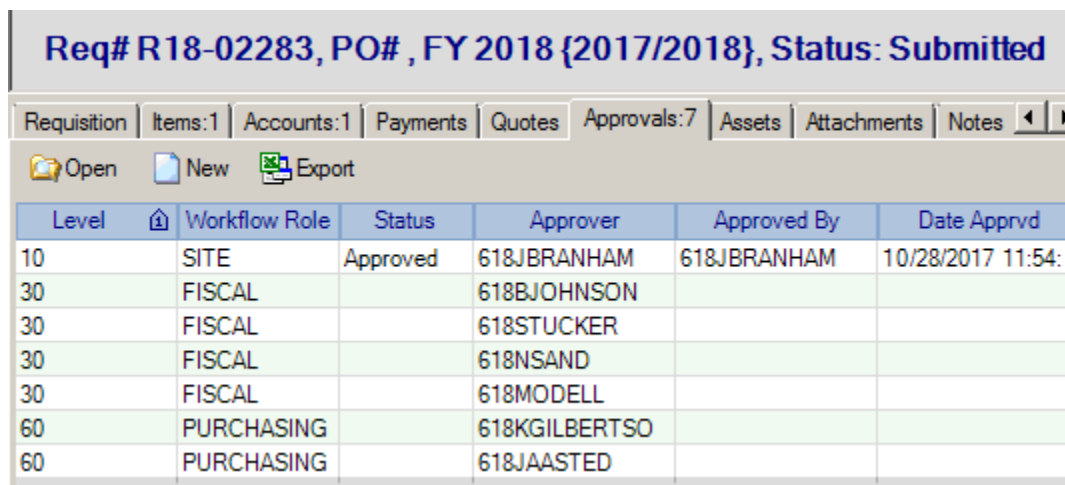
Log into Escape and search for your R18 or T18 PR number

If the status is:

OPEN – the PR is still waiting to be submit and needs to run through approvals. If you're finished working on it, submit it ASAP 😊

PRINTED – the PR has been turned into a PO and chances are the order has been placed. Contact Purchasing to check status of the order and ask them for your missing PO copy. (NOTE: It could be "in the mail" depending on the timing. Sometimes it takes a couple days to get them printed and mailed out) 😊

SUBMITTED – the PR has not been completely approved but you can check to see who the next approver is . . . open the PR and click the "Approvals" tab:



Level	Workflow Role	Status	Approver	Approved By	Date Apprvd
10	SITE	Approved	618JBRANHAM	618JBRANHAM	10/28/2017 11:54:
30	FISCAL		618BJOHNSON		
30	FISCAL		618STUCKER		
30	FISCAL		618NSAND		
30	FISCAL		618MODELL		
60	PURCHASING		618KGILBERTSO		
60	PURCHASING		618JAASTED		

You can see who has approved your PR and who is next. Don't panic, it's not as bad as it looks! In this example, the PR is only approved by three people. One person approves for Fiscal and one person approves for Purchasing.

If you HAVE received your PO copy and know the order has been placed . . .

Feel free to contact the vendor directly with your PO number to check the status. The phone number should be printed on the PO or you may have a Sales Rep/Contact person you've been in touch with.

If they claim they've not received your PO . . . contact Purchasing ASAP