

Purchase Order Header Statuses and Meanings

Header Status	Meaning
Initial	<p>A purchase order can have a status of Initial when it is added to the system manually, if it is a blanket purchase order created from a contract, or if it was created through purchase order ID reservation.</p> <p>A manually entered purchase order remains in Initial status until a buyer is specified.</p>
Open	<p>Appears by default unless the institution set the Buyer Setup to Pending Approval/Approved. The purchase order is not eligible to be submitted for approval until a buyer saves the purchase order.</p>
Pending Approval	<p>The purchase order was submitted for review and Approval.</p>
Approved	<p>The purchase order has been approved by all approval levels.</p>
Dispatched	<p>The purchase has been sent to the supplier.</p>
Canceled	<p>The purchase order has been cancelled.</p>
Complete	<p>The purchase order is closed and users can no longer modify the purchase order.</p>