Drexel University P2P Transformation

Ariba Document Statuses

Purchase Requisition Statuses

PR Status Definitions	
Composing	This means the PR is currently being drafted and has not yet been submitted. The PR can be edited, and line items can be added or deleted.
Submitted	PRs move to this status once the buyer selects **"Submit"**. PRs remain in this status until they are fully approved.
Approved	This status is triggered once all approvers have approved the PR. This is a temporary status.
Ordering	This is a temporary status for the PR while it is sent to Banner and/or the Supplier Business Network (SBN). (Note: The SBN is the portal suppliers can use to submit invoices against POs)
Ordered	This status shows the order is successfully sent to Banner and/or the SBN. The supplier should then receive a copy of the PO.
Denied	This status shows an approver denied the PR. This PR can now be edited, resubmitted, withdrawn or deleted.
Receiving	Indicates the buyer partially received goods or services from the supplier
Received	All goods or services were received from the supplier
Cancelling	The order is in the process of being cancelled
Cancelled	The order has been cancelled

Purchase Order Statuses

PO Status Definitions	
Ordering	This is a temporary status for the PO while it is sent to Banner and/or the Supplier Business Network (SBN). (Note: The SBN is the portal suppliers can use to submit invoices against POs)
Ordered	This status shows the order is successfully sent to Banner and/or the SBN. The supplier should then receive a copy of the PO.
Receiving	Indicates the buyer partially received goods or services from the supplier
Received	All goods or services were received from the supplier
Cancelling	The order is in the process of being cancelled
Cancelled	The order has been cancelled

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Receipt Statuses

Receipt Status Definitions	
Composing	The receipt has not yet been completed
Submitted	The receipt has been submitted. This is a brief status
Approved	The receipt has been completed

Invoice Statuses

Invoice Status Definitions	
Reconciling	This document is in the process of being reconciled by an exception handler
Reconciled	This document has been reconciled by the exception handler
Rejected	The invoice document has been either automatically or manually rejected back to the supplier
Denied	Invoice was denied for a specific reason, end user can edit and resubmit
Cancelled	The invoice has been cancelled

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Invoice Reconciliation Statuses

Invoice Reconciliation Status Definitions	
Reconciling	This document is in the process of being reconciled by an exception handler
Approving	The document is in the process of being approved by the reviewer and approver(s)
Rejected	The invoice document has been either automatically or manually rejected back to the supplier
Approved	The document has been fully approved or reconciled by all reconcilers
Paying	The document has been fully approved or reconciled by all reconcilers and the payment is in process according to the supplier's payment terms
Paying Failed	The system failed while transmitting a payment request from Ariba
Paid	The invoice has been paid, timing is based on payment terms

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