




INSTRUCTIONS FOR CHECKING THE STATUS OF YOUR DEPARTMENT AGREEMENT

1. Use this link to check on the status of your department agreement:

[Purchasing Department Request Status](#)

2. Log in to OnBase with your User ID and password.

OnBase[®] 17

	<input type="text" value="AD.LOUISVILLE.EDU"/>
	<input type="text" value="TLCUTL01"/>
	<input type="password" value="....."/>

Login

3. At the top of the grid, you will see this:

Purchasing Department Request Status

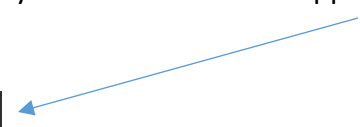
4. And these columns:

Request Date (Date-Hour)	Request Number	Department	DeptID	Status
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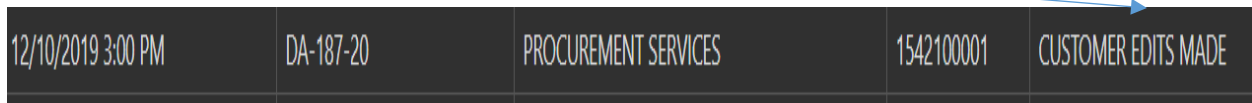
5. You can search on any of the columns by clicking on it and you will see an arrow appear:

Department 

- Department
- BUSINESS SERVICES - PURCHASING
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6. Most searches will likely be via “Request Number”, which equals the assigned Department Agreement Number. Click on the “Request Number” column and scroll until you see the number you are seeking to find the status:



A screenshot of a table row with a dark background and light text. The row contains five columns: a timestamp '12/10/2019 3:00 PM', a department number 'DA-187-20', the department name 'PROCUREMENT SERVICES', a request number '1542100001', and a status 'CUSTOMER EDITS MADE'. A blue arrow points from the text above to the status column.

12/10/2019 3:00 PM	DA-187-20	PROCUREMENT SERVICES	1542100001	CUSTOMER EDITS MADE
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7. Depending on the nature of the agreement, there are many possibilities as to a status, but the following are the most common:

Customer Edits - when Procurement Services has reviewed and asked for additions, deletions, or changes to be made to the agreement. The department and/or vendor needs to take some action.

Customer Edits Made – The department and/or vendor has made the requested edits. Procurement Services needs to review and take appropriate action.

Complete – When the entire order is completed and signed by Procurement Services.

Denied – When an agreement cannot be approved (for example, a department submits an agreement that would require a Personal Service Contract/RFP process)

Canceled – When an agreement needs to be removed from Workflow (for example, a department advises that no further review is needed because they no longer wish to conduct business with the vendor).

*****IMPORTANT: THERE IS A 1 – 2 MINUTE DELAY FROM THE TIME A STATUS IS CHANGED UNTIL IT WILL APPEAR ON THE DASHBOARD. *****