

## Transmitting a Purchase Order to the Supplier

Community College users will now be able to indicate whether a purchase order should be sent to the vendor.

On occasion, a purchase order or changes to an existing purchase order may be necessary for internal purposes. In some cases, the issuing purchasing office may not want the purchase order to be delivered to the vendor. New functionality will now allow users to set the **'Transmit to Supplier'** field within Colleague to indicate such. This information is then transmitted to the NC E-Procurement Service and can be seen on the purchase order Summary Page and the purchase order History Tab. If you receive notification of the purchase order being imported, this notification will indicate whether the purchase order was sent to the vendor.

**Note:** All purchase orders will be sent to NC E-Procurement; however, they will only be delivered to the vendor, based on the **'Transmit to Supplier'** field.

The screenshot displays the following information:

- Order ID: [CCP000000001](#)
- Version: 1
- Title: Do not fulfill
- Supplier: [A-A Supplies of the Carolinas](#)
- Contact: [Charlotte Metrolina Western NC](#)
- Order Transmitted to Supplier?

A yellow callout box contains the text: "The 'Transmit to Supplier' field will not be checked when for a purchase order that is not sent to the supplier." An arrow points from this box to the unchecked checkbox.

If the **'Transmit to Supplier'** field is set to not transmit within Colleague, the **'Transmit to Supplier'** field in NC E-Procurement will **not** be checked.

home help Logout

Preferences Toggle Tips Toggle Currency

CCP000000001 - Do not fulfill Status: Ordered

[Back](#) [Print](#)

Summary Approval Flow Receipts History

Date	User	Action	Summary
Today, 2:03 PM	<a href="#">Ariba System</a>	<a href="#">Ordered</a>	Order <a href="#">CCP000000001</a> was successfully created but was not sent to A-A Supplies of the Carolinas : Charlotte Metrolina Western NC.

The History tab should indicate the purchase order was not sent to the supplier when the 'Transmit to Supplier' field is not checked.

The History tab will also indicate the purchase order was successfully created within NC E-Procurement, however, it was not sent to the supplier.