

REQUISITION BEFORE

General

Status

Pending

Previous Approval Status

Submitted

8/30/2023 4:23 PM

Cart Name

2023-08-30 Intron 03

Description

no value

Business Unit

Student Affairs (MBU000210)

Department

Office of Residence Life (Q1060)

Requester

Shawn Short

Shipper

Shawn Short

Priority

Normal

Urgent Priority Justification

no value

Associated POs

no value

Include justification for NSF order

✗

Reason for NSF request

no value

Transaction Date

8/30/2023

Associated Contract Numbers

no value

Documentation

Yes

External Info

Note to all Suppliers

no value

Attachments for all suppliers

Add

PO Clauses

Edit | View details

Internal Information

Internal Note

no value

Internal Attachments

Date

Add

Bank Code

E

8847 Affiliated Bank account

Cost Receipt Flag

✗

No Receipt Required

no value

Multi Year Indicator

✗

Paid on PCard

✗

Buyer Name

no value

Encumbrance PO Number

no value

Alternative PO terms

✗

Check in Advance

✗

Contract Pending

✗

PO Out of Process

no value

Additional Information (As Required)

Tangible Internal Award

✗

Payment Information

Payment Instructions

Payment Method

SEND

Send current status to supplier

Payment Instructions

no value

PO - Partial Paid in Advance

✗

PO - Full Paid in Advance

✗

Rush Payment (due within 24 hrs)

✗

PO - Partial Paid in Advance Amount

no value

Pay Date (MM/DD/YYYY)

no value

Payment Method (PP)

no value

Payment Instructions (PP)

no value

Shipping and Billing Addresses

Ship To

Office of Residence Life

1971 University Blvd

Lynchburg, VA 24515

United States

Delivery Options

Expedite

✗

Ship Via

Best Carrier/Best Way

Requested Delivery Date

no value

Bill To

LU Payment Services

1971 University Blvd

Lynchburg, VA 24515

United States

Sole Source Justification

Please select one:

1. Available from only one responsible source

✗

2. Public emergency or other situation requires immediate action

✗

3. Federal Awarding Agency/Pass through Agency/US Executive Directed Action

✗

4. Solicitation of a number of sources attempted; competition determined inadequate

✗

FOAPAL

Chart	Index	Fund	Organization	Account	Program	Activity	Location	Activity Link	Location Link
U	801060	311001	Q1060	712005	B1	no value	no value	All	All

1 Item

LU Print and Mailing Services - 1 Item - 6.56 USD

SUPPLIER DETAILS

Contract

no value

PO Number

To be assigned - edit to specify

Pricing Code

no value

Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	ORL CF&M ResLife Who the Ave Foamboard		EA	6.56	1 EA	6.56

ITEM DETAILS

Contract

no value

Internal Note

no value

Capital Expense

✗

Internal Attachments

Add

Commodity Code

82121903 / Digital printing

External Note

no value

Replenish stock

✗

Attachments for supplier

Add

NSF

✗

REQUISITION AFTER

Requisition Details

Submitted

8/30/2023 4:51 PM

Priority

Normal

Urgent Priority Justification

no value

Status

Completed

8/30/2023 5:07 PM

Cart Name

2023-08-30 Intron1 04

Description

no value

Requester

Shawn Short

Shipper/PO Owner

Shawn Short

Business Unit

Administration Operations (MBU000430)

Department

Procurement & Payment Services (TM1070)

Internal Notes & Attachments

LU Notes

no value

Internal Attachments

no value

External Notes & Attachments

Supplier Notes

no value

Attachments for supplier

no value

Ship To Address

Attn: Shawn Short

MISC Code

1900 12th Street

Lynchburg, VA 24501

United States

Delivery Options

Expedite

✗

Purchase Details

Transaction Date

8/30/2023

Non-Sufficient Funds

Requires NSF Approval

✗

NSF Approval Justification

no value

Order Competition Status

Completed or Sole Source Status

1 - N/A

Postback error 106 (Contract Not Found)

Associated Documents

Associated PO Numbers

no value

Associated Contract Numbers

no value

Documentation is Attached

No

Payment Info

Payment Method

PWLP

Partial paid in advance for department orders

Payment Instructions

no value

Prepay Info

Full/Partial Paid in Advance

no value

PO - Partial Paid in Advance Amount

no value

Prepay Pay Date (MM/DD/YYYY)

no value

Purchasing Services Use Only

Buyer Name

Shawn Short

Shawn Short

Order Details

Contract Pending

no value

Reason for Sole Source

no value

PO Out of Process

no value

Cost Savings

no value

Receiving

Cost Receipt Required

no value

No Receipt Required

no value

Payment Details

Multi Year Indicator

no value

Paid on PCard

no value

Alternative PO terms

no value

Urgent Payment (due in 24 hrs)

no value

Check in Advance

no value

Bank Code

E

8847 Affiliated Bank account

Supplier Clauses

PO Clauses

Edit | View details

FOAPAL

Chart	Index	Fund	Organization	Account	Program	Activity	Location	Activity Link	Location Link
U	1E2045	111101	E2045	732099	50	no value	no value	All	All

8 Items

DELL Computer Corp - 8 Items - 31.00 USD

SUPPLIER DETAILS

Contract

no value

Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	test		EA	5.00	SEA	25.00

ITEM DETAILS

Contract

no value

Internal Note

no value

Commodity Code

10161520 / Analypha bush

External Note

no value

Replenish stock

✗

NSF

✗

PURCHASE ORDER BEFORE

PURCHASE ORDER AFTER

General Information	Internal Information	Distribution Information
PO Reference No. P0287909	Internal Information	Distribution Methods
Revision No. 0	Internal Note no value	The system will distribute purchase orders using the method(s) indicated below:
Priority Normal	Internal Attachments Add	Email (HTML Attachment) print@liberty.edu; mjoasep2@liberty.edu
Urgent Priority Justification no value	Bank Code E <small>8887 - Purchase from account</small>	• Distribution options have been overridden for this PO
Supplier Name LU Print and Mailing Services	Cost Receipt Flag X	Distribution Options
Address 1971 University Blvd Lynchburg, Virginia 24515 United States	No Receipt Required no value	Supplier Terms and Conditions PO Terms.docx (12K) Change/Remove
Purchase Order Date 8/31/2023	Multi Year Indicator X	Order acceptance Instructions CONFIRM RECEIPT AND ACCEPTANCE OF THIS ORDER USING THE LINK AT THE BOTTOM - Send Invoices to as... Show Note
Total 88.50	Paid on PCard X	Supplier Information
Requisition Number 176264003 view/print	Buyer Name mmathia <small>Internal Name</small>	Contract no value
Associated POs no value	Encumbrance PO Number no value	Pricing Code no value
Transaction Date 8/31/2023	Alternative PO Terms X	Quote number no value
Payment Terms 0 Net 22	PO Confirmation Received X	Note to Supplier Please see the attached Estimate # 21142 Show Note
Associated Contract Numbers no value	Check in Advance X	Attachments for supplier Date Add
Documentation Yes	PO Out of Process no value	8/30/2023 Add
Contact Information	Additional Information (As Required)	
Owner Name mmathia	Variable Internal Award X	
Owner Phone mmathia		
Owner Email mmathia		

Payment Information	Shipping Information	Sole Source Justification
Payment Method SEND <small>Send payment details to supplier</small>	Ship To	1. Available from only one responsible source X
Payment Instructions no value	Campus Rec- Student Activities 1971 University Blvd Lynchburg, VA 24515 United States	2. Public emergency or other situation requires immediate action X
Prepaid/Deposit	ShipTo Address Code LIUP	3. Federal Awarding Agency/Pass through Agency/US Executive Directed Action X
PO - Partial Paid in Advance X	Bill To	4. Solicitation of a number of sources attempted; competition determined inadequate X
PO - Full Paid in Advance X	BillTo Address Code AP001	
Rush Payment (due within 24 hrs) X	Delivery Options	
PO - Partial Paid in Advance Amount no value	Expedita X	
Select Account no value	Ship Via Best Carrier-Best Way	
Pay Date (MM/DD/YYYY) no value	Requested Delivery Date no value	
Payment Method (PP) no value		
Payment Instructions (PP) no value		

FOAPAL
Chart Index Fund Organization Account Program Activity Location Activity Link Location Link
U 1E2D40 Service Fee Student Activities 111101 Research expenditures (nonfederal) E2D40 Student Services 712005 Instructional support 50 Student Services no value no value All All

1 Item
Status Item Catalog No. Size/Packaging Unit Price Quantity Est. Price
1 Estimate # 21142 - Late State Complaint Signage EA 14.75 Qty: 6 EA 88.50
ITEM DETAILS IP
Contract no value Requisition Number 176264003 view/print
Capital Expense X Internal Note no value
Commodity Code 82121503 / Digital printing External Note no value
Replenish stock X Attachments for supplier Add
TAXES, SHIPPING & HANDLING
Shipping 0.00 USD 0.00
Handling 0 % 0.00

PO Details	PO Payment Details	PO Distribution & Delivery Details
Transaction Date 8/30/2023	Bank Code E <small>8887 - Purchase from account</small>	Distribution Methods
Purchase Order Date 8/30/2023	Payment Terms 0 Net 22	The system will distribute purchase orders using the method(s) indicated below:
Requisition Number 1803075 view/print	Payment Method SEND <small>Send payment details to supplier</small>	Email (HTML Attachment) mmathia@liberty.edu
PO Reference No. P0287921	Payment Instructions no value	• Distribution options have been overridden for this PO
Revision No. 0	Alternative PO Terms no value	Distribution Instructions
Total 21.50	Multi Year Indicator no value	LIU Terms and Conditions for Supplier PO Terms.docx (12K) Change/Remove
PO Confirmation Received X	Paid on PCard no value	Order acceptance Instructions CONFIRM RECEIPT AND ACCEPTANCE OF THIS ORDER USING THE LINK AT THE BOTTOM - Send Invoices to as... Show Note
Buyer Name Shawn Short <small>Internal Name</small>	Urgent Payment (due in 24 hrs) no value	Supplier Information
Priority Normal	Receiving	Supplier Name Del Computer Corp
PO Out of Process no value	Cost Receipt Required no value	Address PO Box 648011 Pittsburgh, Pennsylvania 15204 United States
LIU Notes no value	No Receipt Required no value	Phone +1 800-274-8855
Associated Documents	Prepaid Info	Name to Supplier no value
Associated PO Numbers no value	Full/Partial Paid in Advance no value	Shipping & Delivery
Associated Contract Numbers no value	Select Account no value	Expedita X
Order Completion	PO - Partial Paid in Advance Amount no value	Ship Via Best Carrier-Best Way
Completed or Sole Source Status 2 - Justified <small>Government procurement method</small>	Payment Pay Date (MM/DD/YYYY) no value	Requested Delivery Date no value
Order Settings no value	Check in Advance no value	Ship To Address
Shopper-PO Owner Contact Information	Bill To Address	ShipTo Address Code 12TH
PO Owner Business Unit Administration Operations (190033040)	BillTo Address Code AP001	Attn: Shawn Short 6802 Code 1902 12th Street Lynchburg, VA 24501 United States
PO Owner Department Procurement & Payment Services (7416170)		
PO Owner Name Shawn Short		
PO Owner Email shawnsh@liberty.edu		

FOAPAL
Chart Index Fund Organization Account Program Activity Location Activity Link Location Link
U 1E2D40 Service Fee Student Activities 111101 Research expenditures (nonfederal) E2D40 Student Services 702098 Student Services no value no value All All

Status Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Est. Price
1 ITEM DETAILS IP		EA	8.00	Qty: 6 EA	48.00
Contract no value		Internal Note no value			
Commodity Code 12141522 / Acrylics bulk		External Note no value			
Replenish stock X					
ROP X					
TAXES, SHIPPING & HANDLING					
Shipping 0.00 USD 0.00					
Handling 0 % 0.00					

INVOICE BEFORE

INVOICE AFTER

General				Internal Information									
General Information				Internal Information									
Pay Status	Payable			Internal Note	no value								
Invoice Type	Invoice			Internal Attachments									
Invoice Source	Manual			📎 11586110.pdf	8/31/2023		...						
1099 Indicator	✗			📎 Proquest email amount.pdf	8/12/2023		...						
Reason for 1099	no value			Encumbrance PO Number	✗								
Invoice Number	00205547			Reversing	✗								
Supplier Name	🏢 ProQuest LLC			Bank Code	E B07 international account								
Supplier Invoice No.	115861109			Cost Recovery Flag	✓								
Accounting Date	8/31/2023			No Receipt Required	no value								
Invoice Date	8/14/2023			Multi Year Indicator	✗								
Discount Date	no value			Paid on PCard	✗								
Due Date	9/28/2023			Super Name	adpines ProQuest								
Terms	0, Net 45			Alternative PO terms	✗								
Match Status	Matched			NSF Invoice Override	✗								
Contract Information				Check in Advance	✗								
Issued By	[REDACTED]			Mixed Discount	no value								
Invoice Owner	[REDACTED]			Out of Process	no value								
PO Business unit	[REDACTED]			Reason for Out of Process Invoice	no value								
				External Information									
				External Note	no value								
				External Attachments	Add								
Payment Information				Addresses									
Payment Instructions				Bank To									
Payment Method	SEMI electronic remittance transfer			780 E Executive Pkwy 4th Floor, Suite 4010 United States address is 82-010 g 1									
Payment Instructions	no value			Bill To									
Prepaid/Deposit Information				112 Payment Services 1071 University Blvd Lynchburg, VA 24315 United States									
PO - Partial Paid in Advance	✗			Discount, tax, ship, handling									
PO - Full Paid in Advance	✗			Discount, tax, shipping & handling									
Blank Payment (due within 24 hrs)	✗			Allocation	Weighted								
PO - Partial Paid in Advance Amount	no value												
Select Account	no value												
Pay Date (MM/DD/YYYY)	no value												
Payment Method (PP)	no value												
Payment Details													
Payment Record No.	no value			Term Discount			0.00 USD						
Payment Number	no value			Discount			0.00 USD						
Payment Date	no value			Tax			0.00 USD						
Check Comments	no value			Address			0.00 USD						
				Shipping			0.00 USD						
				Handling			0.00 USD						
				Total	15.99 USD								
				Terms Discount	✗								
				Use Terms Discount									

Invoice Details

Supplier Name

Supplier Invoice No.

Transaction Date

Invoice Date

Discount Date

Due Date

Terms

Bank Code

Def Computer Corp

07508166

6/24/2023

6/24/2023

no value

10/15/2023

0 Net 45

E

Basic To

Print Invoice

Date/Tax/Total

UPLink Status

Address

Internal Information

U2 Notes

no value

no value

no value

no value

no value

no value

no value

Payment Details

Pay Status

Invoice Type

Invoice Source

Invoice Number

Match Status

Payment Number

Payment Date

Payable

Invoice

Automated

07508166

Matched

no value

no value

Prepaid/Deposit Info

Prepay Pay Date

Full/Partial Paid in Advance

PO - Partial Paid in Advance Amount

Settled Amount

no value

no value

no value

no value

Payment Services Info

Invoice By

Encumbrance PO Number

Encumbrance

1099 Indicator

Reason for 1099

Market Discount

Out of Process

Reason for Out of Process Invoice

Client/Line

no value

no value

no value

no value

no value

no value

no value

PO Information

PO Description Line

Invoice Date

Buyer Name

Is Reorder Required

Cost Reorder Required

Multi Year Indicator

Partial PO

Payment Method

Payment Instructions

Original Payment (due in 24 hrs)

Check in Advance

Discount, Inc. shipping & handling

Allocation

Administration Operations (980025542)

6/24/2023

Delta Link

Trinity Global Supply

True

no value

no value

no value

DDO

no value

no value

True

Unassigned

Term/Discount

Discount

Tax

Additional

Shipping

Handling

Total

Term Discount

Use Term Discount

0.00 USD

0.00 USD

0.00 USD

0.00 USD

0.00 USD

0.00 USD

\$0.00 USD

X

✓

FOAPAL

LINE

Chart

Index

Fund

Organization

Account

Program

Activity

Location

Activity Link

Location Link

U

122145

111101

022445

722099

00

no value

no value

All

All

2 Lines

PO27415

Status/PO Line Item

Contract

Line Match Status

Commodity Code

NSF

Contract No.

Line Price

Quantity

Est. Price

no value

no value

no value

no value

Matching Summary

Ordered

Received

Not Invoiced

Quantity

\$

+

=

\$

0

20.00 USD

0

20.00 USD

Related Documents

0

SALES ORDER BEFORE

General Information	Shipping Information	Billing Information
Priority Normal	Ship To [redacted] Custodial 1971 University Blvd Lynchburg, VA 24515 United States	Bill To LU Payment Services 1971 University Blvd Lynchburg, VA 24515 United States
Order From Location no value		Bill To Address Code AP001
PO/Reference No. [redacted] view print	Shipping Info ShipTo Address Code LUPO	Internal Note no value
Sales Order Create Date 9/7/2023	Delivery Options Ship Via Best Carrier-Best Way	Internal Attachments Add
Supplier Name LU Warehouse	Expedite X	Billing Options Transaction Date 9/7/2023
Supplier Address 1971 University Blvd Lynchburg, Virginia 24502-2213 United States	Requested Delivery Date no value	Payment Terms 0, Net 22
Supplier Number L23710900		F.O.B Liberty University Destination
Internal PO Ref #: P0268500		
PO Creation Date 9/7/2023		
Buyer Name LU Procurement & Payment Services		
Buyer Phone +1 434-582-7596		
Buyer Email [redacted]		
Buyer Department Custodial (1M1010)		
Original Revision view...		

Distribution Information	Supplier Information
Workflow Pending <small>Order Fulfillment</small>	Contract no value
Fulfillment Status Open	Account Code no value
Shipment Status No shipments	Pricing Code no value
Allocation Status Fully allocated	Quote Number no value
Backorder Status No Backorders	Note to Supplier Dorm 17 9/7
Cancel Status No Cancellations	Attachments For Supplier Date 9/7/2023
Order Acceptance Instructions CONFIRM RECEIPT AND ACCEPTANCE OF THIS ORDER USING THE LINK AT THE BOTTOM - - Send invoices to ac... more...	Hill Dorms.xlsx
Supplier Terms and Conditions PO-Terms.docx (12k)	PO Clauses View details

SALES ORDER AFTER

General Information	Shipping Information	Billing Information
Priority Normal	Ship To test Procurement & Payment Services 1971 University Blvd Lynchburg, VA 24515 United States	Bill To LU Payment Services 1971 University Blvd Lynchburg, VA 24515 United States
Order From Location no value		Bill To Address Code AP001
Sales Order Create Date 9/7/2023	ShipTo Address Code LUPO	Billing Options Transaction Date 9/7/2023
PO Creation Date 9/7/2023	Delivery Options Ship Via FedEx-Ground	Payment Terms 0, Net 22
PO/Reference No. P0268212 view print	Expedite X	F.O.B Liberty University Destination
Internal PO Ref #: P0268212	Requested Delivery Date 9/30/2023	
Supplier Number L23710900		
Original Revision view...		
LU Notes no value		
Internal Attachments Add		

Distribution Information	Supplier Information	Contact Information
Workflow Pending <small>Order Fulfillment</small>	Note to Supplier test external notes	Buyer Contact Information Buyer Name Shawn Short <small>sshort1</small>
Fulfillment Status Open	Attachments For Supplier	Procurement Phone
Shipment Status No shipments	PO Clauses View details	Purchaser Email fakedebug@liberty.edu
Allocation Status Fully allocated	Contract no value	Supplier Contact Information Supplier Name LU Warehouse
Backorder Status No Backorders	Account Code no value	Supplier Address 1971 University Blvd Lynchburg, Virginia 24502-2213 United States
Cancel Status No Cancellations	Pricing Code no value	
Order Acceptance Instructions CONFIRM RECEIPT AND ACCEPTANCE OF THIS ORDER USING THE LINK AT THE BOTTOM - - Send invoices to ac... more...	Quote Number no value	
Supplier Terms and Conditions PO-Terms.docx (12k)		

SUPPLIER PO AFTER

[illegible]