



CU Marketplace Tip: How do I access converted ARC Purchase Orders in the CU Marketplace

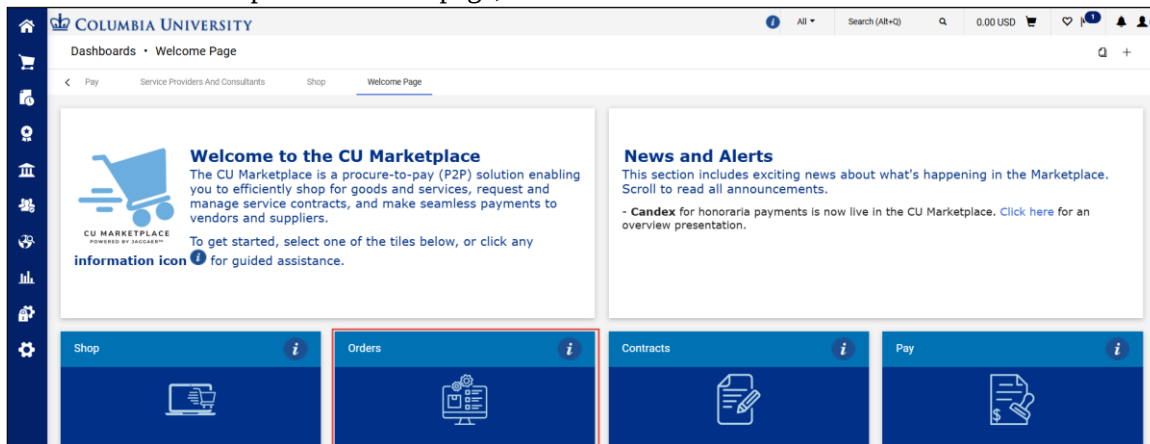
What is it?

As of June 30, 2025, all affirmed Purchase Orders in ARC have been converted to the CU Marketplace. You can now view and access these converted Purchase Orders directly within the Marketplace. When you receive invoices related to these POs, you should create and submit PO Vouchers in the Marketplace accordingly.

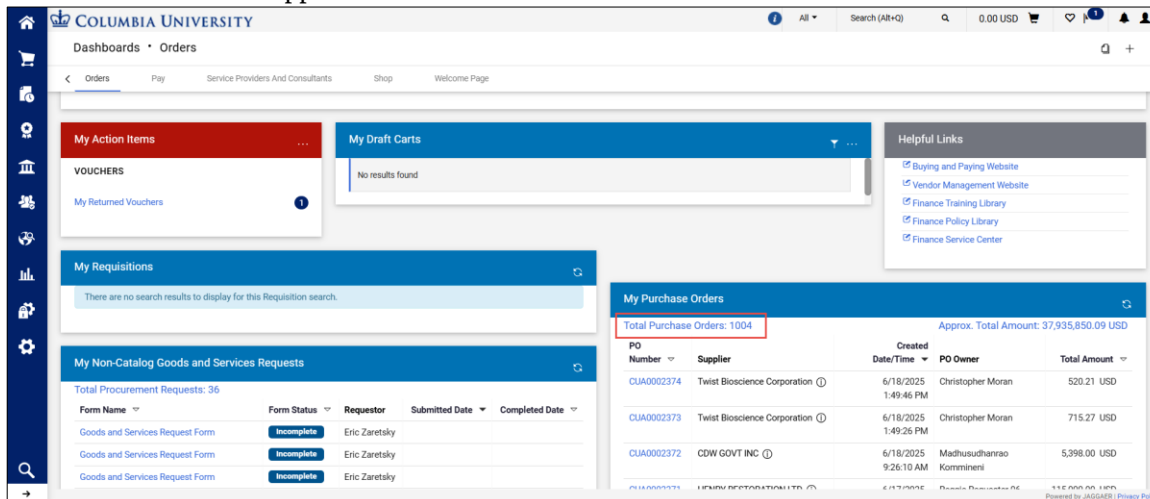
Please note: Change Requests cannot be submitted for converted Purchase Orders. If changes are needed, you must submit a new Requisition to generate a new Purchase Order.

Viewing Converted ARC Purchase Orders in the CU Marketplace

1. From the CU Marketplace Welcome page, click the **Orders** tile.



The Orders dashboard appears.



2. Scroll down to view the **My Purchase Orders** dashboard and click the **Total Purchase Orders** link. The Search Purchase Orders screen appears.

PO Number	Supplier	Created Date/Time	PO Status	Requisition Number	PO Owner	Shipment Status	Matching Status
0000177286	LEICA MICROSYSTEMS INC	4/15/2021 12:00:00 AM	Completed			No Shipments	No Matches
0000191188		10/25/2021 12:00:00 AM	Completed			No Shipments	No Matches
0000198358		1/31/2022 12:00:00 AM	Completed			No Shipments	No Matches
0000208116		5/19/2022 12:00:00 AM	Completed			No Shipments	No Matches
0000208474		5/24/2022 12:00:00 AM	Completed			No Shipments	No Matches
0000222468		10/19/2022 12:00:00 AM	Completed			No Shipments	No Matches

- **PO Numbers** that begin with a **0** are those that were converted from ARC.
- Those that begin with the letter **G** are converted SAPO's.
- All other Purchase Orders displayed that do not begin with a 0 or G are those created in the CU Marketplace.

Click the column heading to sort the data in ascending or descending order.

- Click the **PO Number** for the Purchase Order you want to view. The Purchase Order document page appears.

Purchase Order • LEICA MICROSYSTEMS INC • 0000177286 Revision 0

Status Summary Revisions 1 Confirmations Shipments Change Requests Receipts Voucher Comments Attachments

General Information

PO/Reference No. 0000177286

A/P status Open

Revision No. 0

Supplier Name [REDACTED]

Address [REDACTED]

Purchase Order Date 4/15/2021

Total 7,915.20

Buyer Converted PO
Converted PO

Shipping Information

Ship To [REDACTED]

Studebaker Building
615 West 131st St
3rd Floor
Manhattanville
New York, NY 10027
United States

ShipTo Address CU00000001
Code

Billing/Payment

Bill To [REDACTED]

Studebaker Building
615 West 131st St
3rd Floor
Manhattanville
New York, NY 10027
United States

BillTo Address CU00000001
Code

Billing Options

Accounting Date 7/1/2024

Payment Terms

F.O.B. no value

Internal Attachments

View Documents in ARC 5/28/2025 ...

Multi-year PO No

Fiscal Year no value

Contact Information

Owner Name Samantha Adkins

Owner Phone +1 212-853-7049

Owner Email sa3660@columbia.edu

The **Buyer** field indicates if it is a **Converted PO** from ARC. Click the **View Documents in ARC** link to view **Internal Attachments** associated with the Purchase Order.

Where do I get help?

Contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

Log an incident or request a service via Service Now

<https://columbia.service-now.com>