

How to View an Order Summary

Step 1

Go to your EMAT vendor start page and click "Purchase Order Listing."

Step 2

Search for a specific purchase order or generate a complete list of your dispatched purchase orders:

To search for a specific one, enter the order number in the "PO Number" field.

To view all dispatched orders, select "Dispatched" under the "PO Status" dropdown.

Click the "Search" button. Results will appear below in the "Purchase Order List" table.

The screenshot shows the EMAT Vendor Start Page interface. At the top, there is a 'Supplier ID Vendor' section. Below it is the 'Activities' section with the following links:

- Check to see if you have materials in the queue that need to be mastered. [Create Volumes](#)
- Check to see if you have orders in the queue that need to be shipped. [Ship the Orders](#)
- View listing of AIM materials assigned to you as a Master or Copy Vendor. [AIM Materials Listing](#)
- View Purchase Order information (e.g., orders, shipments, invoices, and payments) [Purchase Order Listing](#)

The 'Purchase Order Listing' link is circled in red. To the right of the 'Activities' section is an 'Other' section with the following links:

- [Reports](#)
- [View District Contacts](#)
- [View District Addresses](#)
- [PB SOITB / Complete Descriptions](#)
- [Company Information Form](#)
- [Order Processing Information Form](#)
- [Official Bidding](#)
- Post Contractual Bidding**
 - [Post-Contractual Bidding](#)
 - [Post-Contractual Item Update](#)

Below the 'Other' section is a search form with the following fields and options:

- Supplier ID
- County District
- School Year
- PO Number (circled in red)
- PO Status (circled in red)
- Select Output Type:
- PO's with outstanding payments:
- Show "Print" POs only:
- [Search](#) (circled in red)
- [Go back to Vendor Start Page](#)

At the bottom of the page is a 'Purchase Order List' table with the following columns: PO Status, Purchase Order Date, Dispatch Method, Ship to, and Ship Items. The table is currently empty.

Step 3

View the order summary.

Use the "Select Output Type" dropdown to choose between PDF or Excel format. (If PDF is selected, the document opens in a separate window. Make sure pop-up blocker is turned off.)

Click on the "PO ID" number (left column) of the purchase order you would like to view. A "Complete Order Summary" document will open.

Step 4

Find the shipping information for the order under the "District Contact" heading. Use this information to physically or electronically send the order to the district.

If additional district contact information is needed, return to the vendor start page and click on "View District Contacts" or "View District Addresses."

The screenshot shows the EMAT system interface. At the top, there are search filters for Supplier ID, County District, School Year (2021-2022), PO Number, PO Status (Dispatched), and a "Select Output Type" dropdown menu set to PDF. A search button and a "Go back to Vendor Start Page" link are also present.

Below the filters is a "Purchase Order List" table with columns for PO ID, PO Status, Purchase Order Date, Dispatch Method, Ship to, and Ship Items. The first row, with PO ID 0000141479, is circled in red.

The "Complete Order Summary for Order Id: 0000141479" section displays the TEA logo and school district information (028903 - LULING ISD). It lists the Vendor, Order ID (0000141479), Order Status (Dispatched), Order Date (05/20/2021), Requisition ID, Requisition Type (Allotment-Program Requisition), Req. Completed Date (05/20/2021), and Req. Shipped Date (06/01/2021). A "District Contact:" link is circled in red.

Below this is a "Supplier ID Vendor" section. The "Activities" section includes a link for "View Purchase Order information (e.g., orders, shipments, invoices, and payments)" and a "Purchase Order Listing" link. An "Other" dropdown menu is open, showing options like "View District Contacts" and "View District Addresses", both of which are circled in red.

How to Mark an Order as Shipped

An order must be marked as shipped in EMAT before the payment process can begin. Payments are handled electronically through EMAT. Mailed invoices are not necessary. Most amounts under \$5,000 are paid immediately; amounts over \$5,000 are paid in 30 days.

Step 1

After a dispatched purchase order has been physically or electronically sent, log back into EMAT to find the order and click "Ship Items" (far right column) on the row with the corresponding "PO ID" number.

Step 2

Select "Shipping Method" from the dropdown menu. (Note: The dropdown menu will soon include "Other" as a selection, but for now choose the option that seems most appropriate.)

Enter the appropriate information in the "Quantity Shipped," "Invoice Number" (publisher generated), and "Shipping/Tracking Number" fields. Click the "Save" button.

To return to the "Purchase Order List" search results, click "Go back to PO List For Depositories."

The screenshot displays the EMAT interface for processing a purchase order. At the top, there are search filters for Supplier ID, County District, School Year (2021-2022), PO Number, and PO Status (Dispatched). A "Search" button is located to the right. Below the filters is a "Purchase Order List" table with columns for PO ID, PO Status, Purchase Order Date, Dispatch Method, Ship to, and Ship Items. The first row is highlighted, and the "Ship Items" link is circled in red. Below the table, the "Shipping Method" dropdown menu is open, showing options like Central Freight, Certified Mail, Electronic Delivery, FedEx, Free Matter for the Blind, UPS, and USPS. The "Save" button at the bottom is also circled in red.

PO ID	PO Status	Purchase Order Date	Dispatch Method	Ship to	Ship Items
0000141479	Dispatched	05/20/2021	Print	LULING ISD	Ship Items
0000141480	Dispatched	05/20/2021	Print	BUNA ISD	Ship Items
0000141483	Dispatched	05/21/2021	Print	WHITE SETTLEMENT ISD	Ship Items
0000141485	Dispatched	05/21/2021	Print	LLANO ISD	Ship Items

Business Unit: EMAT Supplier ID: PO Number: 0000141479 Shipping Method: [Dropdown]

Go back to PO List For Depositories

Please enter shipping information for all materials on the purchase order below. Once all materials are ordered, the purchase order status will change from "Dispatched" to "Complete" during the nightly batch process.

A shipping method, invoice number, and quantity shipped must be entered. The shipping/tracking number for online materials might not have physical components to ship. Once the shipping information is complete, click the "Save" button at the bottom of the page. Invoices will automatically be generated for the materials designated for shipping through the normal TEA payment process established.

Items shipped

Line Number: 1 ISBN: Pre-K 2020 English (Through SY 2021)

Quantity Ordered: 4 Prior Quantity Shipped: 0 Enter Quantity Shipped: [Field]

Invoice Number: [Field] Shipping/Tracking Number: [Field]

Voucher details

Voucher ID	Invoice Number	Batch Number	Bill of Lading	Receipt Number	Quantity Vouchered	Merchandise Amount
1						0.000

Save