

DATE: 03/24/2020

SUBJECT: Potential Delivery Issues

In our last communication to you on March 20th, we committed to posting a report on the RealSource website to assist you with potential problem deliveries. This report has been posted and can be found on the RealSource Website (Departments Only Tab, COVID-19 Information Accordion, Daily File of FY20 POs with Unmatched Open Lines). This Excel spreadsheet lists all PO lines with missing receivers presumed to be undelivered potentially at risk of delivery issues.

The report is rather large, however, given the condition of the data, it is the best report that can be provided at this time. The report will be updated once a day, no later than 3pm. This report includes "all" PO lines with missing receivers, however, there are filters in place to drill down to transactions specific to a department, user, type of purchase (supplies, services, equipment, construction), etc.

Your comments and suggestions are welcomed. Please contact the RealSource team by email at RealSource@vcu.edu or by phone at 8-0889 if you need assistance with this report or other Procurement/Payment related issues.

Thank you and take care,
The RealSource Team