Check Your Transaction Status

If you submitted a transaction in Premier, you can see its status on its transaction Information page. You can find the Information page for any Premier transaction by searching for it. If you’re an authorized approver, you can also approve or deny transactions that have been submitted for approval.

Note: Transactions placed in the Premier Store are also called Orders. Transactions placed in Premier Care are also called Requests.

If a transaction wasn’t submitted in Premier, you can check its status on the Check order status page.

Transaction ID

Searching by transaction ID is the simplest way to find a transaction. All you need is the transaction ID, which you can find in the confirmation email you received after you submitted the transaction.

Search by transaction ID

2. Enter the transaction ID you want to search for, and then click Search. The Order or Request Information page for that transaction ID appears.

More Options

If you don’t know a transaction ID, or if you want to search more broadly, you can search using more options.

Search

3. Enter information for one or more search options. You can search by:
   - Date
Check Your Transaction Status

- Order Status
- Account
- Transaction Type
- Foundation Account or Employee Group

4. Click Search. The results table appears, showing the transactions that match your search options.

Filter

You can filter your results in the results table to find the transaction you want.

- To sort by a column, click its column heading.
- To filter based on the information in a column, enter a filter term in that column's Filter field.

To view a transaction's details, click its transaction ID. The Order or Request Information page appears, showing the transaction details.

Approve or deny transactions

If you're an authorized approver, you can approve or deny a transaction that's been submitted for approval.

1. To find the transaction, follow the instructions to Search by Transaction ID or Search with More Options in this document.
2. On the Order or Request Information page, click Approve or Deny, and then confirm your decision.
   - If you click Approve, the transaction continues to the next step of processing.
   - If you click Deny, the transaction is canceled.

Search for transactions not submitted in Premier

If you want to check the status of a transaction that wasn't submitted in Premier, use the Check order status page.

1. Go to the Check order status page.
2. Enter the order ID and ZIP code for the order you want to search for, and then click Continue. The order information page for that order ID appears.

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