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TraceLink University

CSOS validated purchase orders

A CSOS Validated Purchase Order is the official, DEA-approved version of a E222 Purchase Order for Schedule II controlled substances. It is generated by the supplier after the DEA has successfully validated the order's digital signature, confirming that it meets all regulatory requirements and can be legally fulfilled.


For more information about CSOS validated purchase orders guidelines, see CSOS validated purchase order transactions.

Search and view CSOS validated purchase orders

Perform this task to search for and view the CSOS validated purchase orders.



All the fields within this screen are populated with read-only values.

1. Select the Main Menu  icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.

6. Select Commerce - Customer or Commerce - Supplier from the left menu.



Partners must have the correct roles assigned if using the Owner's instance of Multienterprise Information Network Tower.

7. Select CSOS Validated Purchase Orders.

8. Select the Filter  button.

9. In the Filters panel, fill in one or more of the following fields to filter the results:

- a. PO Number field – An unique identifier for the purchase order number.
- b. State drop-down – The state of the CSOS validated purchase orders:
 - Draft – The transaction is in the draft state.
 - Submit – The transaction has been created.
 - Processing – The application is getting ready to handle incoming transactions by doing some initial tasks, such as copying the files it receives.
 - Processed – The application changes the standard information into a format that is easy to use and specific to your transaction.
 - Preparing to Send – The application is getting ready to send out a transaction and is doing some initial tasks, like copying the necessary information for the process.
 - Sending –The application sends out business transactions to the buyer or supplier.
 - Sent – The transaction is successfully completed and shared with the receiving party.
- c. Supplier field – The name of the company who generated the CSOS validated purchase order.
- d. Customer field – The name of the company who received the CSOS validated purchase order.

e. Last Updated field - The period of time in which the updates to the business transactions occurred:

- Today - The transaction was modified within the last few hours.
- Yesterday - The transaction was updated within the past 24 hours.
- Last Week - The transaction was modified in the last 7 days.
- Last Month - The transaction was modified in the last 30 days.
- Last 3 Months - The transaction was modified in the last 90 days.
- Last 6 Months - The transaction was modified in the last 180 days.
- Custom Range - Select a specific period of time that the transaction was modified in from the calendar.

10. Select Apply.

A list of CSOS validated purchase orders displays based on the filter results.

11. Select the link for the CSOS validated purchase orders from the results table.

The View CSOS Validated Purchase Orders screen displays.

Related Content



CSOS validated purchase order transactions

A Controlled substance ordering system (CSOS) Validated Purchase Order is the official, DEA-approved version of an E222 Purchase order for controlled substances without the digital signature.

[**View More**](#)



CSOS validated purchase order (X12)

The CSOS Validated Purchase Order X12 message confirms it has met all regulatory

requirements and is cleared for fulfillment.

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