contract_requisition_inquiry

Table of Contents

Type data in any of the following fields:

Req Nbr	Type the requisition number to be retrieved.
PO Nbr	Type the purchase order number to be retrieved. Leading zeros are not required. However, if the purchase order number is alphanumeric, the field is not zero-filled.
Contr Type	Click ⌄ to select a contract type.
From Date	Type the beginning search date in the MMDDYYYY format.
To Date	Type the ending search date in the MMDDYYYY format. **Note**: Be aware that if the **Contract Requisition End Date** is after the entered **To Date**, then the contract requisition will not be retrieved. Future adjustments will correct the **To Date** parameter.
Status	Click ⌄ to select a status to be included in the search.
Vendor Number	Type the vendor number.
Vendor Name	Type the vendor name.
Requestor Name	Type the requestor name.
Bid Category	Type the bid category code.

Click **Retrieve**. Requisitions and purchase orders that you have submitted but that have not been received are displayed in the three grids.