body

Table of Contents

Retrieve a record.	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.

The **From** and **To Date** fields default to your current fiscal year.

From Date	Type the beginning search date in the MMDDYYYY format.
To Date	Type the ending search date in the MMDDYYYY format. **Note**: The **Date Requested** is the date considered when using the From Date and To Date parameters.
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 grid.

❑ In the top grid, click 🔍 to inquire about the selected requisition. The requisition information from the Create/Modify Requisition page is displayed.

Field	Description
Status	The current status of the requisition is displayed.

The middle grid displays each item included in the requisition.

Accounts	Click to view details of the account associated with the individual item.
Item	The item number from the list of items on the requisition is displayed.
Item Apprvl Stat	The current status of the requisition is displayed.
Item Recv Stat	The current status of the requisition is displayed.
Catalog Nbr	The catalog number for the item is displayed.
Description	The name of the item is displayed.
Unit of Issue	The unit size for each item is displayed.
Unit Price	The price per unit for each item is displayed.
Quantity	The quantity per line item is displayed.
Sub Total	The subtotal per line item is displayed.
Discount %	The discount percentage per item is displayed.
Discount Amt	The discount dollar amount per item is displayed.
Freight Elig	The amount of eligible freight per item is displayed.
Freight %	The percentage of freight per item is displayed.
Freight Amt	The total freight amount per item is displayed.
Total	The total dollar amount per line item is displayed.
Commodity Code	The commodity code for the line item is displayed.

The bottom grid displays the list of approvers for the requisition and the requisition originator (sequence 0).