



# requisition\_inquiry



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**Bid Nbr** Type the six-digit bid number to be retrieved, if known. Leading zeros are not required.

Click **Retrieve**.

- If the bid number is not known, click **Directory**.
- To search for a specific bid number, type data in the desired search fields.
- To search through all available data, leave all fields blank.
- Click **Search**. A list of bid numbers matching the search criteria is displayed.
- Select a bid number from the list. Otherwise, click **Cancel**.