



## **requisition\_inquiry**



## Table of Contents

|                                  |   |
|----------------------------------|---|
| <b>requisition_inquiry</b> ..... | i |
|----------------------------------|---|



To retrieve a requisition, type data in any of the following fields:

|                       |  |
|-----------------------|--|
| <b>Req Nbr</b>        | Type the requisition number to be retrieved.   |
| <b>PO Nbr</b>         | 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. |
| <b>From Date</b>      | Type the beginning search date in the MMDDYYYY format.   |
| <b>To Date</b>        | Type the ending search date in the MMDDYYYY format.  |
| <b>Status</b>         | Click to select a status to be included in the search.   |
| <b>Vendor Name</b>    | Type the vendor name.  |
| <b>Requestor Name</b> | Type the requestor name.   |
| <b>Bid Category</b>   | Type the bid category code.  |

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**.