




requisition_inquiry

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To retrieve a requisition, 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. |
| From Date | Type the beginning search date in the MMDDYYYY format. |
| To Date | Type the ending search date in the MMDDYYYY format. |
| 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**.

- 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**.