



## **requisition\_inquiry**



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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>Contr Type</b>     | Click ▼ to select a contract type.  |
| <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.<br><br><b>Note:</b> The <b>Date Requested</b> is the date considered when using the From Date and To Date parameters. |
| <b>Status</b>         | Click ▼ to select a status to be included in the search.  |
| <b>Vendor Number</b>  | Type the vendor number.   |
| <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**. Requisitions and purchase orders that you have submitted but that have not been received are displayed in the three grids.