



# requisition\_inquiry



# Table of Contents

requisition\_inquiry ..... i



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

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 <input type="button" value="v"/> 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.  <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 <input type="button" value="v"/> 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.