



requisitioninquiry

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requisitioninquiry i

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

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. Note: The Date Requested is the date considered when using the From Date and To Date parameters. |
| 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**. Requisitions and purchase orders that you have submitted but that have not been received are displayed in the three grids.