



Perform a requisition inquiry

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This Requisition Status Inquiry page is used to view the status of each item included on a specific requisition or purchase order without a contract. The Requisition Status Inquiry page can be accessed from two menus:


- For the current year, click Requisition Status Inquiry from the Inquiry menu.
- For next year, click Requisition Status Inquiry from the Next Year menu.

The page consists of the following three grids:

- The top grid displays requisitions or purchase orders.
- The middle grid displays items included on the requisition.
- The bottom grid displays a list of the approvers in the sequence of their approval.

Note: If **Global Access** is selected, the user can perform inquiries on the status of all requisition accounts.

| | | |
|--|--|---|
| Retrieve a record. | The From and To Date fields default to your current fiscal year. TIP: Use the following fields to narrow your inquiry search. For example, you can perform a search on a specific requisition Status to only display a list of requisitions with the selected status. By narrowing your search parameters, you can avoid retrieving large amounts of data in a single instance. | |
| | 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. |
| | Contr Type | Click  to select a contract type. |
| | 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. | | |

In the top grid, click  to inquire about the selected requisition. The requisition information from the [Create/Modify Requisition](#) page is displayed.

| Field | Description |
|---------------|--|
| Status | The current status of the requisition is displayed. If the status is Pending to be approved , the requisition is not yet a purchase order. If the status is Approved , the PO Nbr field is populated with the assigned purchase order number. |