



## Perform a requisition inquiry



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# Perform a requisition inquiry

## Purchasing > Inquiry > Requisition Status Inquiry

Use this page 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 in 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.

|  |   |  |
|--|---|--|
| <b>Retrieve a record</b>   | <p>The <b>From</b> and <b>To Date</b> fields default to your current fiscal year.</p> <p><b>TIP:</b> Use the following fields to narrow your inquiry search. For example, you can perform a search on a specific requisition <b>Status</b> 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.</p> |  |
|  | <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.  |
|  | <p><b>Note:</b> The <b>Date Requested</b> is the date considered when using the From Date and To Date parameters.</p>   |  |
|  | <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.  |
| <p>Click <b>Retrieve</b>. Requisitions and purchase orders that you have submitted but that have not been received are displayed in the three grids.</p> |   |  |

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

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