REQ2200 - Bid Requisition Status Report

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This report provides a status list of requisitions submitted through the bid process. Requisitions are sorted by requestor, location, priority, or requisition number if the parameter is left blank. You may filter data by the current year/next year parameter.

Parameter	Description
Sort by Requestor (R), Priority (P), or blank for Req#	R - Sort the report by requestor. P - Sort the report by priority. Blank - Sort the report by requisition number.
Select Requisition(s), or blank for ALL	Type the six-digit requisition number, including all leading zeros and separating multiple requisition numbers with a comma (e.g., 000008, 091929). Or, click ⁝ to search for requisition numbers. Otherwise, leave blank to use all requisition numbers.
Include Requisition Comments? (Y/N)	Y - Include requisition comments. N - Exclude requisition comments. This is a required field.
From Date (MMDDYYYY), or blank for ALL	Type the from bid requisition status date in the MMDDYYYY format.
To Date (MMDDYYYY), or blank for ALL	Type the to bid requisition status date in the MMDDYYYY format.
Use Logged-on User as Originator (O), Requestor (R), Both (B)	O - Use the logged-on user as the originator. R - Use the logged-on user as the requestor. B - Use the logged-on user as both the originator and the requestor. This is a required field.
Select Requestor(s), or blank for ALL	Type the requestor name, or click ⁝ to search for requestors. Otherwise, leave blank to use all requestors.

Generate the report.