



## **REQ2200 - Bid Requisition Status Report**



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# REQ2200 - Bid Requisition Status Report

## **Purchasing > Reports > Bid Processing Reports > Bid Requisition Status Reports**

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
<b>Sort by Requestor (R), Priority (P), or blank for Req#</b>	R - Sort the report by requestor. P - Sort the report by priority. Blank - Sort the report by requisition number.
<b>Select Requisition(s), or blank for ALL</b>	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 <a href="#">search for requisition numbers</a> . Otherwise, leave blank to use all requisition numbers.
<b>Include Requisition Comments? (Y/N)</b>	Y - Include requisition comments. N - Exclude requisition comments. This is a required field.
<b>From Date (MMDDYYYY), or blank for ALL</b>	Type the from bid requisition status date in the MMDDYYYY format.
<b>To Date (MMDDYYYY), or blank for ALL</b>	Type the to bid requisition status date in the MMDDYYYY format.
<b>Use Logged-on User as Originator (O), Requestor (R), Both (B)</b>	
<b>Select Requestor(s), or blank for ALL</b>	