requisition_inquiry

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To retrieve a requisition, 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.
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**.

- If the bid number is not known, click **Directory**.
- To search for a specific bid number, type data in the desired search fields.
- To search through all available data, leave all fields blank.
- Click **Search**. A list of bid numbers matching the search criteria is displayed.
- Select a bid number from the list. Otherwise, click **Cancel**.

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