



requisitioninquiry

Table of Contents

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.

The **From** and **To Date** fields default to your current fiscal year.

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 grid.



Back Cover