



## **requisitioninquiry**



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Type data in any of the following fields:

<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.

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

<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.  <b>Note:</b> The <b>Date Requested</b> is the date considered when using the From Date and To Date parameters.
<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.

☐ Click **Retrieve**. Requisitions and purchase orders that you have submitted but that have not been received are displayed in the grid.



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