Perform a requisition inquiry

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Purchasing > Inquiry > Requisition Status Inquiry

Use this page to view the status of each item included on a specific requisition or purchase order without a contract. The Requisition Status Inquiry page can be accessed from two menus:

- For the current year, click Requisition Status Inquiry from the Inquiry menu.
- For next year, click Requisition Status Inquiry from the Next Year menu.

The page consists of the following three grids:

- The top grid displays requisitions or purchase orders.
- The middle grid displays items included in the requisition.
- The bottom grid displays a list of the approvers in the sequence of their approval.

Note: If **Global Access** is selected, the user can perform inquiries on the status of all requisition accounts.

Retrieve a record	The **From** and **To Date** fields default to your current fiscal year. **TIP**: Use the following fields to narrow your inquiry search. For example, you can perform a search on a specific requisition **Status** to only display a list of requisitions with the selected status. By narrowing your search parameters, you can avoid retrieving large amounts of data in a single instance.	
	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.
	Contr Type	Click ⌄ to select a contract type.
	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 three grids.	

In the top grid, click 🔍 to inquire about the selected requisition. The requisition information from the Create/Modify Requisition page is displayed.

Field	Description
Status	The current status of the requisition is displayed. If the status is **Pending to be approved**, the requisition is not yet a purchase order. If the status is **Approved**, the **PO Nbr** field is populated with the assigned purchase order number.

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