Contract Requisition Status Inquiry - REQ4000

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This page is used to view the status of each item included on a specific requisition or purchase order with a contract. The Contract Requisition Status Inquiry page can be accessed from two menus:

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

The page consists of the following three grids:

- The top grid displays requisitions or purchase orders with a contract.
- The middle grid displays items included on the contract.
- 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.

Perform a requisition inquiry:

Retrieve an existing record.	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.
	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 **Contract End Date** is the date considered when using the **From Date** and **To Date** parameters. If the **Contract End Date** is after the entered **To Date**, then the contract requisition is not retrieved. A future update will correct the **To Date** parameter. Requisitions with a blank **Contract End Date** are retrieved regardless of the selected 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 Contract Requisition page is displayed.

Field	Description
Status	The current status of the requisition is displayed.
PO Contract	A contract with requisition data for the selected requisition is displayed. A paper clip is displayed if a contract is available for the requisition.

The middle grid displays each item included in the requisition.

Scope of Work	Click to read the work for the contract. The notes entered are printed on the contract when the purchase order is printed. There is only one scope of work per requisition. The field is required prior to the requisition becoming a purchase order.
Accounts	Click to view details of the account associated with the individual item.
Description	The abbreviated contract description is displayed.
Total	The total amount for the contract is displayed.
Long Description	The full contract description is displayed.
Status	The status is set to *Y - Approved*.
Commodity Code	The commodity code for the line item is displayed.

The bottom grid displays the list of approvers for the requisition and the requisition originator (sequence 0).

Other functions and features:

Retrieve	Retrieve data. The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Vendor Notes	Add or view a vendor note. Click to add or view vendor notes. A Vendor Notes window is displayed. If there is a paper clip next to the **Vendor Notes** button, a requisition vendor note exists. In the Vendor Notes window, type the note to be printed on the purchase order for the vendor to view. **Notes**: If you are using a preprinted purchase order form, the text displayed on the purchase order is limited to one line that is approximately three inches in length. If you are not using a preprinted purchase order form, the text displayed on the purchase order is limited to three lines that are approximately three inches in length. Use the scale above the text to measure the length of the note. Click **OK** to save the vendor note and close the window. Click **Cancel** to close the window without saving the note.
Comments	Add comments to the requisition. Click to add or view requisitions comments. These comments are displayed on the District copy of the purchase order. A Requisition Comments window is displayed. If there is a paper clip icon next to the **Comments** button, a requisition comment exists. In the Requisition Comments window, type comments about the requisition. Click **OK** to save the requisition comment and close the window. Click **Cancel** to close the window without saving the comment.

Print	Print requisition details.
	Review the report using the following buttons:
	Click First to go to the first page of the report.
	Click ◀ to go back one page.
	Click ▶ to go forward one page.
	Click Last to go to the last page of the report.
	The report can be viewed and saved in various file formats.
	Click 🔴 to save and print the report in PDF format.
	Click 🟢 to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
	Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.
Documents	View or attach supporting documentation.

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