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# **REQ2150 - Outstanding Bid Requisitions Report**



# Table of Contents



**REQ2150 - Outstanding Bid Requisitions Report ..... 1**



# REQ2150 - Outstanding Bid Requisitions Report

## Purchasing > Reports > Bid Processing Reports > Outstanding Bid Requisitions Report

This report provides a list of outstanding requisitions submitted through the bid process. The requisitions are sorted by requestor, date of requisition, priority, or requisition number if the parameter is left blank. They are totaled by the account code and requisition number.

Parameter	Description
<b>Sort by Requestor (R), Date (D), Priority (P), or blank for Req#</b>	R - Sort the report by requestor. D - Sort the report by date. P - Sort the report by priority. Blank - Sort the report by requisition number.
<b>Select Requisition(s), or blank for ALL</b>	Type the six-digit requisition number, including all leading zeros and separating multiple requisition numbers with a comma (e.g., 000008, 091929). Or, click  to <a href="#">search for requisition numbers</a> . Otherwise, leave blank to use all requisition numbers.
<b>From Date (MMDDYYYY), or blank for ALL</b>	Type the from date in the MMDDYYYY format, or leave blank to use all from dates.
<b>To Date (MMDDYYYY), or blank for ALL</b>	Type the to date in the MMDDYYYY format, or leave blank to use all to dates.
<b>Use Logged-on User as Originator (O), Requestor (R), Both (B)</b>	O - Use the logged-on user as the originator. R - Use the logged-on user as the requestor. B - Use the logged-on user as both the originator and the requestor. This is a required field.
<b>Select Requestor(s), or blank for ALL</b>	Type the requestor name, or click  to <a href="#">search for requestors</a> . Otherwise, leave blank to use all requestors.

[Generate the report.](#)



## Back Cover