Purchasing
How To:
Find a Requisition or Purchase Order when the number is unknown.

1) Open "TEAMS" and/or start on "Home Page"
2) Locate the "FIN – Requisition – Create" button. (Shown below)

FIN - Requisition - Create ▼

3) Click the triangle/arrow (Shown above) to open a sub menu (Shown below).

> Create Requisitions
> Requisition Search
> Blanket/Project Requisition Search
> Not To Exceed Requisition Search
> Organization PO Search
> My Accounts
> Receive
> Vendor Lookup/Accounting
> Purchasing Catalog

4) Click the "Requisition Search" or the "Blanket/Project Requisition Search" links depending on the type you are looking for.
5) This will open the "Requisition Search" window/tab. (Shown below)
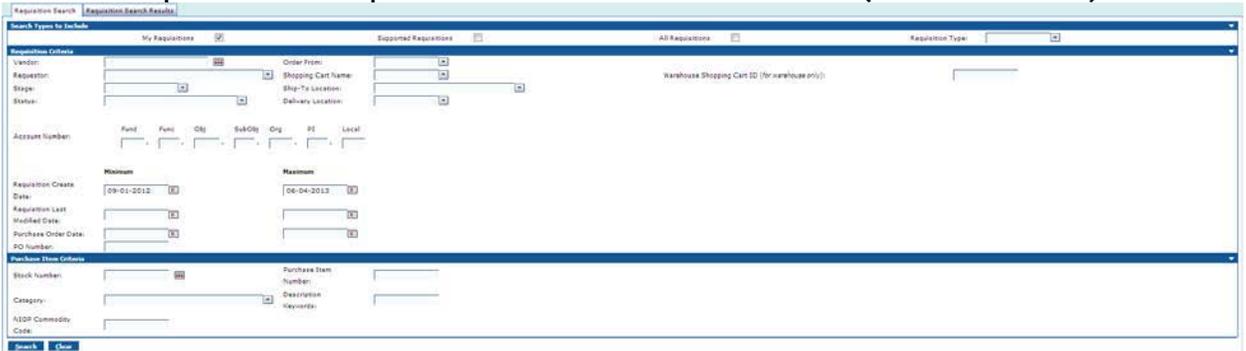
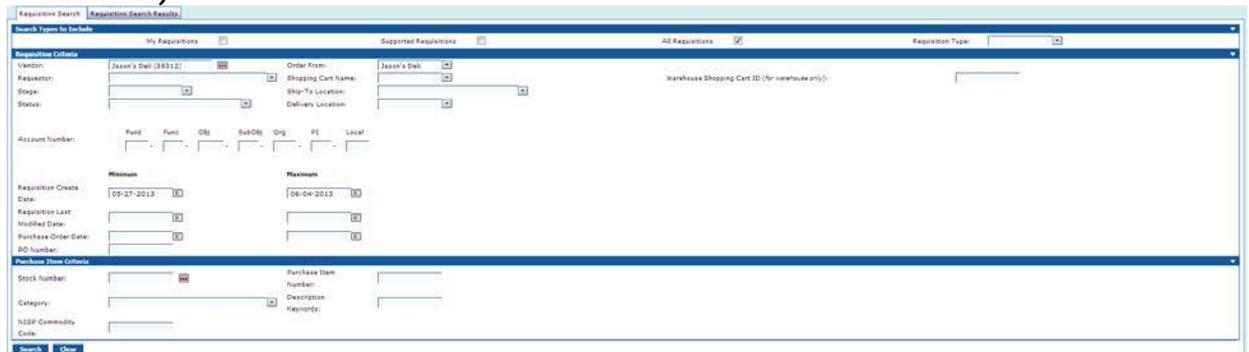6) By default "Search Types to Include" is set to "My Requisitions" as shown below.

This will work fine as long as you are the requestor. Otherwise check "All Requisitions".

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7) Now enter the identifying information. (Note that you do not have to fill every box. Often the less information supplied the more results returned.)
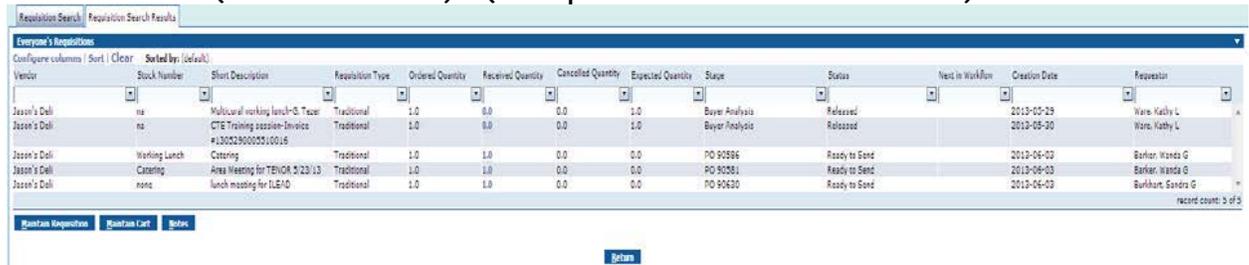

In this case, above, I searched vendor "Jason's Deli" and set a date range to limit the number of results returned.

8) Now click the "Search" button at the bottom left corner of the window/tab (Shown above). (Sample results Shown below)

9) The ninth column (Shown above) is the "Stage" and where the PO# is if the requisition has progressed that far.

10) The tenth column (Shown above) is the "Status" is the requisition/PO status at that time.

11) The eleventh column (Shown above) is "Next in workflow", this will be blank if the requisition has been turned into a purchase order. Otherwise it will indicate who the requisition is waiting on.

It is always recommended that you save an electronic copy of every PO you handle. You never know when you will need it.