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FINDING THE PURCHASE ORDER NUMBER FOR A REQUISITION	1

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Once a requisition has been saved to a purchase order (either ordered or in the process of being ordered), the status may be **'Ready for Purchasing'** or the line item status may be **'Assigned to PO'**. You can check the purchase order number, the status of the items, the name of the purchaser, and if any of the items have been received.

1. From the **Requisitions** menu, click the **Status** tab.
2. Click **Select** next to a requisition with a status of **Ordered**.

Trk #	Req #	Requester	Req'd Date	Description	Status	
Select	136	B0800009	LORRIE	01/07/2008	Snow Shovels and sand bags	Some items received
Select	147	B0800014	MARK	01/07/2008	sunglasses	Ordered
Select	158	B0800020	JAMES	01/23/2008	Shoes	Ordered
Approve	120	B0800021	TU ANH	12/14/2007		Awaiting Line Approval
Select	162	M0800010	MARK	01/10/2008	new P.O. system	Ordered

3. Check the **Receiving info** check box.

Figure 1 - Requisition receipt info

Department: DSA: Statewide Accounting
 Req #: DSA08016
 Tracking #: 238
 Status: All items received
 Requested by: PAMELA (03/27/2008)
 Edited by: PAMELA (03/27/2008)

Total: \$3,450.00

Vendor Info Coding Info Rcpt Info

Notes	Atch	Status	Item #	Description	Purchaser	PO #	Receiver	Rcpt Date
Menu		Received	789456	computers	PAM	WK0010	TU ANH	03/27/2008
Menu		Received	12345	supplies	PAMELA	WK0010	TU ANH	03/27/2008
Menu		Received	12345	supplies	PAMELA	WK0010	TU ANH	03/27/2008

The requisition items, the purchase order number, the name of the purchaser, etc. will be displayed.