


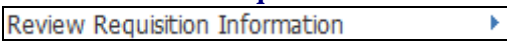

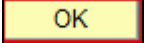
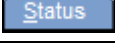


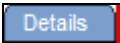

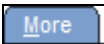



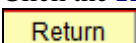


Inquire on a Requisition

Step	Action
1.	Click the Main Menu button. 
2.	Click the Purchasing menu. 
3.	Click the Requisitions menu. 
4.	Click the Review Requisition Information menu. 
5.	Click the Requisitions menu. 
6.	Enter the desired information into the Business Unit field. Enter " BRFHS ".
7.	<p>Search to Inquire on an Existing Requisition</p> <p>You may search to inquire on an existing requisition by entering all or part of one of the following search criteria:</p> <ul style="list-style-type: none"> • Requisition ID – to view a specific requisition; or • Requester – to view requisitions associated with a specific requester.
8.	Enter the desired information into the Requisition ID field. Enter " 0000021 ". <p><i>NOTE: If you do not know the requisition id, you can search for it using Lookup Requisition ID. Alternatively, you can enter the Requester's User ID into the Requester field, or use Lookup Requester to search for the requester user id.</i></p>
9.	Click the OK button. 
10.	The Requisition inquiry page displays. Click the Status tab. 
11.	The "Y" in the On PO column indicates that the requisition has been sourced into a PO. The "P" in the Received and On Voucher columns indicates receipts and vouchers for the requisition have been posted. <i>NOTE: You can view the PO inquiry page by clicking the "Y" in the On PO column. You can view the Receipt inquiry or the Voucher inquiry page by clicking on the "P" in either the Received or On Voucher column.</i>

Step	Action
12.	<p>Click the Document Status button.</p> <p>This will open a new window.</p> <p><i>NOTE: See the "Inquire on a Requisition Doc Status" topic for detailed instructions on how to access the Req Doc Status page directly and use the document links and buttons.</i></p> 
13.	<p>The Document Status page will also display when a "Y" or "P" is clicked on the requisitions inquiry page.</p> <p>Click the Close button.</p> 
14.	<p>Click the Details tab.</p> 
15.	<p>Click the 0000021 link to view the line details page.</p> 
16.	<p><i>NOTE: You may click the Description link to view additional item description information.</i></p>
17.	<p><i>NOTE: From the Line Details page you can click the Line Comments bubble or the Schedule Details button to view additional requisition information.</i></p>
18.	<p>Click the More tab.</p> 
19.	<p>From the More tab you can view Buyer and vendor item information (i.e. Vendor Item ID and Vendor's Catalog).</p>
20.	<p>From the More tab you can also view the Category code and manufacturing information.</p>
21.	<p>Click the Contract tab.</p> 
22.	<p>View the Contract page.</p> <p>Click the Show all columns button.</p> 
23.	<p>The tabs are removed and you can scroll to the right to view the information previously displayed in the tabs.</p> <p>Click the Show tabs button.</p> 
24.	<p>The tabs again display.</p> <p>Click the Return button.</p> 

Step	Action
25.	This completes <i>Inquire on a Requisition</i> . End of Procedure.