Requisition Status (Find my PO #)

Direct questions to Procurement & Contract Services, x5134
Requisition Status - Find my PO #

Refer to ‘Log into PeopleSoft Financials’ guide for login instructions.

• On the **NavBar** select:
  • ‘Navigator’
  • ‘Purchasing’
  • ‘Requisitions’
  • ‘Add/Update Requisition’
Requisition Status - Find my PO # (cont.)

Note: The first time this page is accessed, click the ‘Add To’ link to create a tile on your Homepage or add to your NavBar/Favorites.

*Refer to ‘Creating a Tile in PeopleSoft Financials’ guide for instructions.
Find a Requisition

- Select the ‘Find an Existing Value’ tab.

- Enter the ‘Requisition ID’ number; it will be 10 digits including the leading zeros.

- Click the ‘Search’ button or use the enter key.
Requisition Status - Find my PO # (cont.)

Document Status

• To check the status of a Requisition, open the Maintain Requisitions page.

• Click the ‘Document Status’ link.
Requisition Status - Find my PO # (cont.)

- If the Requisition has not been converted to a Purchase Order, the **DOC ID** field will display ‘No Document’.

- When the Requisition has been converted to a Purchase Order, the **PO # (DOC ID)**, **Status**, and **PO Date (Document Date)** will display.

- Click the PO # to view the Purchase Order.