CFS Common Financial System

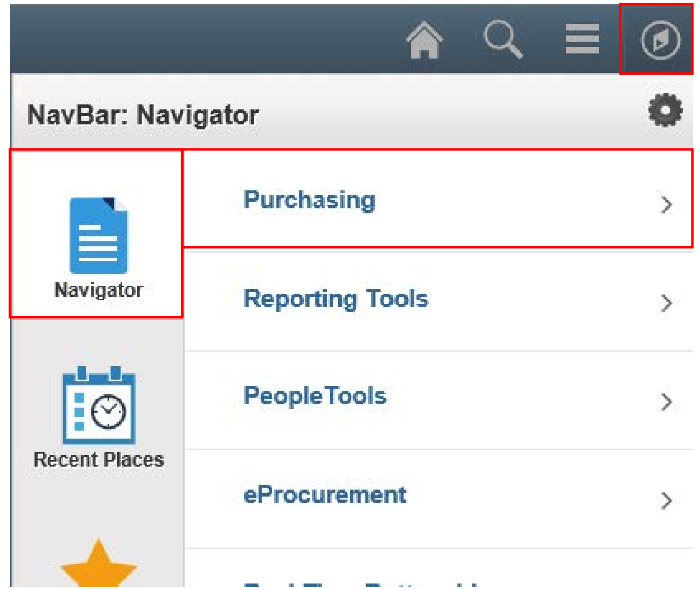
California State University, Chico

# Requisition Status (Find my PO #)

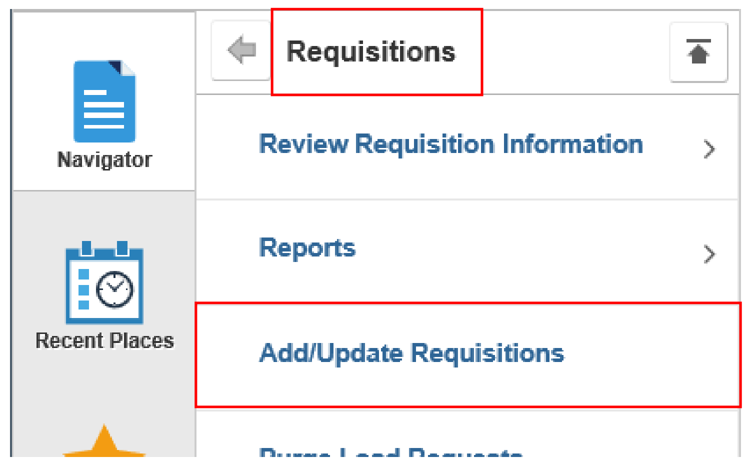
Direct questions to Procurement & Contract Services, x5134

# Requisition Status - Find my PO #

*Refer to 'Log into PeopleSoft Financials' guide for login instructions.*



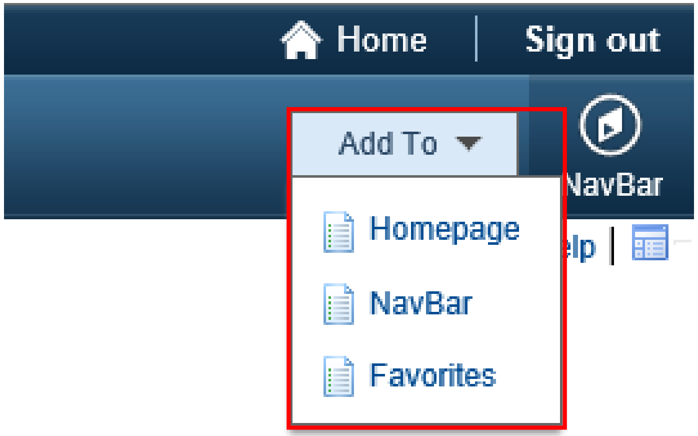

- On the **NavBar** select:
  - 'Navigator'
  - 'Purchasing'
  - 'Requisitions'
  - 'Add/Update Requisition'



# 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.*

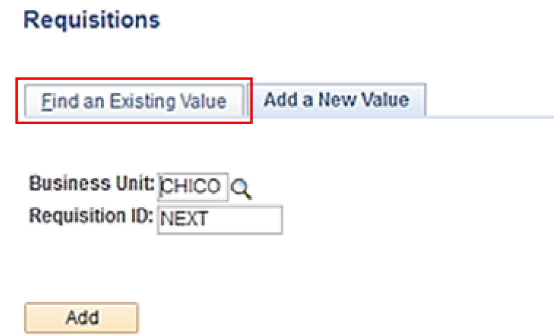
**Refer to 'Creating a Tile in PeopleSoft Financials' guide for instructions.*

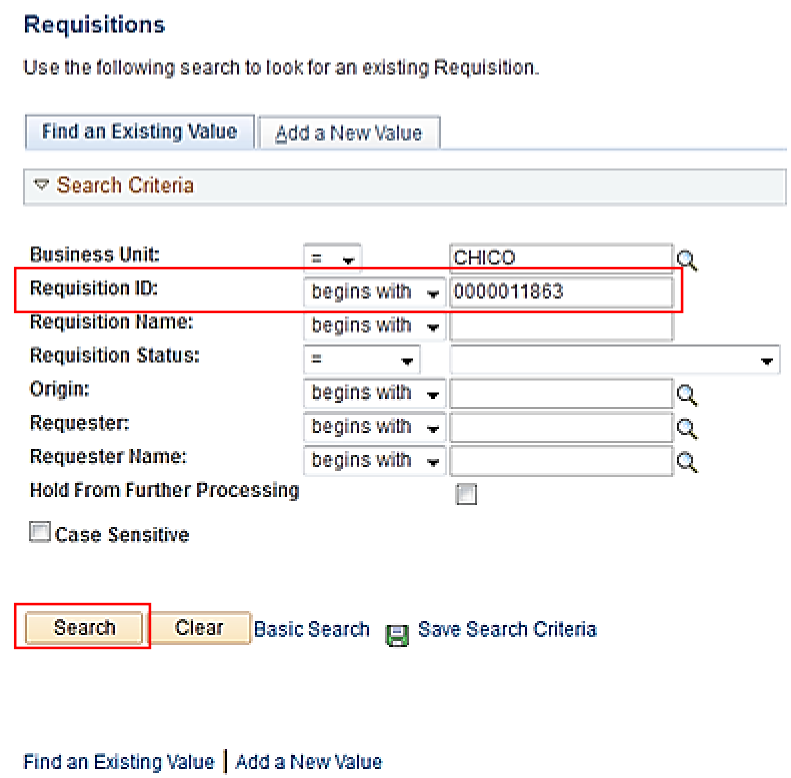


# Requisition Status - Find my PO # (cont.)

## 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.

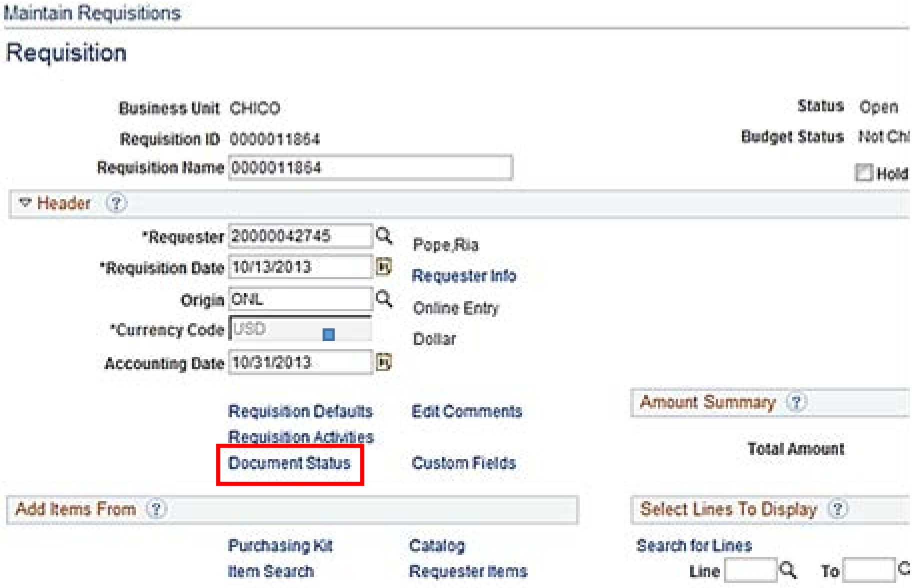


# Requisition Status - Find my PO # (cont.)

## 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.