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Purchasing

Manage requisitions, purchase orders, receipts, GPO contracts, and related data.

<p>Requisitions Create, maintain, reconcile or review requisitions information.</p> <ul style="list-style-type: none">Add/Update RequisitionsRequester's WorkbenchApprove Amounts11 More...	<p>Request for Quotes Create requests for quotes (RFQs), enter vendor responses, or award RFQs.</p> <ul style="list-style-type: none">Add/Update RFQsManage Vendor Quote GroupDispatch Quotes6 More...	<p>Purchase Orders Add, maintain, and dispatch purchase orders.</p> <ul style="list-style-type: none">Add/Update Express POsAdd/Update POsBuyer's Workbench17 More...
<p>Receipts Enter and load receiving data, generate accruals, review and report on receipts.</p> <ul style="list-style-type: none">Receive GoodsLoad ReceiptsInspect Receipts6 More...	<p>GPO Contracts Enter contract information for group purchasing organizations (GPO).</p> <ul style="list-style-type: none">ReportsNameGPO Manufacturer2 More...	

Click on the Menu → Purchasing → Requisitions → Review Requisition Information



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Review Requisition Information

Run inquiries on requisition details and activities.

<p>Requisitions View requisition information in five stages.</p>	<p>Accounting Entries View requisition accounting entries in a Commitment Control ledger activity log.</p>	<p>Workbench Update requisition information; view status of requisitions in the process flow.</p>
<p>Document Status View requisition document status information.</p>	<p>Change History View requisition change track header, line, and schedule history.</p>	

Click on the 'Document Status'



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Requisition Document Status

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: =

Requisition ID: begins with

Requisition Status: =

Requisition Date: =

Origin: begins with

Requester: begins with

Description: begins with

Type the 'Requisition ID' on the box → 'Search'

Case Sensitive

Limit the number of results to (up to 300):

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Document Status

Business Unit:	CUA	Req ID:	0000044351
Document Date:	11/12/2015	Status:	Approved
Currency:	USD	Document Type:	Requisition
Requester:	Jovonne E. Simpson	Merchandise Amt:	33,531.00
		Budget Status:	Valid

Associated Document								
Personalize Find View 4 First 1-6 of 6 Last								
Documents		Related Info						
SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location	
CUA		Payment	0003553	Posted	11/18/2015	0000036525	001	
	CUA	Purchase Order	0000085267	Dispatched	11/12/2015	0000036525	001	
	CUA	Receipt	0000039914	Received	11/13/2015	0000036525	001	
	CUA	Voucher	00370594	Posted	09/29/2015	0000036525	001	
	CUA	Voucher	00370596	Posted	09/29/2015	0000036525	001	
	CUA	Voucher	00370597	Posted	09/29/2015	0000036525	001	

Return to Search

Appropriate information will be seen on this page such as:

- PO Number
- Receipt Number
- Payment Date