Introduction
This guide explains how to use enquiries to:

A. Find and view your own requisitions and purchase orders
B. Find and view all requisitions in your department
C. View the status of your requisitions in workflow
D. Download a PDF copy of the Purchase Order

Audience
All staff responsible for raising requisitions.

A. Find and view your own requisitions and purchase order details

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the main menu select <strong>Procurement</strong> then <strong>Requisitions</strong>&gt;<strong>Enquiries</strong>&gt;<strong>Own requisitions</strong>.</td>
</tr>
<tr>
<td>2.</td>
<td>The table lists the requisitions and POs you have created.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requisition</th>
<th>Workflow status</th>
<th>Description</th>
<th>Unit</th>
<th>Ordered</th>
<th>Amount</th>
<th>SuppID</th>
<th>Purchase order</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Finished</td>
<td>FCA Chairs</td>
<td>EA</td>
<td>10:00</td>
<td>250.00</td>
<td>N/A</td>
<td>5000027</td>
</tr>
<tr>
<td>13</td>
<td>Finished</td>
<td>FCA Tables</td>
<td>EA</td>
<td>10:00</td>
<td>500.00</td>
<td>N/A</td>
<td>5000027</td>
</tr>
<tr>
<td>14</td>
<td>Finished</td>
<td>SI Fixtures</td>
<td>EA</td>
<td>10:00</td>
<td>30.00</td>
<td>N/A</td>
<td>5000028</td>
</tr>
<tr>
<td>17</td>
<td>Workflow in progress</td>
<td>FCA Chairs</td>
<td>EA</td>
<td>10:00</td>
<td>250.00</td>
<td>N/A</td>
<td>5000027</td>
</tr>
<tr>
<td>18</td>
<td>Workflow in progress</td>
<td>FCA Tables</td>
<td>EA</td>
<td>10:00</td>
<td>500.00</td>
<td>N/A</td>
<td>5000027</td>
</tr>
<tr>
<td>19</td>
<td>Workflow in progress</td>
<td>SI Fixtures</td>
<td>EA</td>
<td>10:00</td>
<td>30.00</td>
<td>N/A</td>
<td>5000028</td>
</tr>
</tbody>
</table>

a. Requisition – requisition number.
b. Workflow status – status changes to Finished when all lines in the requisition are approved.
c. Product – product code (mapped from UNSPSC code)
d. Ordered – number of units ordered
e. Amount – value of units ordered
f. SuppID – supplier
g. Purchase order – PO number, automatically generated on approval of the requisition.

3. To view the requisition details click the requisition number (can view the GL Analysis)
4. To view the purchase order details click the purchase order number (cannot view the GL Analysis)

You may find it easier to click and drag the Purchase order column next to the Requisition column.
B. View all requisitions and purchase orders for your department

Step | Action
---|---
5. | From the main menu select **Procurement** then **Requisitions > Enquiries > All requisitions**.
6. | The table lists requisitions and PO’s created by all users in your department.
7. | Click the **Requisition** and **Purchase order** links to open, as in steps 3 and 4 above.
8. | Use the boxes at the top of the table to filter the results e.g. by requisition number, requester, supplier:
   1. Enter a keyword in the relevant filter box at the top of the column.
   2. Click Search.

![Results](image)

Enter a wildcard "*" before and after your search term to ensure you retrieve all relevant results.

C. View the status of the requisition in workflow

Step | Action
---|---
1. | From the main menu select **Procurement** then **Requisitions > Enquiries > Workflow enquiry - requisitions**.
2. | Click Search to find all requisitions.
3. | Use the filters at the top to find your requisition in the list e.g. filter by requisition number or requestor name.

![Requested by](image)

![RequisitionNo.](image)

4. | Click Search to apply the filter.
5. In the Workflow status column, click the workflow status link to display the workflow map.

The workflow map tells you who the task is currently with for action, and the members of the approval group.

D. Download a PDF copy of the Purchase Order

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<tbody>
<tr>
<td>1.</td>
<td>From the main menu select <strong>Procurement</strong> then <strong>Requisitions</strong> &gt; <strong>Own requisitions</strong> (or <strong>All requisitions</strong> if looking for a PO raised by someone else in your department)</td>
</tr>
<tr>
<td>2.</td>
<td>Use the filter boxes in the column headers to find the requisition in the list (e.g. by requisition number or purchase order number).</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Purchase order</strong> number. The order opens in the <strong>Purchase Order</strong> window.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>Documents</strong> icon</td>
</tr>
<tr>
<td>5.</td>
<td>Double click the 'DS' file.</td>
</tr>
</tbody>
</table>
6. Click the PO pdf in the bottom left to open the file.

7. Use the icons top right to either download or print the PO.

Where to go for help
If you need help with the system please raise a query in ASK to the Business World Support team. If you have questions about the procurement process or need guidance on tax codes, raise a query in ASK to the Procurement Team.