



How to Check the Status of Your Requisition

1. Main Menu Folder (1) → Purchasing Folder (2) → Requisitions Folder (3) → Review requisition information folder (4) → document status (5) → Enter Requisition ID (6) → Click Search (7)

2. How to understand your requisition status

*In order to submit your requisition to Purchasing Dept. for review and process, your requisition status needs to be “Approved” (1) and Budget Status needs to be “Valid” (2)

**If your requisition has been approved by Purchasing Dept., the PO information will appear.

(3) Document Type: Purchase Order = your requisition has been converted into a PO (but it doesn’t mean your PO has been sent to the vendor.

(4) DOC ID: 2201500435/ DXXX001/ PXXX001 = these are the PO number that is assigned to your requisition.

(5) Status: “Open/ Approved/ Dispatched” = this is the status of your PO.

(PLEASE DO NOT CONTACT THE VENDOR WHEN YOUR PO IS STILL UNDER OPEN OR APPROVED STATUS)

OPEN = The buyer is still working on the PO

APPROVED = Your PO will get dispatched at 11:00am or 4:30pm

DISPATCHED = Your PO has been send to your vendor

(6) Document Date = The date that your PO was created. (This date doesn’t mean the PO dispatched date.)

Actions	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location
▼ Actions	SFCMP	Purchase Order	2201500435	Dispatched	08/19/2015	0000004879	MAIN