Where is my Purchase Order number?

To find where your requisition is in the workflow click "Procurement" > "Enquiries" > "Workflow enquiry – Requisitions"

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Enter the Requisition number and press search. The stage of the requisition should then be shown under the workflow status column, if you click on the status then the full workflow will be shown. If you click on the requisition number itself in the requisition no column , full details of the requisition can be seen.

| Workflow enquiry - Requisitions | | | | | | | | | | |
|---------------------------------|---|----------------|--------------------|-----------------------------------|------|----------------------------|----------|------------------|---------------------|----------------|
| * Selection criteria | | | | | | | | | | |
| RequisitionNo. like 2003409 | | | | Active | * | | | | | |
| Company like NU | | | | Historical | - | | | | | |
| Workflow status like | | | | | | | | | | |
| Task owner like | | | | | | | | | | |
| | | | | | | | | | | |
| Results | | | | | | | | | | |
| Search Detail level All levels | Copy to clipboard | | | | | | | | | |
| # T Process Ste | p Task Workflow owner (T) status (T) | RequisitionNo. | esponsible Product | Description | Unit | Unit Curr. price amount | Ordered | Delivery date | Requested by (T) | TreatCode |
| | | | | | | | | 22 | | |
| 1 B PO Requisition | Finished | 20034090 | 3010Q | Cooler Master N300 Mid Tower Case | EA | 38.17 916.08 | 24.00 | 06/12/2017 | Katy Thierens | 47 |
| Ξ Σ1 | | 20034090 | | | | 916.08 | 24.00 | | | |
| Σ | | | | | | 916.08 | 24.00 | | | |
| | | | | | | | Time exe | cuted 07/12/201 | 7.15:06:25 N | mber of rows 2 |

The map below will be shown, if there is a tick next to a name or there is a green box around the action the requisition has been moved onto the next stage.

In the example below the requisition has been approved by Procurement and is with the School / Department for Approval.

To move the requisition along to the next stage in the process please contact the person that the requisition is with.

