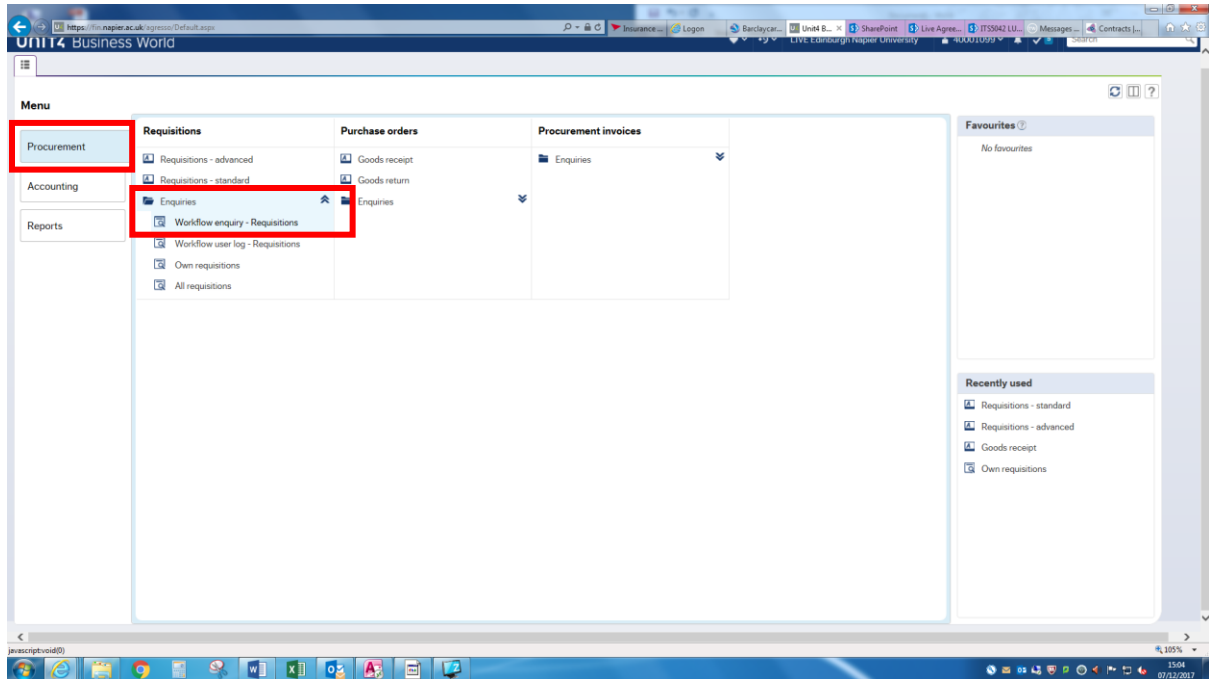


## Where is my Purchase Order number?

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



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  Active   
Company size: NU Historical   
Workflow status like:   
Task owner like:

**Results**

#	T	Process	Step	Task owner (T)	Workflow status (T)	RequisitionNo.	Responsible (T)	Product	Description	Unit	Unit price	Curr. amount	Ordered	Delivery date	Requested by (T)	TreatCode
1	B	PO Requisition			Finished	20034090		3010Q	Cooler Master N300 Mid Tower Case	EA	38.17	916.08	24.00	06/12/2017	Katy Therrens	47
						20034090						916.08	24.00			
						20034090						916.08	24.00			

Time executed: 07/12/2017 15:08:25 Number 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.

