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