

Finding a Purchase Order (PO)

1.	Click the Purchasing link. 
2.	Click the Requisitions link. 
3.	Click on Add/Update Requisitions
4.	Make sure that the field for Hold From Further Processing Enter By is blank Click the Search button. 
5.	Click an entry in the Business Unit column. 
6.	Click the OK button. 
7.	Click the Status tab. 
8.	Click the Document Status button. 
9.	Click the Maximize/Restore button. 
10.	Click the Go To Document Status Inquiry button. 
11.	Click the Maximize/Restore button. 
12.	Click the Go To Document Status Inquiry button. 
13.	Here is your PO ID number
14.	Click the Home link. 
15.	Congratulations. You have successfully found your PO number. End of Procedure.