How to Track the Status of a Submitted Requisition

Navigation: Purchasing>Requisitions>Review Requisition Information>Requisitions

1. Enter the Requisition ID and Click OK:

   ![Requisition Inquiry Screen]

   Business Unit: OKF S
   Requisition ID: 0000019871
   To Req: 
   Origin: 
   Supplier SetID: URIPS
   Supplier ID: Vendor Lookup
   Supplier Name:
   Item SetID: URIPS
   Item ID:
   Item Description: 
   Department: 
   To: 
   OK Cancel

2. The Requisition Inquiry screen opens and displays the Requisition Status:

   The Status could be: Pending Approval, Approved, Canceled, Denied, Complete, Open, etc.

   ![Requisitions Table]

   Requisition Status: Pending Approval

3. For more information, Click the Status tab:

   ![Requisitions Table with Status Tab]

   Requisition Status: Pending Approval

4. Then Click the Approval Status icon:

5. This screen will show you the current status of the Requisition:

6. Click to exit.