Document Tracking
Requisitions, Bids & Purchase Orders

Screen **290**
See if the R has been
transferred to a B or P
(see below for using 290)

Yes

No

Check **164** for the status
of payment for the P#. If
it doesn't appear, then

Check Screen **914** to see
where it is in routing

Check **278** statuses for
invoicing (Pf5) and
receiving (Pf6). Use the
status code reference
guide for status code
descriptions.

Other helpful screens:
288 – Document Summary

280 – Document Browse by document
number. Position the cursor next to the
document in question and press the PF
keys for more information

281 – Document Browse by dept/sdept.
Use the same way as 280.

For invoicing
problems inquire on
screens 350-359.

For receiving
problems inquire on
screens 330-339.

On Screen 290, follow these steps:
1. In the Action Line, type in your requisition number and press <Enter>.
2. Look in the "To Document" column. The document number that appears is the document that Purchasing Services transferred the requisition to. If no number appears, then they have not yet transferred it. Documents that begin with Bs are bids, Ms are Master Orders, and Ps are purchase orders.
3. To see if Purchasing Services has transferred the document shown in the "To Document" column to yet another document, then replace your requisition number in the Action Line with the "To Document" number and press <Enter>. For example, you would do this if Purchasing transferred your requisition to a bid, and you want to see if they have transferred the bid to a purchase order.