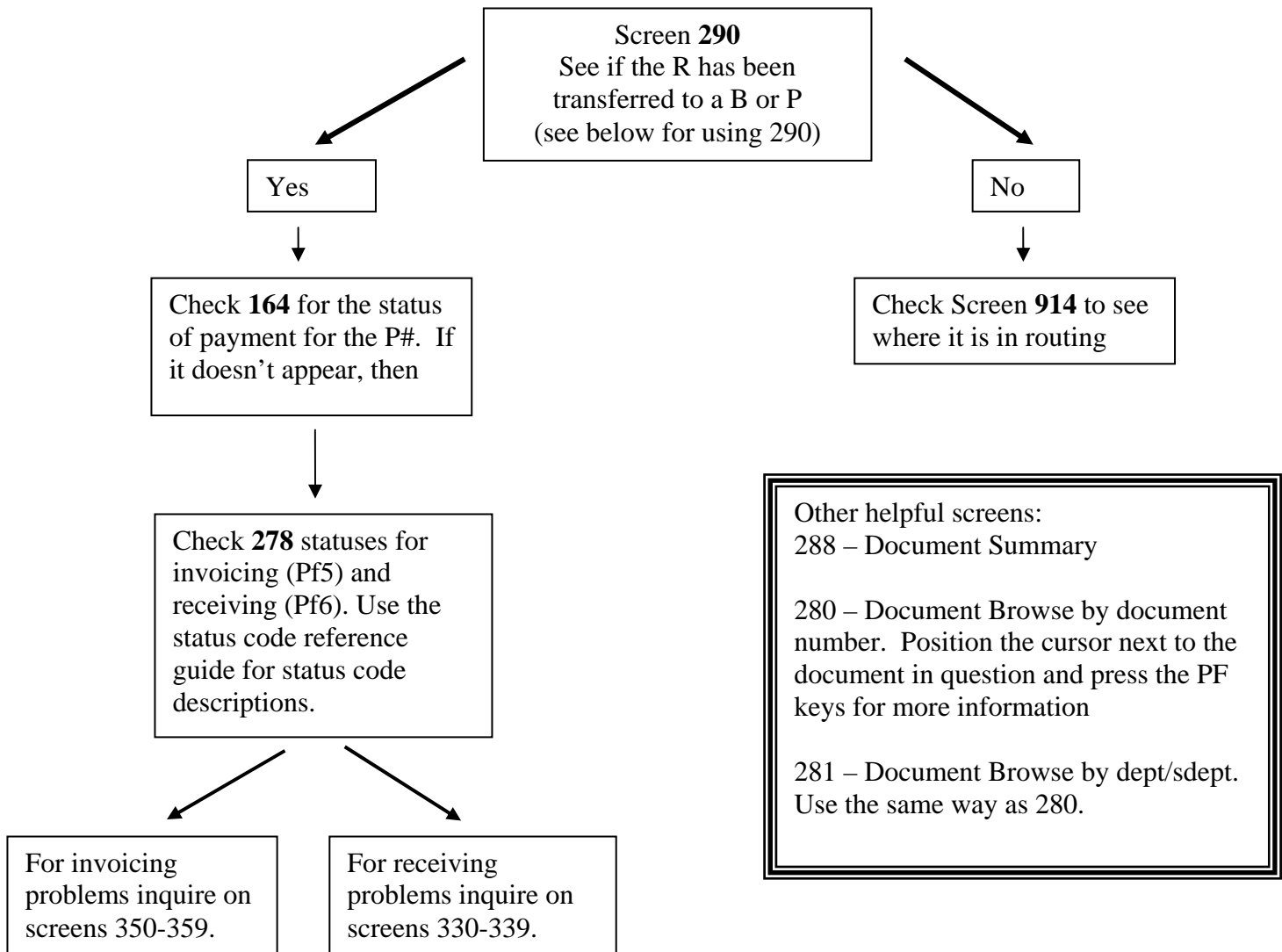


Document Tracking

Requisitions, Bids & Purchase Orders



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.