

# Tracking your External Requisitions

1. Choose the "Purchasing System Inquiry" link from the left side menu on <http://www.bussvc.wisc.edu/purch/purch.html>

**Choose Purchasing System Inquiry**

UNIVERSITY OF WISCONSIN-MADISON

## PURCHASING SERVICES

**Search:**

Business Services

- Contracts
- Purchasing System Inquiry**
- Directory
- How to Purchase Goods and Services

### Purchasing Services

Purchasing provides the University w information.

### Items of Interest

- **New Purchasing Workshops**

Purchasing will be offering new and Services: Intermediate To

2. Choose the "Purchasing Information Inquiry" link listed in the first bullet on <http://www.bussvc.wisc.edu/purchingq.html>

**Choose Purchasing Information Inquiry**

## Purchasing Information Inquiry

The **Purchasing Information Inquiry** allows users to search the purchasing system database for purchase order, requisition, vendor, and commodity code information, including requisition tracking information and Department PDF copies of POs. This link will open the application in a new window.

- **To lookup POs and requisitions for your department**, use the "Search Purchase Orders/Requisitions" link and enter your Department ID and/or Project to find orders of interest.
- **To find individual POs** and associated information (including payments and Department pdf copies of POs), use the "Specific Purchase Order Lookup" link and enter the PO number.
- **To find/print Department PDF copies of POs**, use the "Search Purchase Orders/Requisitions" or "Specific Purchase Order Lookup" link. Click the check box that appears to the left of your POs in the search results grid and choose the "Click here for a PDF file of all selected POs" link to obtain a PDF version of the Department copy of your PO to print or save.
- **To track requisitions**, choose the "Specific Requisition Status Lookup" link and enter the requisition number. The log will show when your requisition was last updated in the requisition generator, when the paper copy was received in Purchasing, where/if the paper copy was further routed for approvals. and once processed will show the detail information from the

- Choose the "Specific Requisition Status Lookup" link listed in the third bullet on the page.

UNIVERSITY OF WISCONSIN-MADISON UW HOME MY UW UW SEARCH

## Purchasing Information Inquiry

**Campus User Tools:**

- **Search Purchase Orders/Requisitions:** Find and view your released purchase orders or requisitions by Department, Project, and/or date range.
- **Specific Purchase Order Lookup:** View details about a known purchase order number, including payment information.
- **Specific Requisition Status Lookup:** View status details and tracking information about a known requisition number
- **Vendor Inquiry:** Get address, phone information, status, commodities, cross-references,

- Enter your requisition number and click "Begin Query"

UNIVERSITY OF WISCONSIN-MADISON

## Purchasing Information Inquiry - Specific Requisition Status Lookup

Enter the requisition number:

- Available log information is displayed with the newest recorded action listed first: The date of the last update in the requisition generator, the date received in Purchasing, the agent to whom the requisition is assigned, and any further routing. Once a PO is created, the full requisition detail will be available as well.

UNIVERSITY OF WISCONSIN-MADISON UW HOME MY UW

## Purchasing Information Inquiry - Specific Requisition Status Lookup

Enter the requisition number:

Action	Date
LAST UPDATED IN REQ GENERATOR	10/21/2008
REQ ASSIGNED TO CRESCENT KRINGLE at (608) 262-5321	10/20/2008
REQ BACK IN PURCHASING FROM RSP APPROVED	10/20/2008
REQ RECEIVED IN PURCHASING AND SENT OUT TO RSP FOR REVIEW	10/20/2008
RECEIVED BACK FROM DEANS OFFICE REPAIRED	10/20/2008
SENT BACK TO DEANS OFFICE-PROBLEM REQ	10/20/2008
RECEIVED IN PURCHASING	10/20/2008
LAST PRINTED IN REQ GENERATOR	10/20/2008