

Tracking External Requisitions

1. Navigate to the “Purchasing Information Inquiry” at <http://www.bussvc.wisc.edu/purch/purchingq.html> and choose the “Purchasing Information Inquiry” link listed in the first sentence. Login with your NetID and password.

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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. Logging into the **Purchasing Information Inquiry** is done through the UW System Authentication Hub to allow all UW System campuses access to the tool. Choose your campus from the list and login with the listed type of username and password. For UW-Madison, this will be your NetID (also used for My UW).

2. Choose the “Specific Requisition Status Lookup” link.

Choose Specific Requisition Status Lookup

Purchasing Information Inquiry

Campus User Tools:

- **Search Purchase Orders/Requisitions:** Find, view and print your released purchase orders o
- **Remaining Encumbrance Status Tool:** View details about a known purchase order number, i WISDM.
- **Specific Purchase Order Lookup:** View details about a known purchase order number, includ
- **Specific Requisition Status Lookup:** View status details and tracking information about a kr
- **Vendor Inquiry:** Get address, phone information, status, commodities, cross-references, pa
 - By known Vendor Number
 - By Vendor Name element or Vendor Address fragment
- **Tax Related Documents:** Download tax related documents.

3. Enter the requisition number and click “Begin Query”

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Purchasing Information Inquiry - Specific Requisition Status Lookup

Enter the requisition number:

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Choose Begin Query

4. 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.

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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

The most recent log data is displayed at the top

