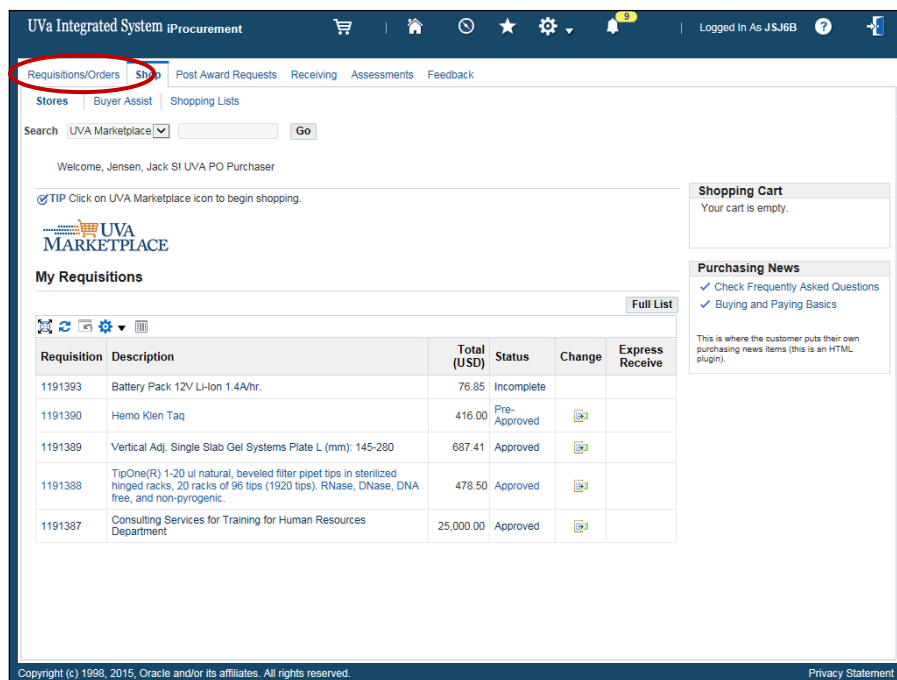
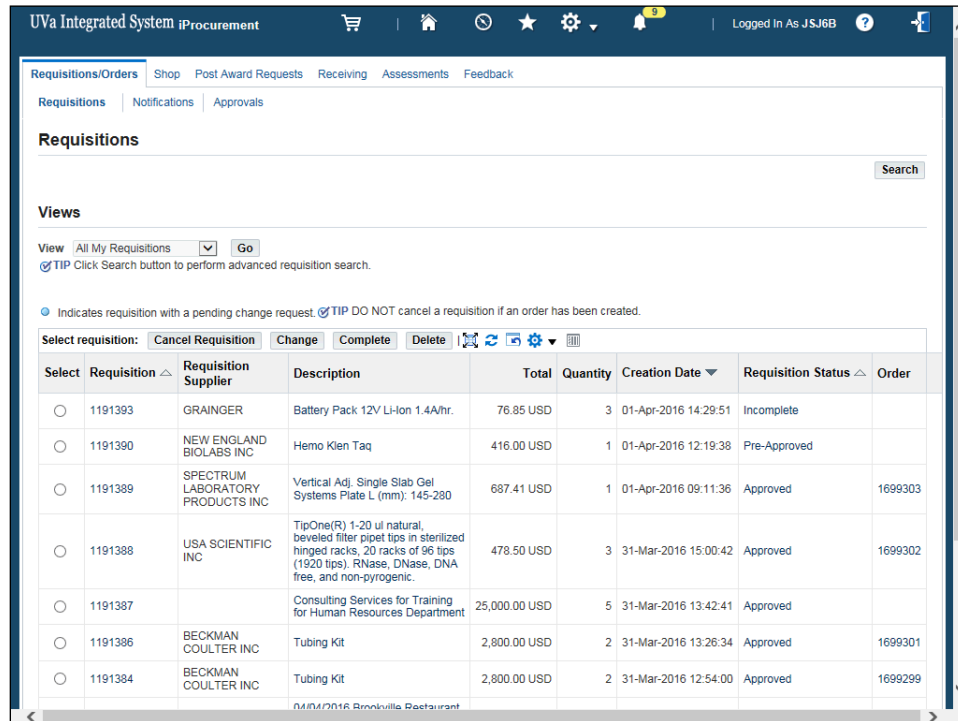


## How do I locate the PO number for my purchase requisition without looking at each purchase requisition record?

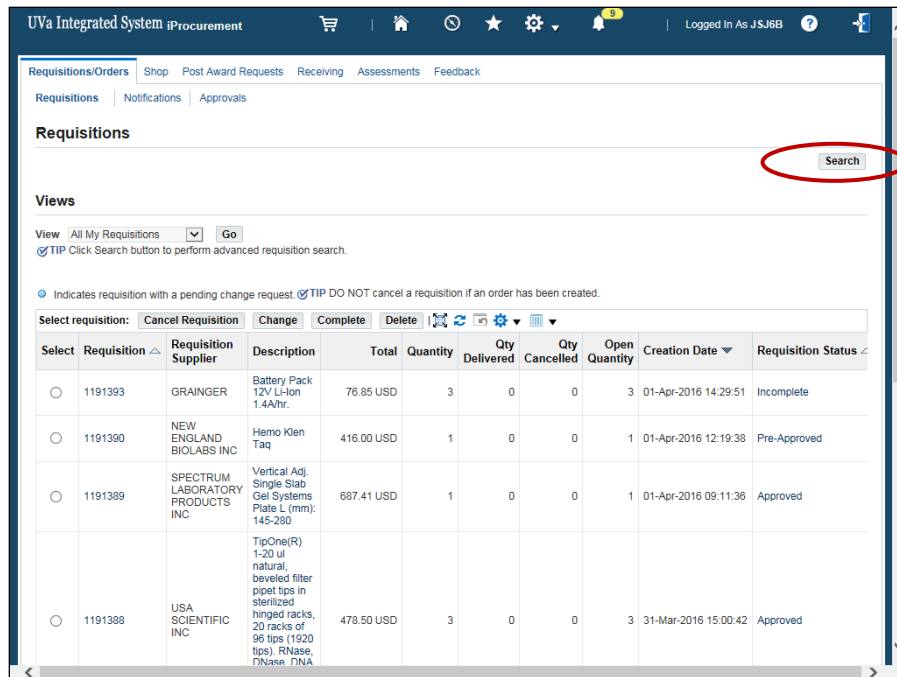
Step	Action
1.	<p>The requisition number is not reflected on the printed PO because the PO is a document that is sent to vendors external to UVA. Within iProcurement, you may find the PO number(s) that resulted from your requisition.</p> <p>Access iProcurement by selecting UVA Marketplace using your Purchasing responsibility. You will see your list of requisitions here, but to see more detail, including the purchase order numbers, date requisition was created, etc. you must click on the <b>Requisitions/Orders</b> tab.</p> <p>You can also click on the <b>Full List</b> button to see this additional information.</p> <p>Click on the <b>Requisitions/Orders</b> tab.</p>



Step	Action
2.	<p>The <b>Requisitions/Orders</b> tab displays. If the requisition was recently completed, it can easily be found on the Requisitions page. Your most recent requisitions will appear at the top of the requisitions. You can view the requisition information, such as Requisition number, Requisition Supplier, Description, Total amount, Creation Date, and the Requisition Status.</p>



Step	Action
3.	<p>Use the <b>Search</b> button to find requisitions that were created by someone else, or an older requisition. Some of the fields on which this search may be conducted include Requisition Number, Requisition Created By, Requester, and Supplier.</p> <p><b>Tip:</b> When the search window opens, click the <b>Clear</b> button and search by the individual's last name (using the Flashlight icon).</p>



UVA Integrated System iProcurement

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Requisitions | Notifications | Approvals

**Requisitions**

Views

View: All My Requisitions [Go]

TIP Click Search button to perform advanced requisition search.

Indicates requisition with a pending change request. TIP DO NOT cancel a requisition if an order has been created.

Select requisition: [Cancel Requisition] [Change] [Complete] [Delete]

Select	Requisition	Requisition Supplier	Description	Total	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date	Requisition Status
<input type="radio"/>	1191393	GRAINGER	Battery Pack 12V L-Ion 1.4A/hr.	76.85 USD	3	0	0	3	01-Apr-2016 14:29:51	Incomplete
<input type="radio"/>	1191390	NEW ENGLAND BIOLABS INC	Hemo Klen Taq	416.00 USD	1	0	0	1	01-Apr-2016 12:19:38	Pre-Approved
<input type="radio"/>	1191389	SPECTRUM LABORATORY PRODUCTS INC	Vertical Adj. Single Slab Gel Systems Plate L (mm); 145-280	687.41 USD	1	0	0	1	01-Apr-2016 09:11:36	Approved
<input type="radio"/>	1191388	USA SCIENTIFIC INC	TipOne(R) 1-20 ul natural, beveled filter pipet tips in sterilized hinged racks, 20 racks of 96 tips (1920 tips) RNase, DNase, RNA	478.50 USD	3	0	0	3	31-Mar-2016 15:00:42	Approved

Step	Action
4.	<p>The purchase order number associated with the requisition is listed on the far right, in the Order column.</p> <p>To view the purchase order, you can click on the purchase order number link.</p> <p>If there is no order number, then the requisition has not become a purchase order yet.</p> <p>If multiple POs resulted from the requisition, the word Multiple will appear in the Order field. Click on the requisition number link to see all of the PO numbers that resulted.</p>

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### Requisitions

Search

Views

View: All My Requisitions [Go]

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Select	Requisition	Requisition Supplier	Description	Total	Quantity	Creation Date	Requisition Status	Order
<input type="radio"/>	1191393	GRAINGER	Battery Pack 12V Li-Ion 1.4A/hr.	76.85 USD	3	01-Apr-2016 14:29:51	Incomplete	
<input type="radio"/>	1191390	NEW ENGLAND BIOLABS INC	Hemo Klen Taq	416.00 USD	1	01-Apr-2016 12:19:38	Pre-Approved	
<input type="radio"/>	1191389	SPECTRUM LABORATORY PRODUCTS INC	Vertical Adj. Single Slab Gel Systems Plate L (mm): 145-280	687.41 USD	1	01-Apr-2016 09:11:36	Approved	1699303
<input type="radio"/>	1191388	USA SCIENTIFIC INC	TipOne(R) 1-20 ul natural, beveled filler pipet tips in sterilized hinged racks. 20 racks of 96 tips (1920 tips). RNase, DNase, DNA free, and non-pyrogenic.	478.50 USD	3	31-Mar-2016 15:00:42	Approved	1699302
<input type="radio"/>	1191387		Consulting Services for Training for Human Resources Department	25,000.00 USD	5	31-Mar-2016 13:42:41	Approved	
<input type="radio"/>	1191386	BECKMAN COULTER INC	Tubing Kit	2,800.00 USD	2	31-Mar-2016 13:26:34	Approved	1699301
<input type="radio"/>	1191384	BECKMAN COULTER INC	Tubing Kit	2,800.00 USD	2	31-Mar-2016 12:54:00	Approved	1699299