How to Lookup Associated Documents If you have the REQUISITION NUMBER

1) Click on Purchasing

2) Requisitions
3) Review Requisition Information

4) Document Status

5) Enter the Requisition number in the Requisition ID field, and click on Search

Requisition Document Status

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

- Business Unit: 12000
- Requisition ID: 0000238047
- Requisition Status: 0000238047
- Requisition Date: 12000
- Origin: begins with
- Requester: begins with
- Description: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria
6) You will now see all of the associated documents for that Requisition. It should list the PO #. If received, it should list the receipt number. If vouchered, it should list the voucher(s), and if paid, it will list the payment IDs. You can click on any of the ID hyperlink documents to get more information about the requisition, receipt(s), voucher(s) and payment(s).