

How to Find Your Requisition's PO Number

Purpose: Once you've submitted a requisition and it's been approved, a purchase order (PO) is created and a PO number is generated. You may need to refer to the PO number for one reason or another – for instance, when dealing with the supplier about your order. This quick reference guide shows you how to find a requisition's PO number.

Audience: All University of Calgary employees who perform procurement duties as a part of their role.

Prerequisites: Must be logged in to PeopleSoft to locate a PO number.
Must have previously created a requisition in order for a PO number to have been generated.

Step 1: Access the Finance and Supply Chain Main Menu

1. From the myUofC portal, click **My work**.
2. Under the **Direct Access** header, click **PS Finance & Supply Chain**.

Note: Depending on your role, you may see an FS PeopleSoft link instead of PS Finance & Supply Chain.

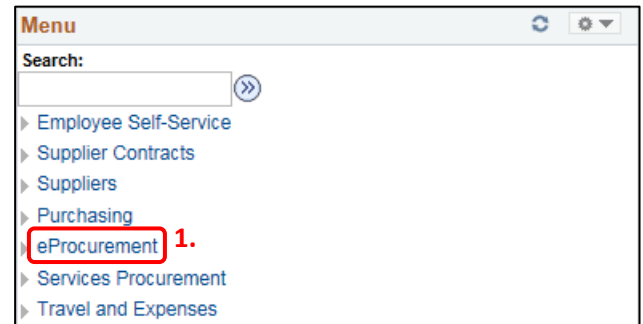
The **Finance & Supply Chain Main Menu** page is displayed.



Step 2: Navigate to the eProcurement Menu

1. From the Finance & Supply Chain Main Menu, click **eProcurement**.

You are taken to the **eProcurement Main Menu**.





Step 3: Navigate to the Manage Requisitions Page

1. Click **Manage Requisitions**.

The screenshot shows a navigation menu with four main items: Requisition, Buyer Center, Suppliers, and Manage Requisitions. The 'Manage Requisitions' item is highlighted with a red box and a red '1.' next to it. The description for 'Manage Requisitions' is: 'Review requisitions, edit or view status, cancel, receive, and Return To Vendor (Supplier).'

Step 4: List Your Requisitions

You arrive at the Manage Requisitions page.

1. Use any of the search fields to specify criteria that will help you retrieve the requisition you're looking for (a range of dates in which you submitted the requisition is a good place to start).
2. Click the **Search** button.

The screenshot shows the 'Manage Requisitions' search form. A red box labeled '1.' encompasses the search fields: Business Unit (UCALG), Requisition Name, Requisition ID, Request State (All but Complete), Budget Status, Date From (2016/09/09), Date To (2016/09/16), Requester, Entered By, and PO ID. A second red box labeled '2.' encompasses the 'Search' button.

Step 5: Select a Requisition

All requisitions that match your search criteria appear below the search function.

1. From the list of requisitions, check the **Request State** column. Items that display the state **PO(s) Created** will have a PO to view.
2. To see the requisition's progress in workflow, click the **Expand Section triangle** next to the **Requisition ID**.

The screenshot shows a table titled 'Requisitions'. The first row is highlighted with a red box labeled '2.' next to the Requisition ID '0000778048'. The 'Request State' column for this row is highlighted with a red box labeled '1.' and contains the text 'PO(s) Created'.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
0000778048	0000778048	UCALG	2016/06/24	PO(s) Created	Valid	1,137.00 CAD	[Select Action] Go
0000778074	Biologend	UCALG	2016/06/24	PO(s) Created	Valid	1,591.39 CAD	[Select Action] Go
0000778055	Guest supply order	UCALG	2016/06/24	PO(s) Created	Valid	98.14 CAD	[Select Action] Go
0000778068	ebio Ab	UCALG	2016/06/24	PO(s) Created	Valid	7,488.21 CAD	[Select Action] Go
0000778039	390578 Canem 50007673 TRW	UCALG	2016/06/24	PO(s) Created	Valid	104.03 CAD	[Select Action] Go
0000778072	OSI-Technical Engagemen...	UCALG	2016/06/24	PO(s) Created	Valid	3,035.00 CAD	[Select Action] Go
0000778081	Cedarlane-Rosy	UCALG	2016/06/24	PO(s) Created	Valid	98.00 CAD	[Select Action] Go
0000778045	Sub Zero/29901	UCALG	2016/06/24	Pending	Not Chk'd	285.00 CAD	[Select Action] Go



Step 6: Display the Requisition Details

Workflow steps shown in colour with working links indicate completed and pending processes. Icons in grey indicate steps not yet begun. If the Purchase Order icon reflects a completed step, it means a PO has been assigned.

1. To see the requisition's associated PO number, first click the requisition number appearing above the workflow.

The **Requisition Details** page is displayed.

Requisition Details

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total
0000778048	0000778048	UCALG	2016/06/24	PO(s) Created	Valid	1,137.00 CAD

Requester: Thiessen,Alesia
Pre-Encumbrance Balance: 1137.00 CAD
Entered By: Thiessen,Alesia
Priority: Medium

Request Lifespan:

Line	Description	Status	Price	Quantity	UOM	Supplier
1	Anti-MHC Class II antibody...	PO Created	480.00000 CAD	1.0000 EA		CZECHOWSKY & TERRIFF PROFESSIONAL CORP
7	Anti-TNF alpha antibody [52B...	PO Created	495.00000 CAD	1.0000 EA		CZECHOWSKY & TERRIFF PROFESSIONAL CORP
8	Fluorescein (FITC)-AffiniPur...	PO Created	162.00000 CAD	1.0000 EA		CZECHOWSKY & TERRIFF PROFESSIONAL CORP

Note: You can click on any active icon/link to see its details. For example, to see who's approved your request so far, or who next needs to, click the **Approvals** icon or its link.

Step 7: View PO Information

1. Click the PO Information link under any of the Requisition Line items to view the PO Information.

Note: For a multi-line requisition where there was more than one supplier used, you may need to click on every line, as each may have a unique PO number associated with it.

Requisition Lines

Line	Item Description	Source Status	Amount Only	Quantity	Price	Status	Total
1	Anti-MHC Class II antibody...	Complete	No	1.0000 Each	480.00000CAD	Approved	480.00
7	Anti-TNF alpha antibody [52B...	Complete	No	1.0000 Each	495.00000CAD	Approved	495.00
8	Fluorescein (FITC)-AffiniPur...	Complete	No	1.0000 Each	162.00000CAD	Approved	162.00



Step 8: Locate the PO Number

A pop-up displays showing PO Information for the selected line item, including PO number, PO status, vendor, and supplier status.

1. The PO number for each line item appears immediately below the PO information header, along with other information pertaining to the PO and its status.

PO Information for Line 1

Business Unit UCALG
Requisition ID 0000778048
Line Number 1

PO information Find | View All First 1 of 1 Last

PO ID	PO Status	Supplier	Receipt Status
0000786022	Open	CZECHOWSKY & TERRIFF PROFESSIONAL CORP	PO Not Received

PO Line Information Personalize | Find | First 1 of 1 Last

PO Line	Sched	Due Date	Ship To	PO Qty	Price
1	1	2016/09/01	HRIC-2A29	1.0000	480.00000 CAD

Return

You have now acquired the PO number for a submitted requisition.

For more information on Supply Chain Management, please visit the SCM website at:

<http://www.ucalgary.ca/finance/scm>

For other training material, job aids and simulations, visit the university's training and development website at:

<http://www.ucalgary.ca/training>