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.

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.

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.
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.

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.
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.

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