

How to Check the Status of a Requisition

- 1) Click **FSCM**;
- 2) Click **NavBar** by clicking icon in upper right corner;
- 3) Click **Navigator** -> **Purchasing** -> **Requisitions** -> **Review Requisition Information** -> **Requisitions**;
- 4) Click the magnifying glass on the **Requisition ID** line (second from the top);
- 5) Select **contains** from the drop down menu beside *Requisition ID* (first line);
- 6) Enter your requisition number in *Requisition ID* line;
- 7) Click **Search**;
- 8) Click your requisition under *Requisition ID*;
- 9) Click **OK**;
- 10) Click **Status** tab;

If there is not a Y listed under On PO it has not been turned into a PO yet.
If there is a Y, continue with steps 11 and 12;

- 11) Click on paper icon to right of *Use Procurement Card*;
- 12) You should see the status of the requisition and can search any of the highlighted icons on the approval timeline for further information.