

## FINDING A PURCHASE ORDER NUMBER IN ORACLE

Once your requisition has been submitted and approved, you may look in Oracle to find the PO number:



Click on "Requisitions Summary."

Find Requisitions

Operating Unit

Requisition Number  ...

Preparer

Buyer

Reference Num

Type

Requester

Modified

Import Source

Line

Line Type

Line Status Date Ranges Sourcing Deliver To Related Documents

Item, Rev

Category

Description

Supplier Item

Results

- Headers
- Lines
- Distributions

Clear New Find (F)

Enter your Requisition Number in the field indicated; click on "Find."

Requisition Headers Summary

Number	Description	Approval Status	Creation Date	Currer
[Redacted]	[Redacted]	Approved	09-MAY-2017 16:36:17	USD

Buttons: Lines, New, Open

Click on "Lines."

Requisition Lines Summary

Requesting Org	Number	Line	Rev	Item	Description	Category
New York Instit	2 [Redacted]	1			[Redacted]	PCS020

Buttons: Distributions, New, Open

The screen shown above will appear with your requisition information displayed. Scroll all the way to the right...

Requisition Line Number	Location	Order Number	Purchasing Org	Contract Num	Ver	[ ]
1			New York Instit			....

and the above information will come into view. Your PO number is shown under the "Order Number" column. (If no order number is indicated your requisition has not made it through the approval chain – see "Checking the Status of your Requisition" for instructions on how to determine the status of your Requisition).