



# PURCHASE REQUISITIONS

REQUISITION INQUIRY

PURCHASING 701.5.6

## OVERVIEW

- ▶ **REQUISITION INQUIRY:** The requisition inquiry allows you to view a requisition in inquiry mode only. This is useful for determining the status of requisitions (approved, not approved, in progress, etc.)
- ▶ **CONTACT:** The contact for “Requisition Inquiry” is the Office of Support Services (783-2018)

## LOGIN

- ▶ Login to Datatel/Colleague.  
  
See Sections 402 or 403 for login instructions. If you do not have a Datatel account, please contact the Office of Institutional Research and Computer Applications (783-2009).



## GETTING AROUND

- ▶ See Section 501 for assistance in Getting Around the system.

## REQUISITION INQUIRY

PURCHASING 701.5.6

## MENU SELECTION

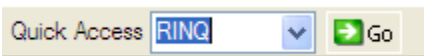
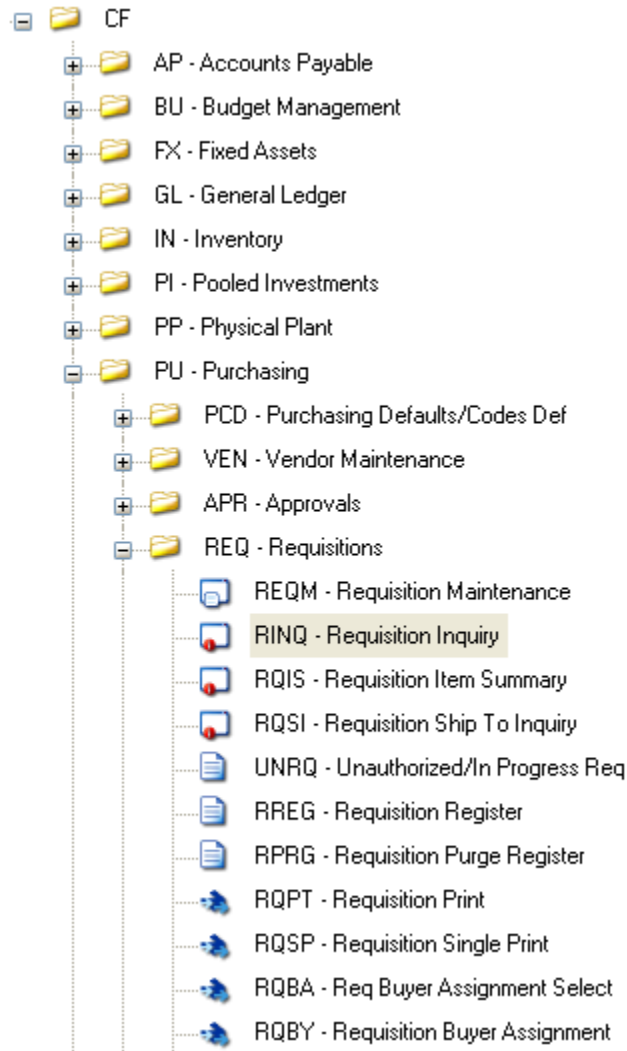
- ▶ Choose CF under the Colleague **Apps** Menu
- ▶ Click the  to expand the **Purchasing** Menu
- ▶ Click the  to expand the **Requisitions** Menu
- ▶ Select **RINQ - Requisition Inquiry** Menu

OR

- ▶ Enter **RINQ** in the Quick Access Box
- ▶ Click **GO**

## REQUISITION INQUIRY

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### SELECT REQUISITION

- ▶ Enter requisition number in Requisition Lookup box

OR

- ▶ Perform standard lookup using vendor name or partial vendor name. See Section 701.5.5 for lookup for options.

RINQ SCREEN

► Click

► RINQ – Requisition Inquiry screen opens.

RINQ-Requisition Inquiry

Requisition: 0001425      Status: PO Created      Status Date: 12/08/06

Requisition Date: 12/08/06      PO Numbers: 1 P0003663  
 Initiator: Ms. Ladonna M. Purce      BPO Numbers: 1  
 Required Date:      Comments: 1 KW/AB/LP  
 Vendor ID:      Expire Date:      Priority: RT Received &  
 Name: 1 R&H Distributing  
 City/St/Zp: Mayslick KY 41055  
 Ship To: SS Morehead State University  
 Appr/Date: 1 Michael Walters 12/08/06

Line Items					
	Description	Quantity	Estimated Price	Extended Price	Tax
1	cooler rental for Dec.	1.000	26.5000	26.50	
2					
3					
4					
Taxes				Item Total	26.50
Amounts				Tax Total	0.00
				Req Total	26.50

Controller Name      Value 1/1





STATUS

- Requisition status is viewed in header bar.
- Options are:

## REQUISITION INQUIRY

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U – In Progress/Unfinished (Requisition not marked “Done”)  
N – Not Approved  
O – Outstanding (Complete and Approved)  
P – PO Created (PO or BPO number provided in top right corner of screen)

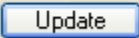

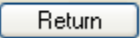
Requisition: 0001425	Status: PO Created	Status Date: 12/08/06
Requisition Date: 12/08/06	PO Numbers: 1 P0003663	 
Initiator: Ms. Ladonna M. Purce	BPO Numbers: 1	 

### EXIT REQUISITION INQUIRY SCREEN

- ▶ Click 
- ▶ Click  in Alert Box






**Alert**

Update record, Cancel record or Return to editing

- ▶ Click  in Requisition Lookup Box

Requisition LookUp

### MAIN MENU

- ▶ Returned to Main Menu

**LOGOUT**

▶ See Section 402 or 403 for logout procedures.



Last Revision: 1/2/07