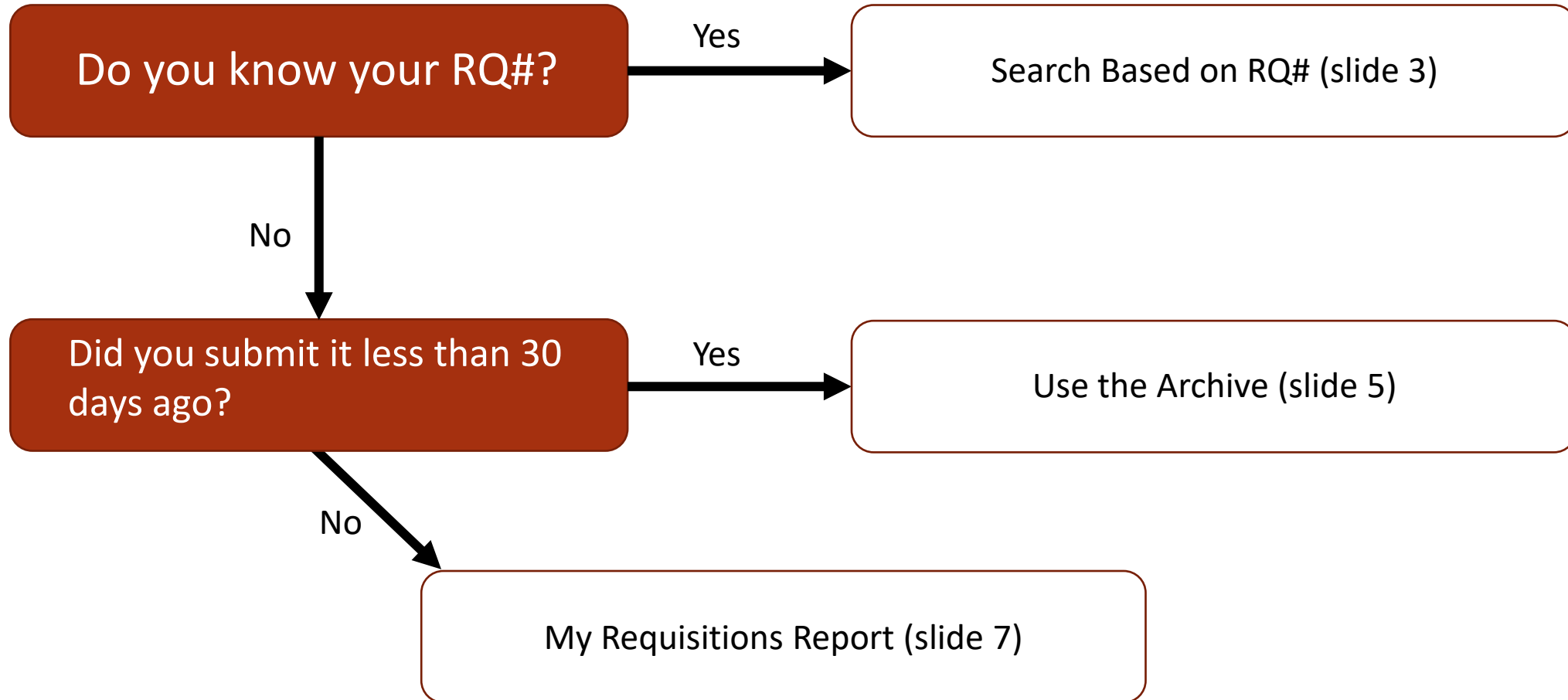


How to Find the PO#

A Purchase Order (PO) number is given to an approved requisition. After your requisition is approved, vendors may ask for a PO#. You can ask Fiscal Officer Jackie Shreves.5@osu.edu, or use this guide to find it yourself.

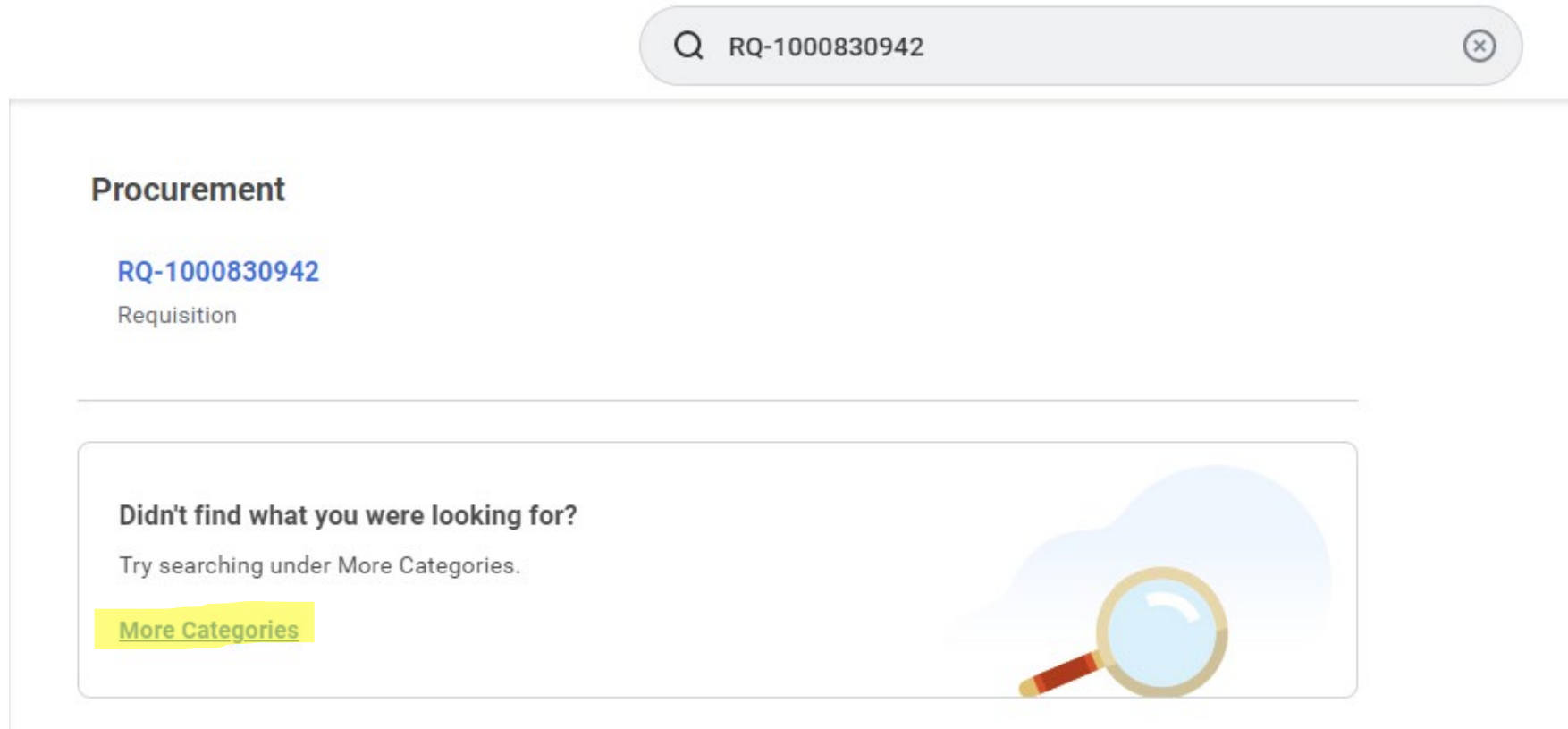
Finding the Requisition

There are multiple ways to find a purchasing Requisition that you have submitted. You may need to just view it, or you be able to edit it if it is assigned to you in processing.



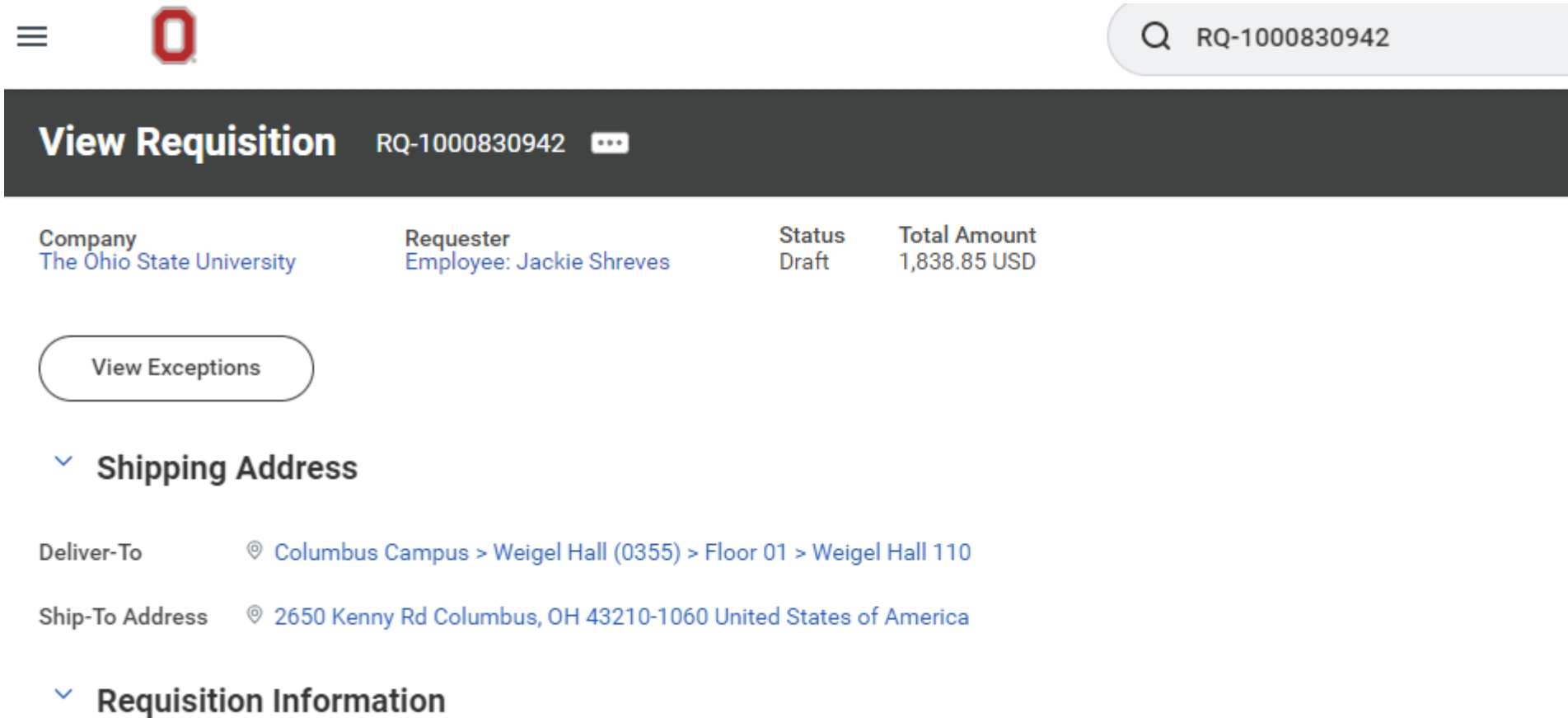
Search Based on RQ#

In Workday, type your RQ# in the search box and hit enter. If you do not see a result, select the **More Categories** option. Your RQ number should show in a blue hyperlink. Click it to proceed.



The screenshot displays a search interface with a search bar at the top containing the text "RQ-1000830942". Below the search bar, the results are categorized under "Procurement". A single result is shown: "RQ-1000830942" in blue text, with "Requisition" below it. At the bottom of the results area, there is a message: "Didn't find what you were looking for? Try searching under More Categories." The text "More Categories" is highlighted in yellow. To the right of this message is an illustration of a magnifying glass over a light blue cloud.

Now you can view your Requisition. At the top, you will be able to confirm the **Total Amount** and the **Status**. **Draft** status indicates that it is awaiting submission (or re-submission) by you, **In Progress** indicates that it is moving through various approvers at the university, and **Successfully Completed** means it has been approved and is finished.



The screenshot shows a web interface for viewing a requisition. At the top left is a hamburger menu icon and the Ohio State University logo. At the top right is a search bar containing the requisition ID 'RQ-1000830942'. Below this is a dark header bar with the text 'View Requisition' and the requisition ID 'RQ-1000830942' followed by a three-dot menu icon. The main content area displays key details in a table-like format: Company (The Ohio State University), Requester (Employee: Jackie Shreves), Status (Draft), and Total Amount (1,838.85 USD). Below the table is a 'View Exceptions' button. The 'Shipping Address' section is expanded, showing 'Deliver-To' as 'Columbus Campus > Weigel Hall (0355) > Floor 01 > Weigel Hall 110' and 'Ship-To Address' as '2650 Kenny Rd Columbus, OH 43210-1060 United States of America'. The 'Requisition Information' section is also expanded.

View Requisition RQ-1000830942

| | | | |
|---|--|------------------------|-------------------------------------|
| Company The Ohio State University | Requester Employee: Jackie Shreves | Status Draft | Total Amount 1,838.85 USD |
|---|--|------------------------|-------------------------------------|

[View Exceptions](#)

Shipping Address

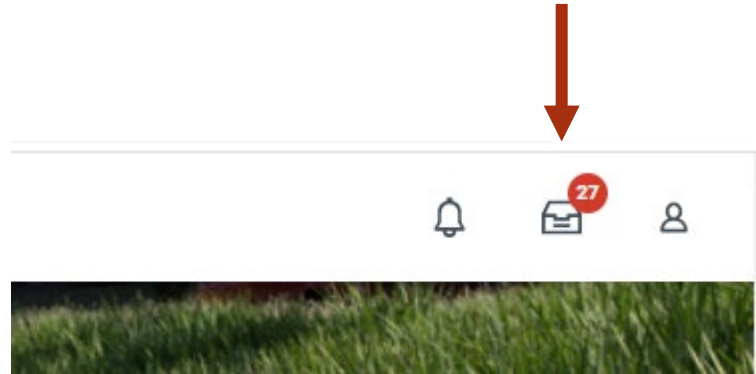
Deliver-To [Columbus Campus > Weigel Hall \(0355\) > Floor 01 > Weigel Hall 110](#)

Ship-To Address [2650 Kenny Rd Columbus, OH 43210-1060 United States of America](#)

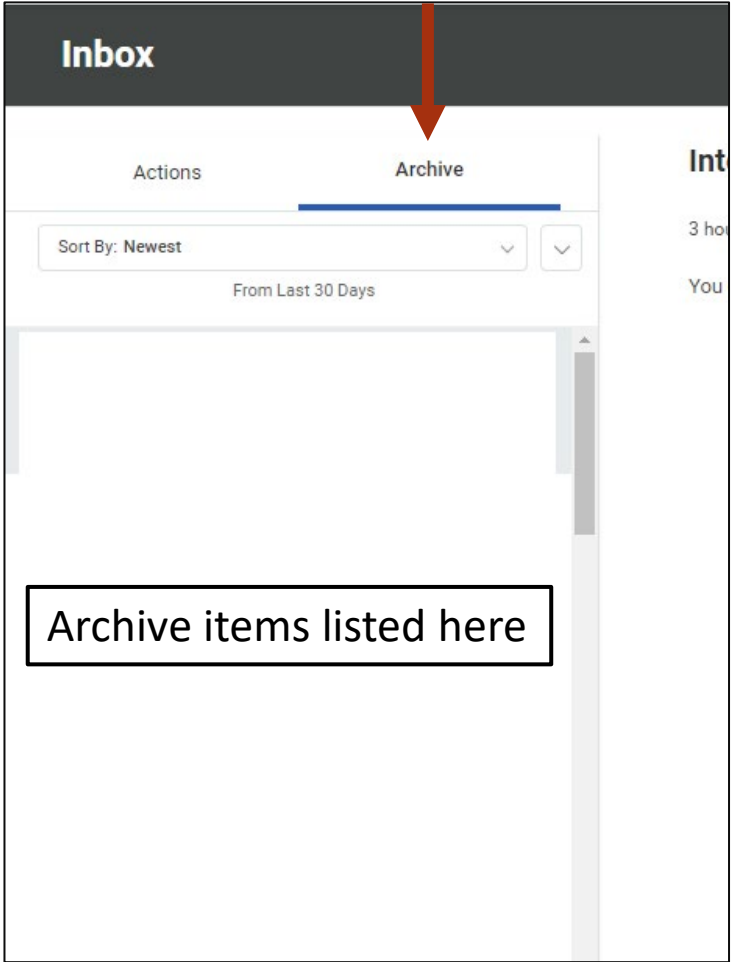
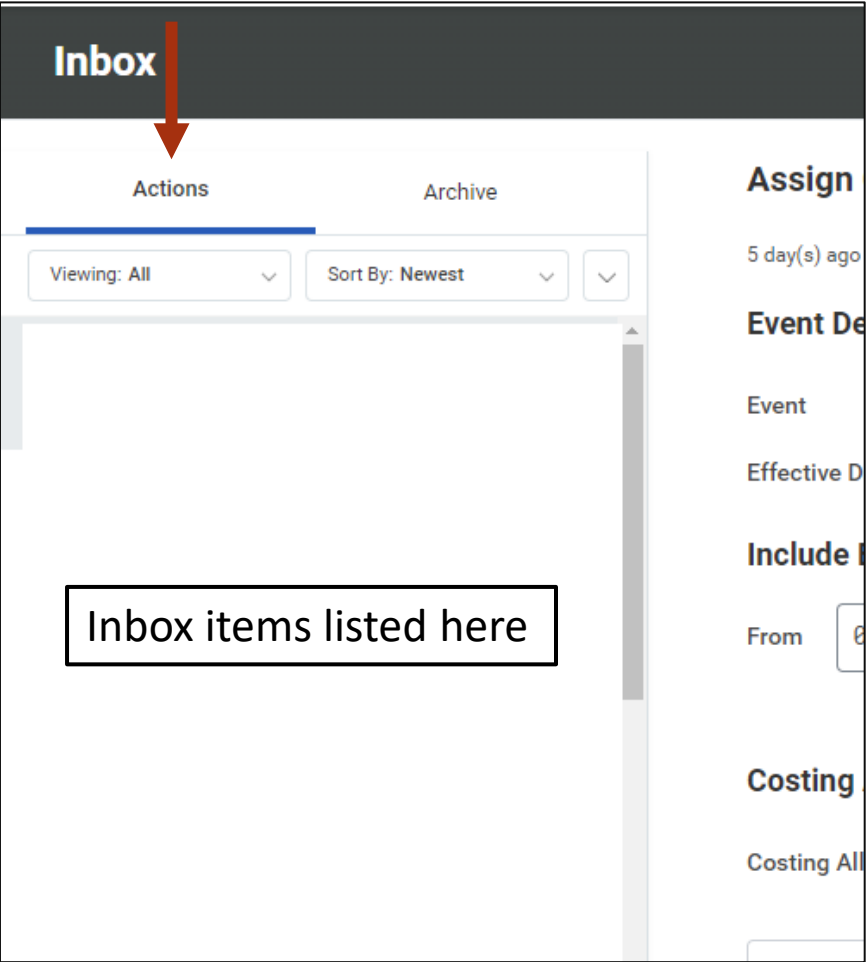
Requisition Information

Use the Archive

In Workday, look to the upper right corner, where you will see a bell icon (notifications) and an open envelope icon (mailbox). Click the envelope.

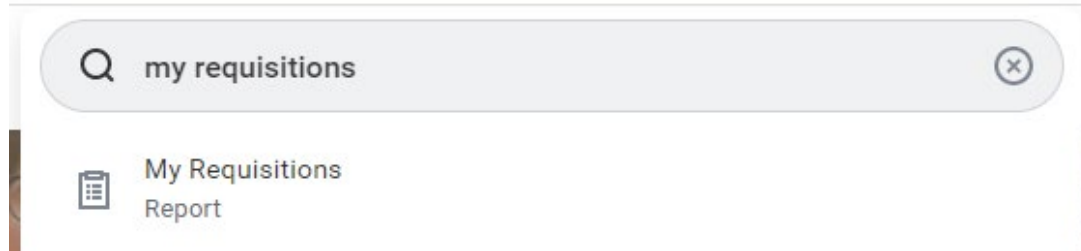


This will take you to your inbox page with a panel on the left-hand side, listing any active items. Clicking the Archive tab will show all actions done in the last 30 days and you can find a recent Requisition by looking through that column.



My Requisitions Report

In Workday, type My Requisitions in the search box and click the report option that appears.



You will see a pop up box like on the right. You can add various filters to search for something, but it is not necessary. If you know the approximate date of when you submitted your requisition, you can search for a date range and it will return all results within that range.

Click **OK** to see your search results.

My Requisitions

| | |
|----------------------------|--|
| Company | <input type="text" value="X The Ohio State University ..."/> |
| Requisition | <input type="text"/> |
| Status | <input type="text"/> |
| Requisition Type | <input type="text"/> |
| Requesting Inventory Site | <input type="text"/> |
| Document Date On or After | <input type="text" value="07/31/2022"/> |
| Document Date On or Before | <input type="text" value="MM/DD/YYYY"/> |
| Supplier | <input type="text"/> |
| Spend Category | <input type="text"/> |
| Item | <input type="text"/> |
| Project | <input type="text"/> |
| Purchase Order | <input type="text"/> |
| Exclude Canceled | <input checked="" type="checkbox"/> |
| Exclude Closed | <input checked="" type="checkbox"/> |
| Include Job Requisitions | <input type="checkbox"/> |

You will see a list of all results in that timeframe. It will also show the **Request Status**. **Draft** status indicates that it is awaiting submission (or re-submission) by you, **In Progress** indicates that it is moving through various approvers at the university, and **Successfully Completed** means it has been approved and is finished.

If you need to edit the RQ, you can select the **Edit Requisition** button on the right.

▼ Procurement Requisitions

6 items

Turn off the new tables view



| Requisition | Requisition Type | Requesting Inventory Site | Document Date | Total Amount | Currency | Suppliers | Purchase Orders | Request Status | Memo to Suppliers | Internal Memo | Edit Requisition |
|-------------------------------|-------------------------------|---------------------------|---------------|--------------|----------|------------------------------------|-------------------------------|------------------------|----------------------------|---|----------------------------------|
| RQ-1000864816 | Change Order Request | | 08/29/2022 | 60.00 | USD | DAVIS PIANO MOVING | | In Progress | | Change order to increase RQ-1000803730. RQ-...more | Edit Requisition |
| RQ-1000845375 | Non-Catalog Request | | 08/17/2022 | 120.00 | USD | DAVIS PIANO MOVING | PO-1000870316 | Successfully Completed | Invoice: 43 ...more | Move of piano from room to room in Timashev bu...more | |
| RQ-1000842467 | After the Fact Purchase Order | | 08/16/2022 | 10,000.00 | USD | | | In Progress | | One musical composition to be used in the Tim...more | Edit Requisition |
| RQ-1000840607 | After the Fact Purchase Order | | 08/15/2022 | 2,300.00 | USD | CAMPUSPARC LP | PO-1000863141 | Successfully Completed | Invoice: 101405 ...more | Parking lot rental used for the Youth Summer M...more | |

Service Lines

Turn off the new tables view

1 item

| Line | Image | Company | Item | Amount | Date | Deliver-To | Ship-To Address | Ship-To Contact | Supplier |
|------|-------|---------------------------|---|--|--|---|--|-----------------|------------------|
| Q | | The Ohio State University | Item Description 60 day advertisement in Higher Ed Commodity Code 82101503 - Magazine advertising Spend Category Advertising Services not digital (SC10507) | Requested 190.00 Ordered 190.00 | Start Date 04/01/2022 End Date 06/30/2022 | 📍 Columbus Campus > Weigel Hall (0355) > Floor 01 > Weigel Hall 110 | 📍 2650 Kenny Rd Columbus, OH 43210-1060 United States of America | Jackie Shreves | OHR Employment A |

Scroll down to the Goods or Services line where your item is listed. Drag the slider all the way to the right and you will see the Purchase Order number

Service Lines

Turn off the new tables view

1 item

| Tax Recoverability | Memo | *Cost Center | *Balancing Unit | *Fund | Gift | Grant | Program | Project | *Additional Worktags | Sourced | Splits |
|--------------------|------|-----------------------------------|--|--------------------|------|-------|---------|---------|--|--|--------|
| | | CC12304 Arts and Sciences Music | BL1462 Arts and Sciences Arts and Humanities | FD100 General Fund | | | | | Expenditure Treatment: ET100 Continuing Funds Function: FN100 Instruction and Departmental Research | Purchase Order PO-1000800703 - Line 1 | |