1. After logging into PeopleSoft Financials, you will access **Requisition Inquiry** via the Homescreen under **eProcurement** and then click on **Requisition Inquiry**. You can also get to the screen via **Nav Bar > Navigator > Purchasing > Requisitions >> Add/Update Requisitions >> Find an Existing Value**.

2. The **Requisition Inquiry** screen allows users to search for requisitions for departments that they have access to. Users can use the different search options available below to find the requisition.

3. If you are a departmental purchasing approver or do not have access to the requester’s requisitions, you will get the below message. Click **OK** to transfer to the inquiry screen.
You do not have authority to UPDATE requisitions for 0000030284. (10100.41)

You do not have authority to UPDATE Requisitions for this Requester. Your system administrator must give the proper authority. Select 'OK' to transfer to Inquiry. Select 'Cancel' to Return.

4 To review the requisition header and line comments, click on the Status tab. Under the Details section, click Details.

5 The Header Comments Attachments can be found using the paperclip icon next to the Header Comments field. The Line Comment Attachments can be found using the paperclip icon next to the Line Comments field.

6 To review more detailed information, click on the Requisition # that is hyper-linked under the Requisition field on the Details tab.

7 The Details tab has information regarding the Supplier ID, Requisition Quantity, Unit of Measure, Merchandise Amount, Amount Only and Schedule Details. To find the detailed chartfield spread information, click on the Schedule Details icon which is located to the far right and is the last icon on the line item details.
The Schedule Details icon, shows more information including Shipping Address, Price, Requisition Quantity, Merchandise Amount and the Distribution Details. To find the chartfield spread distribution details, click on the **Distribution Details** icon which is located to the far right and is the last icon on the line item details.

More Detailed information regarding the Asset Information and the Budget Information can be found on the **More, Asset Information, and Budget Information** tabs.

To review the Workflow Approval information, click on the **Approval Status** icon on the **Status** tab. This will show where the requisition is in the workflow process. The Reviewer/Approver is the buyer that was assigned to the Requisition. You may reach out the buyer directly via email or email askpurchasing@ouhsc.edu with any questions you might have.