

I have already submitted a requisition. How do I get a PO number?

- When you submit Catalog and Punchout requisitions, Fusion automatically emails you with information once it is approved. This includes the system-generated PO number.
- In the case of non-catalog requisitions, you receive the PO number after the Buyer processes it. As shown on the **Manage Requisitions** screen below, the PO number displays under the **Order column** for that requisition. If this field is blank, it means the PO has not been generated yet and is *pending* Supplier acknowledgment or Buyer assignment.
- If you have not received the email with the PO number,

1. Go to your **Managing Requisitions** screen and search for the requisition.

The screenshot shows the Oracle Manage Requisitions interface. A search filter box is highlighted with a red rectangle, containing fields for Requisitioning BU (Westgate BU), Entered By, Requisition (REG%), Description, Created, and Status (All). Below the search results, a table lists requisitions with columns for Requisition, Description, Creation Date, Approval Amount, Status, Funds Status, and Order. The Order column is highlighted with a red rectangle, showing PO numbers for requisitions with an 'Approved' status.

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
REG0333759	APDC Invoice 163766	4/27/23	1,979.25 USD	Pending approval	Not reserved	
REG0333758	Brawny Professional Disposable Dusting Cloth by GP PRO, Yellow, 50Pack (29616)	4/27/23	214.04 USD	Pending approval	Not reserved	
REG0333757	APDC Invoice 163354	4/27/23	819.50 USD	Pending approval	Not reserved	
REG0333756	HBV024A1C30CCT 2 TON WSHIP RIGHT HAND RETURN	4/27/23	15,156.00 USD	Pending approval	Not reserved	
REG0333755	SHERWIN WILLIAMS-ZENNIS PM 200 0 EG EXTRA B20W12651-5 GAL WESTGATE TAN	4/27/23	1,343.20 USD	Approved	Not applicable	724162
REG0333753	EPO # 722245 HUSKY 100FT. 12/3 EXTENSION CORD, YELLOW	4/27/23	259.32 USD	Incomplete	Not reserved	
REG0333752	AMAZON - SPA SUPPLIES - A. PASQUALONE	4/27/23	204.47 USD	Approved	Not applicable	724148
REG0333751	REQ BY MICHAEL GARRISON/CINTAS FIRE DIVISION/ EPO711783: INVOICE 0F63584284, 0F63584279, 0F63584280, 0F63584281, 0F63584081	4/27/23	1,901.95 USD	Approved	Not applicable	711783
REG0333750	REQ BY Carlos Ramirez/ CARRIER ENTERPRISE/Quote #5067032-00 - Unit #2 pavilion	4/27/23	6,470.08 USD	Approved	Not applicable	724157

2. Click on the requisition.

Manage Requisitions

Search Results

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
REQ333742	CS 289-131 1G DURAPLATE CLR TB B100_Shuffleboard Green (PPG1227-2)_91620200003300 ITEM#FT28931EA	4/27/23	157.08 USD	Pending approval	Not reserved	
REQ333743	Coffee Express Invoice #49371	4/27/23	653.93 USD	Approved	Not applicable	
REQ333744	SUPER SCRAPE IMPRESSIONS DESIGN# 3666695 SIZE/STYLE 2'6'X3' HORIZONTAL	4/27/23	1,056.60 USD	Approved	Not applicable	724121
REQ333745	TOILET SEAT COVER - HALF FOLD 5000/CS	4/27/23	92.88 USD	Approved	Not applicable	724141
REQ333746	SHAMPOO, 1 OZ WG WOODBURY FLIP CAP TUBE BROWN SUGAR & FIG SCENT, HOTEL EMPORIUM WEST-WCO-SHA-30ML, +, -, CASE 200, REPLACES AMNSHA001A	4/27/23	3,446.72 USD	Approved	Not applicable	724124
REQ333747	Sport Tek Dri Mesh Polo, Color : Steel, Size : M	4/27/23	631.75 USD	Pending approval	Not reserved	
REQ333748	STAPLES - D BATTERIES - D. STALLINGS	4/27/23	63.58 USD	Approved	Not applicable	724125
REQ333749	INV #2094 - LINDA VISTA SERVICE - LOADING DOCK WAGES FOR ALEJANDRA JAIME AND TOMMY RODRIGUEZ	4/27/23	2,466.40 USD	Approved	Not applicable	724123
REQ333750	REQ BY Carlos Ramirez/ CARRIER ENTERPRISE/Quote #5067032-00 - Unit #2 pavilion	4/27/23	6,470.08 USD	Approved	Not applicable	724157
REQ333751	REQ BY MICHAEL GARRISON/CINTAS FIRE DIVISION/ EPO711783: INVOICE 0F63584284, 0F63584279, 0F63584280, 0F63584281, 0F63584081	4/27/23	1,901.95 USD	Approved	Not applicable	711783
REQ333752	AMAZON - SPA SUPPLIES - A. PASQUALONE	4/27/23	204.47 USD	Approved	Not applicable	724146

3. Then, on the Requisition screen, go to the Buyer field.

Requisition: REQ333742

Check Funds View Life Cycle Actions Done

Requisitioning BU Westgate BU Creation Date 4/27/23

Entered By Requester Entered Status Pending approval Requisition Amount 157.08 USD

Description CS 289-131 1G DURAPLATE CLR TB B100_Shuffleboard Green (PPG1227-2)_91620200003300 ITEM#FT28931EA Justification Shuffleboard paint Approval Amount 157.08 USD

Funds Status Not reserved Attachments None

Requisition Lines

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Funds Status	Order	Line Life Cycle
1		CS 289-131 1G DURAPLATE CLR TB B100_Shuffleboard Green (PPG1227-2)_91620200003300 ITEM#FT28931EA	Paint Outdoor	3	Each	52.36 USD	157.08	Pending approval	Not reserved		

Rows Selected 1 Columns Hidden 13

Line 1: Details

Requester Requested Delivery Date 5/4/23 Destination Type Expense

Deliver-to Location Type Internal Buyer Buyer PO

Deliver-to Location Leisure Resort Suggested Supplier PPG ARCHITECTURAL FINISHES INC Supplier Item

Billing

Distribution	Charge Account	Budget Date	Percentage	Quantity	Amount (USD)	Funds Status
1		4/27/23	100	3	157.08	Not reserved

- When this field displays “PO Buyer,” it means the requisition has not yet been assigned to a buyer.
- If you have not received the email with the PO number within two (2) business days, check the requisition again to see if the buyer is listed. If no buyer is listed, reach out to your regional Purchasing team for more information.
 - a. East Region: Eastregionpurchops@wgresorts.com
 - b. West Region: Westregionpurchops@wgresorts.com
 - c. Orlando Region/All Florida Offices: Orlandoregionpurchops@wgresorts.com