

How would I find out if the PO is created for the requisition which I submitted?

When you submit a requisition, Fusion processes it into a PO and you receive a second email with the information.

- If this is a non-catalog requisition, you receive it after the Buyer processes it, as shown on the Manage Requisitions screen below where the **Order column** is blank, then the PO has not been generated yet.
- You may not see the PO number if it is pending supplier acknowledgment.

Manage Requisitions

Search

Requisitioning BU: [Dropdown]
Entered By: Choate, Clint
Requisition: [Text]
Description: [Text]
Created: [Dropdown]
Status: All

Requester: [Text]
Supplier: [Text]
Order: [Text]
Item: [Text]

Search Results

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
135	Test Scenano 1b	11/15/22	2.13 USD	Approved		
120	IRON, PROCTER SILEX, SKI AND SEA IR3106789, WHITE, NONSTICK SOLE PLATE, EACH	11/14/22	113.65 USD	Approved		679847