

I am not able to find the requisition/PO which I have to receive. Where should I look?

To find a requisition that you are ready to receive in Fusion go to you Requisitions Page. This the first screen you will see (in Fusion) after clicking the **Purchase Requisitions** button in your **Home Page**, where your “active” requisitions display.

The screenshot shows the Oracle Requisitions page. At the top, there is a navigation bar with the Oracle logo, a search bar, and links for 'More Tasks', 'Manage Requisitions', and 'Shopping Lists'. Below the navigation bar, there is a 'Purchasing News' section with a message about Central Warehouse orders. The main content area is divided into two sections: 'Recent Requisitions' and 'Recent Purchases'. The 'Recent Requisitions' section contains a table with two rows of requisitions, both marked as 'Rejected'. A red box highlights the table, and a mouse cursor points to the 'View More' link next to the table header.

Recent Requisitions		View More
REQ242818	CAN LINER, 38 X 58 1.5 MIL 60 GL LOW' ...	Rejected
REQ242815	trash receptacles	Rejected

You can also search for the requisition or purchase order using the **Managing Requisitions screen** using at least the PO number or requisition number.

The screenshot displays the Oracle Manage Requisitions search interface. At the top, there are navigation icons and a 'Done' button. The main search area includes a 'Search' section with various filters: Requisitioning BU (dropdown), Entered By (text input with search icon), Requisition (text input with search icon), Description (text input with search icon), Created (dropdown), and Status (dropdown set to 'All'). To the right, there are fields for Requester, Supplier, Order, and Item, each with a search icon. Below these is a 'Requisitions Requiring Attention' dropdown. A 'Search' button is located at the bottom right of the search area. The 'Search Results' section below features a toolbar with 'Actions', 'View', 'Format', 'Print', 'Freeze', 'Detach', and 'Wrap' options. A table is partially visible at the bottom with columns: Requisition, Description, Creation Date, Approval Amount, Status, Funds Status, and Order.

For your convenience, please **double-click** the links below to access the corresponding modules in the **Requisition Process in Fusion** course to learn how to:

- Search and sort requisitions in [Module 2 – Advance Requisitions Functions](#), and review the **Managing Requisitions section**.
- Receive, Correct, Unreceive, and close requisitions in [Module 3 - Receiving Purchases](#).