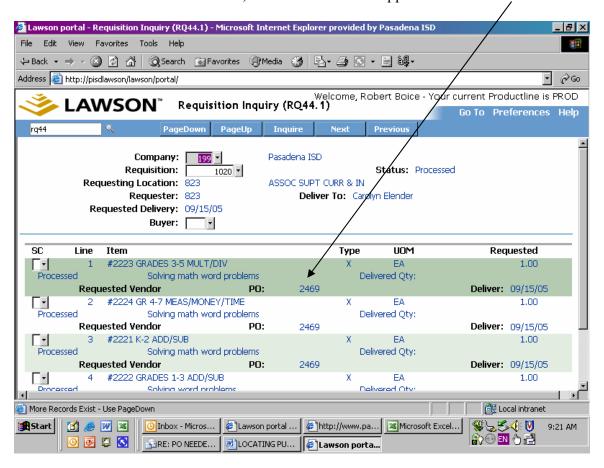
LOCATING PO NUMBER AT-A GLANCE

- 1. Go to the RQ44 (Requisition Inquiry) screen
- 2. Enter the Company number 199
- 3. Enter your requisition number
- 4. Click on Inquire

If a Purchase Order has been issued, the PO number will appear in the **PO**: field



Updated: 10/6/2005