

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

The screenshot shows the Lawson portal interface for Requisition Inquiry (RQ44.1). The browser address bar shows <http://pislawson/lawson/portal/>. The page title is "Lawson portal - Requisition Inquiry (RQ44.1) - Microsoft Internet Explorer provided by Pasadena ISD". The user is logged in as Robert Boice, and the current productline is PROD. The requisition details are as follows:

Company:	199	Pasadena ISD	Status:	Processed
Requisition:	1020			
Requesting Location:	823	ASSOC SUPT CURR & IN		
Requester:	823	Deliver To:	Carolyn Elender	
Requested Delivery:	09/15/05			
Buyer:				

The requisition lines are as follows:

SC	Line	Item	Type	UOM	Requested
	1	#2223 GRADES 3-5 MULT/DIV Solving math word problems	X	EA	1.00
	2	#2224 GR 4-7 MEAS/MONEY/TIME Solving math word problems	X	EA	1.00
	3	#2221 K-2 ADD/SUB Solving math word problems	X	EA	1.00
	4	#2222 GRADES 1-3 ADD/SUB Solving word problems	X	EA	1.00

The PO number 2469 is displayed in the "PO:" field for each line item. An arrow points from the text above to the "PO:" field in the first line item.