

Searching for Requisitions in the External Requisition Generator

1. In the External Requisition Generator, to find requisitions that have not yet been processed, choose "Click here to search for Requisitions not yet processed by Purchasing Services" near the bottom of your screen. This search can also be used to find any unprocessed CORs for your division and/or department.

UNIVERSITY OF WISCONSIN-MADISON

DIVISION OF BUSINESS SERVICES

Requisition and Number Generator

Note: You must have the free Adobe reader installed on your computer in order to view the requisition document pro
You will be required to reauthenticate if the application is idle for more than 30 minutes. Your session will be abando

Your Name:

Department:

Phone:

Are you a delegated purchasing agent? No
 Yes

Create a new requisition I require a new requisition number
 I already have a number for this requisition:

Create my new requisition by copying data from this existing requisition:

Update an existing requisition Requisition #:

[Click here to search for Requisitions not yet processed by Purchasing Services.](#)

Click on the text to begin to search for requisitions not yet processed by Purchasing.

2. You may search for requisitions by one of three methods:
- the NetID of the person who last updated or printed the requisition
 - by vendor name or number
 - or by any part of the Department ID listed in the requisition funding and/or by Project ID listed in the funding string. You may use any part of the Department ID and the Project ID together or separately in the search. This is the only option where you can combine data. **Using the Department ID and/or the Project ID search is the best way to use this application to find any unprocessed CORs for your area.**

The screenshot shows the search interface for the University of Wisconsin-Madison Division of Business. It features three search methods: by NetID, by Vendor name, and by Funding Dept and/or Project ID. The NetID search is currently active with 'MAMATSCH' entered. Below the search options, there is a note: 'The search results below only contain requisitions that have not yet been processed by Purchasing Services. If you don't see your requisition below, it has been processed into a Purchase Order (PO) and can be found by searching the Business Services Purchasing system.'

To begin your search:

- Enter a NetID or
- Vendor name or number or
- Department ID and/or Project ID (from the funding string of the req)

Searching by Department ID and /or Project ID can help find any unprocessed CORs.

The search returns a set of requisitions matching the criteria entered. Click the magnifying glass to the left of the requisition number to see the details of the requisition and edit or print them if necessary.

The search results below only contain requisitions that have not yet been processed by Purchasing Services. If you don't see processed into a Purchase Order (PO) and can be found by [searching the Business Services Purchasing system](#).

Requisitions last updated by MAMATSCH

Requisition	Req Date	Vendor	Last Updated
059K920	07/01/2008	ASSOCIATED BIOMEDIC SYSTEMS	07/01/2008 12:38:49
045K662			05/29/2008 14:48:39
028K361	04/08/2008	ASSOCIATED BIOMEDIC SYSTEMS	04/08/2008 09:24:36
010K684	02/11/2008	ASSOCIATED BIOMEDIC SYSTEMS	03/17/2008 13:32:54
017K076	02/28/2008	ASSOCIATED BIOMEDIC SYSTEMS	02/28/2008 13:48:47

Click to see req details

To find requisitions not listed here, click the text to go to another search tool.

If your requisition does not appear in the search results list, it has most likely been processed by Purchasing Services. Click the "searching the Business Services Purchasing system" text to go to this search tool.

- The link takes you to the main menu of the Purchasing Information Inquiry on the web. Using the Purchasing Information Inquiry, you may search for requisition and Purchase Order information (after processing by Purchasing Services). To view requisition tracking information and details about your requisitions, choose the "Specific Requisition Status Lookup". To view details and payment data for Purchase Orders, choose "Specific Purchase Order Lookup".

UNIVERSITY OF WISCONSIN-MADISON UW HOME MY UW UW SEARCH

Purchasing Information Inquiry

Campus User Tools:

- Search Purchase Orders/Requisitions:** Find and view your requisitions by Department, Project, and/or date range.
- Specific Purchase Order Lookup:** View details about a known purchase order including payment information.
- Specific Requisition Status Lookup:** View status details and tracking information for a known requisition number.
- Vendor Inquiry:** Get address, phone information, status, commodities, cross-references, and other information about a vendor.

Choose to view PO and payment data

Choose to view req and tracking data

The Specific Requisition Status Lookup shows all log data for each requisition and will show all the requisition data once a requisition is created by Purchasing. If the requisition is only listed in the requisition generator (and not yet processed by Purchasing), the last updated and/or printed data from the External Requisition Generator and any log data entered by Purchasing about when the paper requisition was received, where it may have been routed, or to whom it was assigned will be available as shown below.

UNIVERSITY OF WISCONSIN-MADISON UW HOME MY UW

Purchasing Information Inquiry - Specific Requisition Status Lookup

Enter the requisition number:

Display of requisition log data from External Requisition Generator

Action	Date
LAST UPDATED IN REQ GENERATOR	10/21/2008
REQ ASSIGNED TO CRESCENT KRINGLE at (608) 262-5321	10/20/2008
REQ BACK IN PURCHASING FROM RSP APPROVED	10/20/2008
REQ RECEIVED IN PURCHASING AND SENT OUT TO RSP FOR REVIEW	10/20/2008
RECEIVED BACK FROM DEANS OFFICE REPAIRED	10/20/2008
SENT BACK TO DEANS OFFICE-PROBLEM REQ	10/20/2008
RECEIVED IN PURCHASING	10/20/2008
LAST PRINTED IN REQ GENERATOR	10/20/2008

If the requisition has already been processed, all the requisition information in addition to the logs and tracking data will be available (as seen below).

Purchasing Information Inquiry - Requisition Base

Req #: 055K355 **Status:** R (RELEASED)

Contact UDDS: A 87 8450 **Contact Name:** STEVEN WALL

Amount: \$5,496.00

Req. Date: 6/19/2008 **Type:** MC (MAINTENANCE ORDER - FIRM PRICING)

Dept.Contact: STEVEN WALL at (608) 263-9905

Vendor #: 111568 **Name:** OMNICELL TECHNOLOGIES
 1201 CHARLESTON RD
 MOUNTAIN VIEW, CA 94043

Agent: JUDY MILLARD at (608) 262-6335

of Line Items: 2 **# Attachments:** 0

Terms: N30 (NET 30 DAYS - NO CASH DISCOUNT)

Discount: NET (NO TRADE DISCOUNT)

Begin Date: 6/1/2008 **End Date:** 5/31/2009

Exp. Date: 0/0/0 **Previous Req:**

Agent Notes: OMNICELL TECHNOLOGIES 5496 MC

Req Message: VENDOR NOTE: VALIDITY OF THIS PURCHASE ORDER AND CONTRACT IS DEPENDENT UPON YOUR MEETING THE INSURANCE REQUIREMENTS STATED ON THE REVERSE SIDE OF THIS PURCHASE ORDER.

Requisition Items

Item # 1				
Quantity	Units	Unit Price	Total Price	Status
1	TERM	\$5,496.00	\$5,496.00	R (RELEASED)
Description: Service Agreement: Listed Equipment				

- To search for information on Purchase Orders, return to the main menu of the Purchasing Information Inquiry and choose "Specific Purchase Order Lookup". If you would like to search for all the POs pertaining to your department or project, choose "Search Purchase Orders/Requisitions" and enter your 6 digit Department ID (or part of your Department ID) and/or your 7 digit Project ID and a specified date range to search for.

UNIVERSITY OF WISCONSIN-MADISON UW HOME MY UW UW SEARCH

Purchasing Information Inquiry

Campus User Tools:

- **Search Purchase Orders/Requisitions:** Find and view your released purchase orders or requisitions by Department, Project, and/or date range.
- **Specific Purchase Order Lookup:** View details about a known purchase order number, including payment information.
- **Specific Requisition Status Lookup:** View status details about a known requisition number
- **Vendor Inquiry:** Get address, phone information, status, commodities, cross-references,

Enter a PO number and click "Begin Query" to retrieve all the data pertaining to that Purchase Order.

UNIVERSITY OF WISCONSIN-MADISON UW HOME MY UW

Purchasing Information Inquiry - Specific Purchase Order Lookup

Enter the purchase order number: and/or the vendor number:

Include optional search criteria

Order Date is within the range entered below

End Date is within the range entered below


Enter a date range in the format MM/DD/YYYY:

(Beginning) Calendar

(Ending) Calendar

Choose the "Order Detail" button if you would like to see further details of the order and any payment information from WISDM.

[Click here to export this data to a CSV file](#)

	Req#	Vendor#	Vendor	Date	Amount	Type	End Date
Order Detail	055K355	111568	OMNICELL TECHNOLOGIES	8/12/2008	\$480.00	CH	5/31/2009
 Order Detail	055K355	111568	OMNICELL TECHNOLOGIES	8/5/2008	\$5,496.00	MC	5/31/2009

This brings up all the PO details and the payment information as seen below.

Purchasing Information Inquiry - Order Base

Review Requisition #: 055K355 **Vendor #:** 111568

OMNICELL TECHNOLOGIES
 1201 CHARLESTON RD
 MOUNTAIN VIEW, CA 94043

Agent: JUDY MILLARD at (608) 262-6335

Current Order Date: 8/5/2008

Current Order Printed: 8/5/2008

NOTE: There is 1 Change Order. Final Order Amount = \$5,976.00

Order Amount: \$5,496.00

Total Paid: \$5,976.00

Terms: N30 (NET 30 DAYS - NO CASH DISCOUNT)

Pricing Method: NET (NO TRADE DISCOUNT)

Number of Lines: 1

UDDS: A878450

Type: MC (MAINTENANCE ORDER - FIRM PRICING)

Print Format Type: REG (REGULAR PURCHASE ORDER)

Approval Type: N

Status: O

Previous Order#:

Next Order#: B174366 111568

Begin Date: 6/1/2008

End Date: 5/31/2009

Order Message:

VENDOR NOTE: VALIDITY OF THIS PURCHASE ORDER AND CONTRACT IS DEPENDENT UPON YOUR MEETING THE INSURANCE REQUIREMENTS STATED ON THE REVERSE SIDE OF THIS PURCHASE ORDER.

Order Items

Item #1	Quantity	Units	Unit Price	Total Price
	1	TERM	\$5,496.00	\$5,496.00