

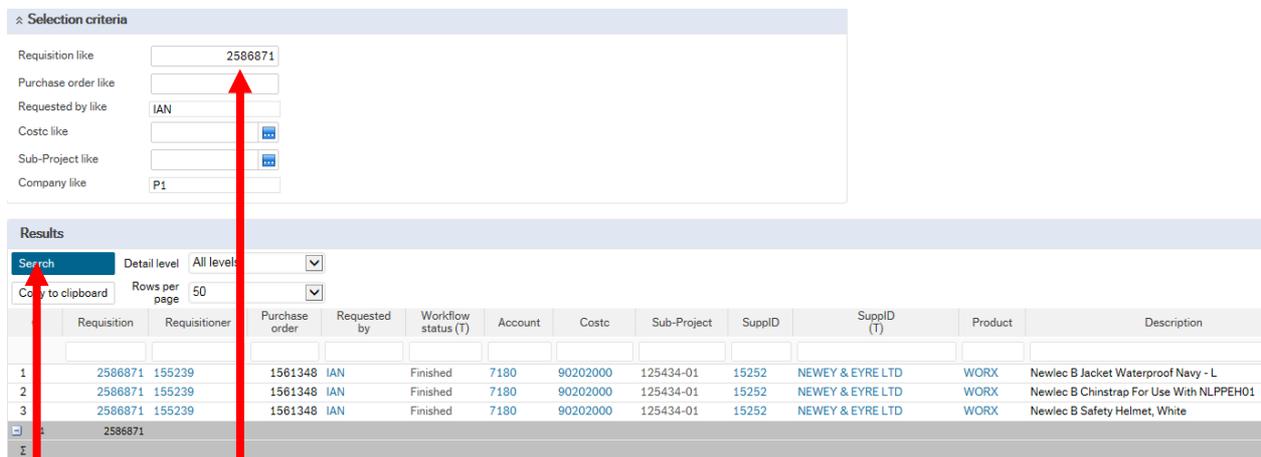
## WEBREQ9: Own Requisitions

The purpose of this section is to introduce the user how to check any requisition which they have entered onto Agresso. This enquiry will also let them know if the requisition has converted into a Purchase Order.

1. To access the Own Requisitions screen:



The following screen will appear:



The screenshot shows the 'Selection criteria' section with the 'Requisition like' field containing '2586871'. Below it, the 'Results' section displays a table of requisitions. A red arrow points to the 'Search' button in the 'Results' section.

Requisition	Requisitioner	Purchase order	Requested by	Workflow status (T)	Account	Costc	Sub-Project	SupplD	SupplD (T)	Product	Description
2586871	155239	1561348	IAN	Finished	7180	90202000	125434-01	15252	NEWWEY & EYRE LTD	WORX	Newlec B Jacket Waterproof Navy - L
2586871	155239	1561348	IAN	Finished	7180	90202000	125434-01	15252	NEWWEY & EYRE LTD	WORX	Newlec B Chinstrap For Use With NLPPEH01
2586871	155239	1561348	IAN	Finished	7180	90202000	125434-01	15252	NEWWEY & EYRE LTD	WORX	Newlec B Safety Helmet, White

2. Enter the details for the requisition number required in the Requisition like field and click .

3. To view all of the requisitions raised by the user click on . The details of the search results will appear.

If the requisition has converted into a Purchase Order the order number will also appear.

#	Requisition	Requisitioner	Purchase order	Requested by	Workflow status (T)	Account	Costc	Sub-Project	SupplD	
Σ1	2586472									
402	2586869	155239	1561354	IAN	Finished	6310	90202000	125434-01	13772	ALFA AESAR LANCASTER
Σ1	2586869									
404	2586871	155239	1561348	IAN	Finished	7180	90202000	125434-01	15252	NEWWEY & EYRE LTD
405	2586871	155239	1561348	IAN	Finished	7180	90202000	125434-01	15252	NEWWEY & EYRE LTD
406	2586871	155239	1561348	IAN	Finished	7180	90202000	125434-01	15252	NEWWEY & EYRE LTD

4. Other options are available if the search needs be further narrowed down by using certain fields and using the filter option.