HOW TO CHECK PURCHASE REQUISITION STATUS

1. Open the POUPPR module from the Purchasing tab in BusinessPLUS.

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2. Select the "Find" function from the tool bar at the top of the screen.

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3. This will put the module into "Find Mode." You can verify what mode you are in by the notation in the upper right corner.

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- 4. While in "Find Mode" you are able to query all the fields in the head section of the POUPPR screen. This includes PR/PO numbers, vendor, status, request by, etc.
 - a. *NOTE* The asterisk (*) can be used as a wildcard in these fields.
 - b. *NOTE* You can query multiple fields at once. For example, vendor and PR status. This will return all current purchase requisitions to a specific vendor.

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5. EXAMPLE #1 – YOU KNOW THE EXACT PR#

- a. Make sure you are in "Find Mode."
- b. Enter N6801973 in the PR# field and hit enter.

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c. The system will return all the details of the PR.

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6. EXAMPLE #2 – YOU DO NOT HAVE THE PR# BUT REMEMBER THE VENDOR NAME

- a. Make sure you are in "Find Mode."
- b. One the "Vendor" tab, use the ellipses (...) and "Lookup" to search for your vendor.

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c. Search your Vendor's name in the Lookup Pop-up and double left click the correct one.

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d. Set your "Status" to PR, enter your name in the "Requested By" field, and hit enter.

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a. *NOTE* remember you can use the asterisk (*) for a wildcard.

e. In the "Entity List" of the left sidebar, the system will return any PR to NCS Pearson Inc. that was requested by...

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f. Select the correct purchase requisition from the "Entity List."

7. Select "Workflow" from the left side bar. From here you can see the approvals chain as well as pending approvals.

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NOTE - you can resize the left side bar by hovering over the border.

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NOTE - you can also use the scroll bar to view all time stamps, names, notes, etc