# Searching for a Requisition or Purchase Order

Use this guide to search for an Academic or Miller School of Medicine requisition or purchase order. 

[http://workday.miami.edu](http://workday.miami.edu)

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## Before Searching

**Access** – Employees can view requisitions and purchase orders they initiated. To request viewing access to requisitions and purchase orders initiated by another employee in your cost center, email help@miami.edu.

## Searching - Known Req/PO Number

1. Log into Workday.  
   [https://workday.miami.edu](https://workday.miami.edu)

2. From the search box, type the requisition or purchase order number.  
   ![Search Box](PO-0000458564)

   **TIP:** If the document does not appear, configure your Search Box to include Procurement.

## Searching - Unknown Req/PO Number

1. Log into Workday.  
   [https://workday.miami.edu](https://workday.miami.edu)

2. To search for orders *initiated by you*, click the app *My Requisitions*.  
   ![View All Apps](View All Apps) + ![My Requisitions](My Requisitions)

   To search for orders *initiated by another employee*, find the search box, and type “Find Req” or “Find Pur Ord.” Select the corresponding report.

   ![Find a Requisition](Find a Requisition) + ![Find Requisitions Report](Find Requisitions Report)

   ![Find a Purchase Order](Find a Purchase Order) + ![Find Purchase Orders Report](Find Purchase Orders Report)
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Then adjust the search parameters and click OK. **TIP:** For more results, complete fewer fields. For example:

- **Company:** 200 Academy
- **Requisition:**
- **Requester:** Michelle Roy
- **Requisition Type:**
- **Requisition Date On or After:** 04/24/2023
- **Requisition Date On or Before:** MM/DD/YYYY
- **Status:**
  - Has Unsourced Lines
  - Fully Sourced
  - None of the above
- **Sourcing Buyer:**
- **Fulfillment Source:**
- **Supplier:** STAPLES, INC.
- **Contract:**
- **Spend Category:**
- **Item:**
- **Purchase Order:**
- **Approving Worker:**
- **Created by Worker:**
- **Worktags:**

Exclude Canceled
Exclude Closed

OK Cancel
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Searching for a Purchase Order Number Within a Requisition

The PO number will only appear on requisitions that have been fully approved.

1. Open the requisition.
2. Scroll down to the line items. **TIP:** Select the Goods Lines or Service Lines tab.

3. Scroll to the right-side column. The PO number will appear on each line item.

For assistance, contact the PurchasingHelpDesk@miami.edu.