## Cross Reference Requisition to Purchase Order

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</table>
| 1.   | Your BFS (Berkeley Financial System) Home page might look different, depending upon your user access.  
Click the Purchasing link.  
➡️ Purchasing |
| 2.   | The Purchasing page opens.  
Click the Requisitions link.  
➡️ Requisitions |
| 3.   | Click the Review Requisition Information link.  
➡️ Review Requisition Information |
| 4.   | Click the Document Status link.  
➡️ Document Status |
| 5.   | The Requisition Document Status page opens. We want to Find an Existing Value.  
We can search using any of the fields on this page, and could change the Logical Operators in order to search more effectively.  
Leave the SetID at the default of 10000 (Berkeley) which is associated with the User ID.  
Click in the Requisition ID: field. |
| 6.   | Enter the desired information into the Requisition ID: field. Enter a valid value e.g. "0000000047". |
| 7.   | Click the Search button.  
➡️ Search |
| 8.   | The Requisition Document Status page opens.  
The Requisition ID is present, as are the two documents associated with this Requisition: Purchase Order and Received.  
Any of the three documents can be viewed via the active links. |
| 9.   | We want to see more of the screen.  
Click the Collapse (Ctrl-Y) Menu button. |
| 10.  | In this example, we will view the Purchase Order.  
Click the 0000000048 link.  
➡️ 0000000048 |
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<tbody>
<tr>
<td>12.</td>
<td>The <strong>Purchase Order</strong> opens and can be reviewed.</td>
</tr>
<tr>
<td>13.</td>
<td>Congratulations! You have successfully found the Purchase Order by searching by the Requisition ID. <strong>End of Procedure.</strong></td>
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