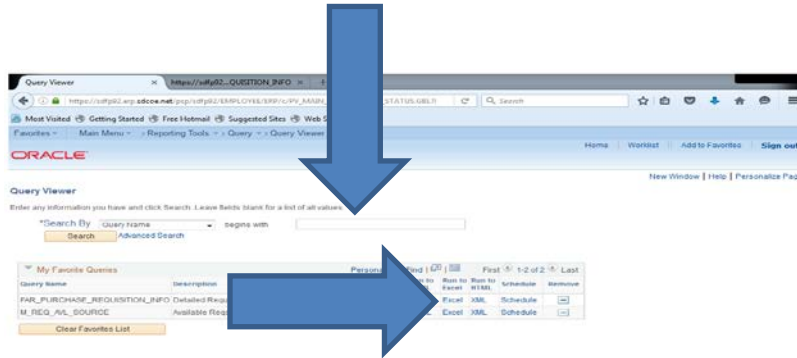


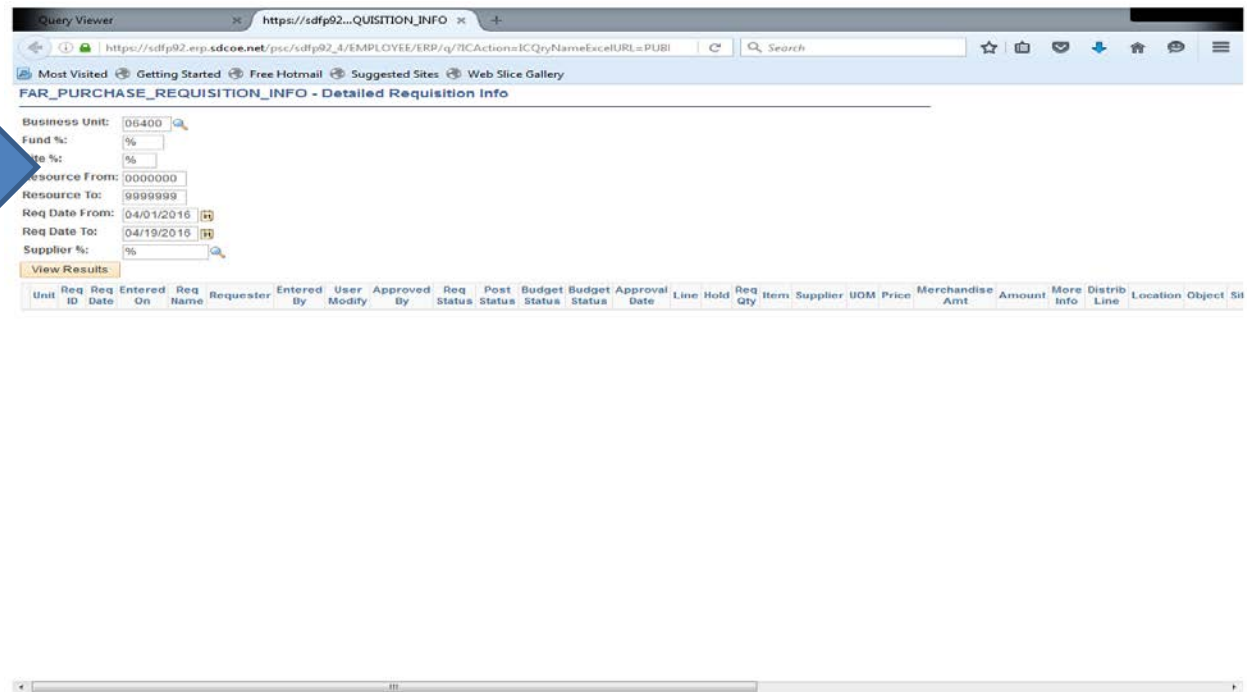
LOOK UP REQUISITIONS TO A SPECIFIC SUPPLIER

Navigation: Main Menu > Reporting Tools > Query > Query Viewer

Enter query name: FAR_PURCHASE_REQUISITION_INFO, click on search, and then click on Excel.



Another window will open and you will fill out the information specific to the vendor you want to look up. The % (wild card) can be used in three fields, Fund, site and supplier so if you enter the % it will show you all funds, sites or suppliers. All fields are required. Click View Results.



Excel spreadsheet will open and you can change as needed.