Find Purchase Order Number
In Lawson Requisition Center

Form or Screen: Infor Lawson Requisition Status

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**Business Use:** An order that is first entered into the Lawson Requisition Center is entered as a Purchase Requisition. A DPS Buyer will then process a Purchase Order from this request and send it on to a vendor. The Requisition Number and Purchase Order numbers are different so it is important for the requestor to be able to track and receive merchandise using the purchase order number.

1. Expand the Bookmarks option and then the Requisition Center bookmark on the left side of the Lawson screen and select the Status option.

2. The top section of the Requisition Status form allows a user to narrow the search by requisition status (by default, all boxes are checked) or to enter the requisition number (if a specific requisition is in question).

3. A list of user requisitions can be seen in the bottom section of the form.

4. The PO number will be found on the Requisition Status screen for the individual requisition chosen.

**NOTE:** If a PO number is not listed, this is an indication that the Requisition has not been approved or is still in unreleased status.