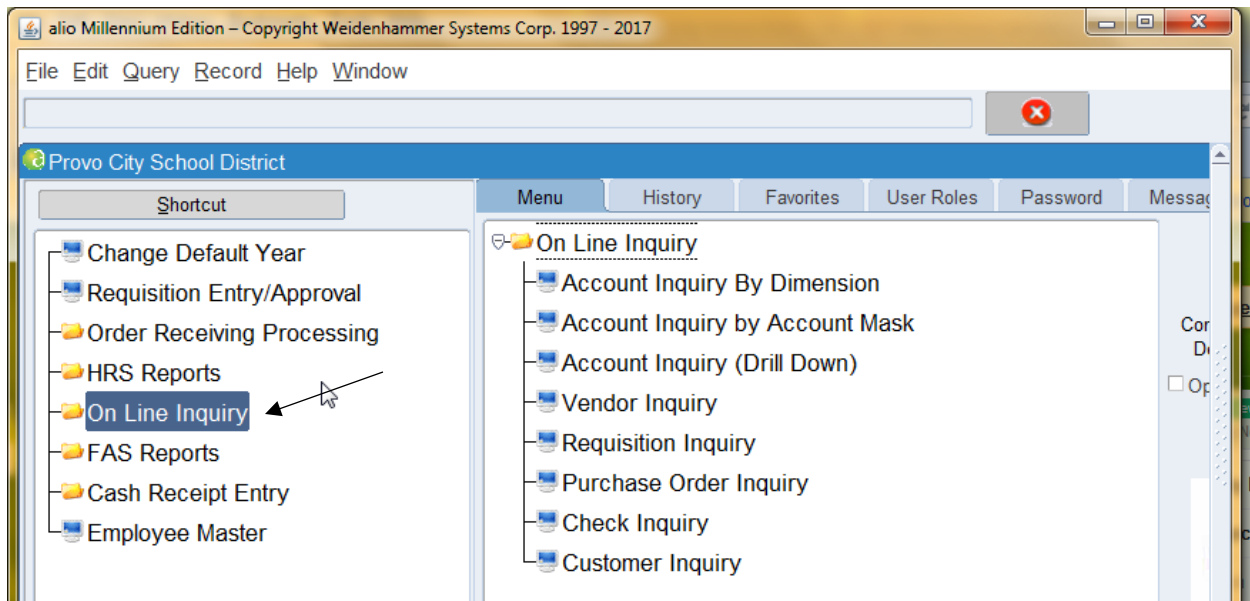
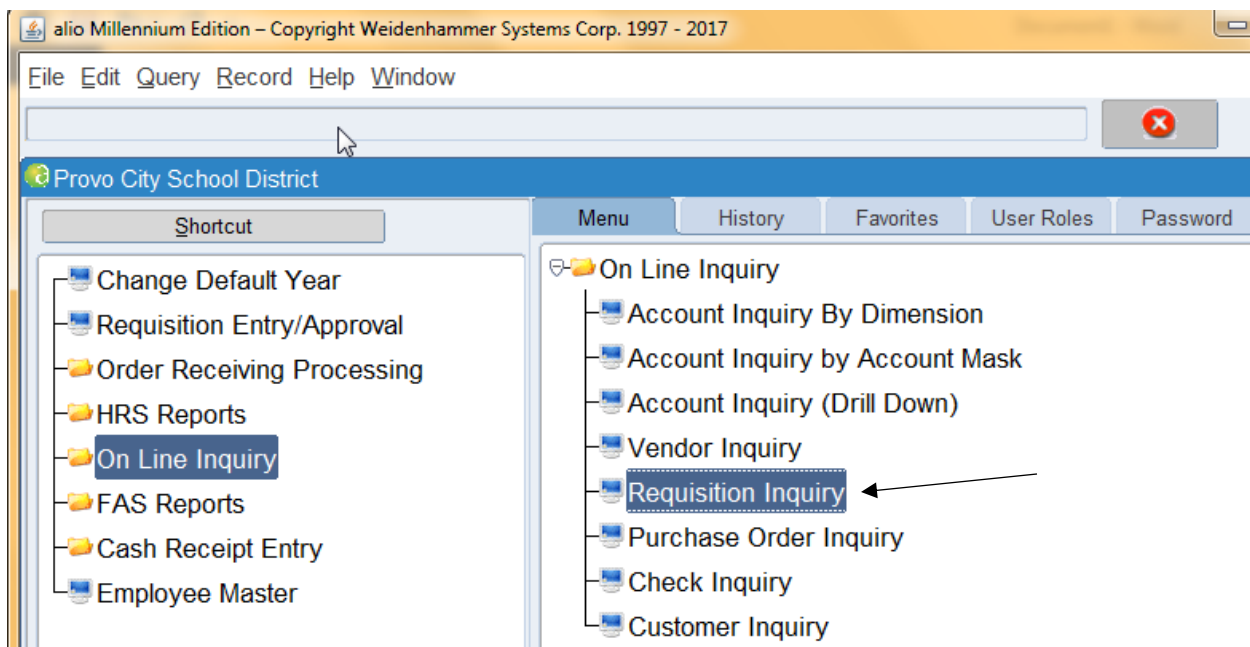


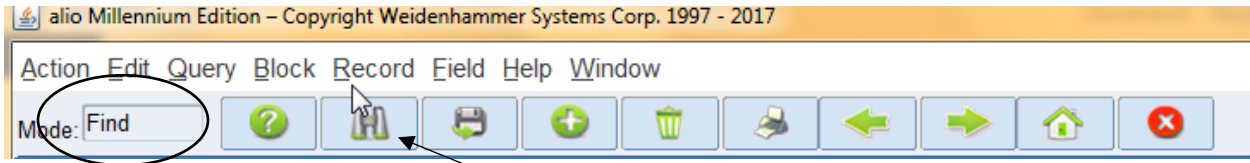
Log in to Alio, and double click on Online Inquiry.



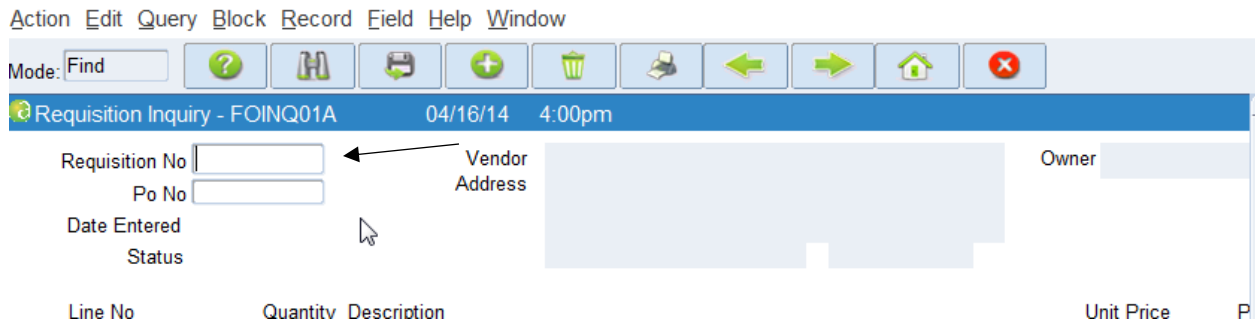
Click on Requisition Inquiry.



Make sure you are in Find mode. If you are not in find mode, click on the binoculars.



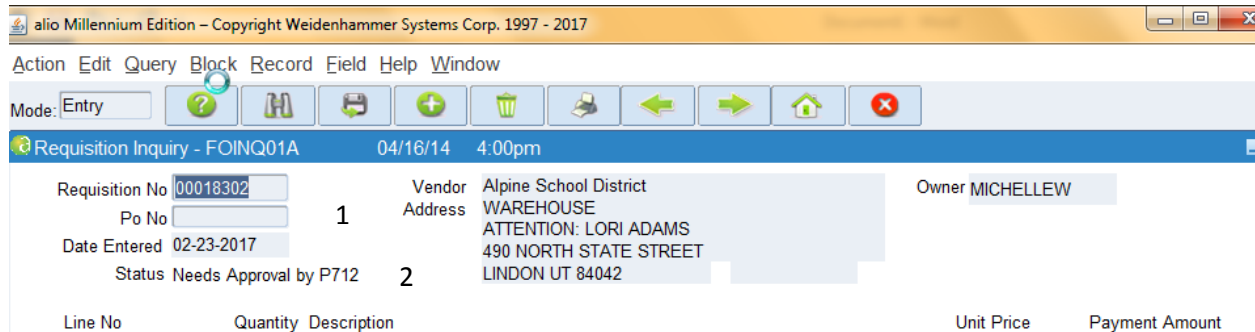
I am already in find mode, so I do not need to click on the binoculars. If your mode says entry, click the binoculars.



Enter the requisition number. You do not need to enter the leading zeros, but you can if you would like.

If the PO is created, you will be able to see your PO number (1).

If the PO is not created, you will be able to see the current Status (2) and who you need to contact in order to have the PO approved.



If your requisition has been created into a PO, you are welcome to receive it in Alio and scan in your invoice for payment without waiting for the actual copy of the PO. This can sometimes quicken the process.