



Requisitioner Checklist

Instructions for Requisition & Purchase Order Searches and to View Attachments

FOR RIFANS REQUISITION & PURCHASE ORDER SEARCHES AND ATTACHMENT VIEW

Please use the instructions below for RIFANS users with login credentials, or for those without RIFANS login credentials and then proceed to the Instructions section for a requisition or purchase order search, and to view attachments,

For RIFANS users with login credentials

Use your RIFANS Username and Password to login to RIFANS.

For those without RIFANS login credentials

You will need the RIFANS login html address; see your supervisor for the link.

On the login page, enter the word **inquiry** for both the Username and the Password.

Instructions

Requisition Search, Purchase Order Search and View Attachments

Requisition Search:

- From the **Main Menu**, click on **RI Financial Inquiry** to expand the folder.
- Click on **Requisition Inquiry**.
- Enter the **requisition number** and click on **Find**.
- To **view additional information**, click on the **Lines Tab** and the **Distribution Tab**.

Purchase Order Search:

- From the **Main Menu**, click on **RI Financial Inquiry** to expand the folder.
- Click on **Purchase Order Inquiry**.
- Enter the **Purchase Order number** and click on **Find**
- To view **additional information**, click on the **Lines Tab**.

View Header, Text, and File Attachments for Requisitions and Purchase Orders:

- Enter the Requisition or Purchase Order **Number** and click **Find**
- For Text Attachments - Use the **Toolbar** to click on **View** and then click on **Attachment**. Note for multiple text attachments you must click the line to view the text.
- For File Attachments – Click on the **Line**, then click on **Open Document**
- For Line Attachments – Click on the **Lines Tab**, click on desired **Line**, use the **Tool Bar** to click on **View**, and then click on **Attachment**.