**How to look up Requisition Line Life Cycle**

* Under the Procurement tab, click on the Purchase Requisitions icon:

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* Select Manage Requisitions near the top of the page:

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* Enter information into at least one of the required fields (Entered by, Requisition number, Supplier, or Item). Click Search:

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* Click the requisition link to view more details.
* Scroll all the way to the right and click Line Life Cycle.



* You will then be able to see Receipt and invoice information.

