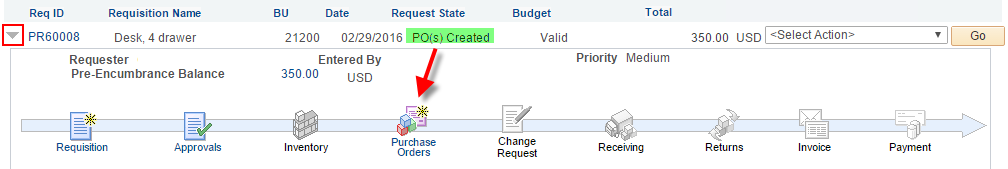
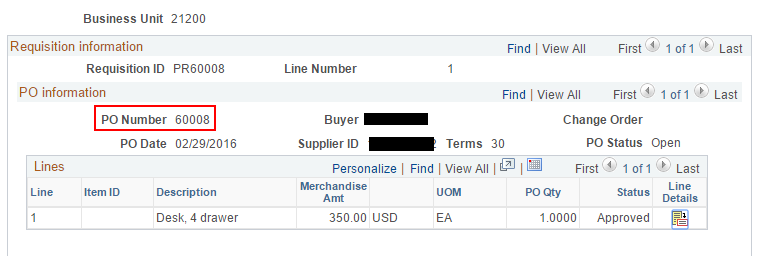
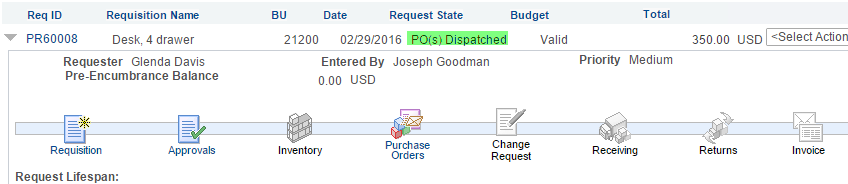
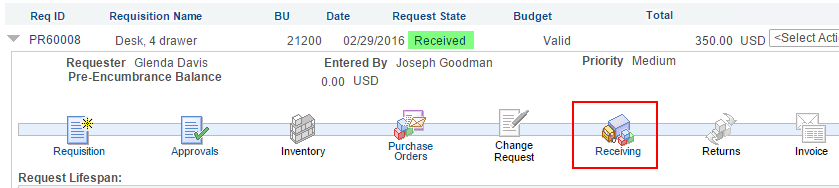
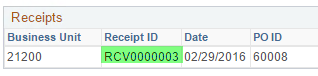
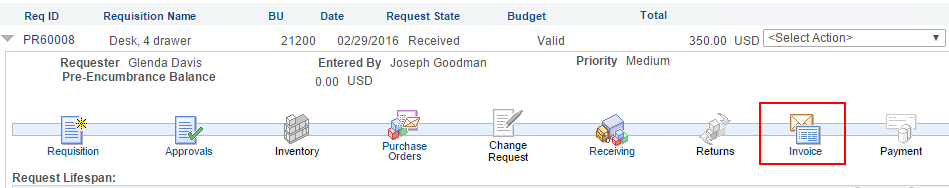
# MANAGE REQUISITIONS – Tracking Your Order


1. **Req is waiting to be approved.**
2. **Req is approved and waiting to be budget checked.**  
   
3. **Req is available to be sourced to a Purchase Order.**   
   
4. **Req has been sourced to a Purchase Order.** **PO is not dispatched yet.** **Open Request Lifespan view. Colored icons show which stage the order is in.**  
   **Click the colored icon to view document details such as the PO Number.**  
   
5. **The PO has been Dispatched, but not received or vouchered.**  
   
6. **The PO has been Received, but not vouchered.**   
    **Click the colored icon to view document details such as the Receiver ID.**
7. **A voucher has been entered, indicated by the colored Invoice icon.   
   We don't use the Payment icon because payments are issued from USAS.** **Click the colored icon to view document details such as the Voucher ID.**