There are many places to locate the FAMIS WO and FAMIS Part ID field information after it has been entered on a requisition in NUFinancials.

Requisition Details page
Navigation: eProcurement > Manage Requisitions
1. Click the requisition number hyperlink

Requisition Print version
Navigation: eProcurement > Manage Requisitions
1. In the Select Actions drop-down menu, select View Printable Version
2. Click Go
3. Click Yes, to print requisition with distribution details
4. The requisition displays in a browser tab and the FAMIS WO and FAMIS Part ID display in the line details
Approval Inbox - Requisition
Navigation: NU Workflow > Approval Inbox
1. Search for the requisition
2. Click the requisition number hyperlink
3. The requisition line information displays the FAMIS WO and FAMIS Part ID information

Purchase Order Inquiry
Navigation: Purchasing > Purchase Orders > Review PO Information > Purchase Orders
1. Search for the purchase order
2. The line information displays the FAMIS WO and FAMIS Part ID information
**LifeCycle Viewer**

Navigation: Purchasing > Purchase Orders > Review PO Information > LifeCycle Viewer

1. For Business Process, select PROCURE2PAY
2. For Document Type, select the document type for the search
3. Click Search
4. Click View LifeCycle hyperlink
5. Double Click on the lower Requisition or Purchase Order icons to see the FAMIS fields

LifeCycle Viewer graphically displays the existing documents for a transaction. You can find other documents by starting with one known document. For example, if you have an invoice number, use the LifeCycle Viewer to find the corresponding Purchase Order which would have the FAMIS WO and FAMIS Part ID information.

**NEED HELP?**

Contact the Help Desk at 847-491-HELP (4357) or email consultant@northwestern.edu