

Managing Requisitions

BUSINESS OBJECTIVE: Manage Requisitions page will enable you to view requisitions and track their progress from creation to payment. Most importantly this tool will advise budget status since a requisition with budget error status **DOES NOT** route to the Purchasing Department.

STEP#1: Navigate to eProcurement>Manage Requisitions

STEP#2: Enter as much information to locate the requisition to be reviewed. For example, Business Unit, 'date from' and 'date to' has been entered. Click **Search**.

Manage Requisitions

▼ Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: Requisition Name:

Requisition ID: Request Status: Budget Status:

Date From: Date To:

Requester: Entered By: PO ID:

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon: ▾

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
0000000202	FY19 - Computers	MEC55	05/01/2019	Received	Valid	2,000.00USD	<Select Action> G

Requester: Gabrielle Keane-Dawes Entered By: Gabrielle Keane-Dawes Priority: Medium

Request Lifespan:

Requisition → Approvals → Inventory → Purchase Orders → Change Request → Receiving → Returns → Invoice → Payment

Line Information

Line	Description	Status	Price	Curr	Quantity	UOM	Vendor
1	FY19 - Computers for Office...	Received	1,000.00000	USD	2.0000	EA	

In this example: requisition 0000000202 has been routed to the Purchasing Department where a Purchase Order has been created and the requestor has added a receipt. Requesters can track all changes to their requisitions from this page including approvals, managing budget status errors, copy and cancelling requisitions.