Managing Requisitions

Introduction

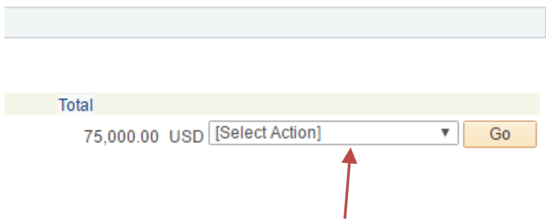
Once you have submitted requisitions, you may manage them at any time within the eProcurement system.

Accessing Manage Requisitions

1. Click the **Main Menu** button.
2. Click the **eProcurement** menu.
3. Click the **Manage Requisitions** link.
4. Requesters and Approvers can view requisitions they have created or ones for which they have approval responsibility. You can utilize the Search Requisitions box to enter specific search criteria.
5. Under the Status listing, you may find requisitions labeled with one of the following descriptions:
   a. Open - Requisition created but not submitted.
   b. Pending - Submitted but is waiting for some level of approval.
   c. Approved - Approved and forwarded to Purchasing.
   d. Denied - Denied at some level of the approval process.
   e. Canceled - Canceled by the requester from the Manage Requisition page.
   f. PO Created - A Purchase Order has been written.
   g. PO Dispatched - The Purchase Order is available for payment.
   h. Completed - A payment has been sent to the supplier.

Editing a Requisition

You can edit a requisition by selecting the **Edit** option in the drop-down menu on the desired row.



1. Click the **Go** button.
2. A message box will display. Click the **OK** button to proceed with editing. You will need
3. to resubmit the requisition. Also, the approval process will need to begin again.
4. Click the **Cancel** button to return to the Requisition page.

Viewing Approvals

At any time, you can view approvals for requisitions. Click the View Approvals list item on the desired row.

1. Click the **Go** button.
2. Approvals are now displayed. Click the **Return to Manage Requisitions** link.

View Requisition Comments

1. Click the desired Requisition link.
2. You can edit the requisition from this page or return to the Manage Requisitions page.
3. Click the **Return to Manage Requisitions** link.

View the Lifespan of a Requisition

1. Select the desired requisition, click the **Collapse Section** triangular button.
2. The Request Lifespan: section is displayed. Click on the highlighted links to display
3. information.
4. You can cancel a requisition by clicking the **Cancel** button.
5. To return to the Manage Requisitions page, click the **Collapse Section** button
6. **End of Procedure.**