Manage Requisitions

Step	Action
1.	Click the **Main Menu** button. Main Menu
2.	Click the **eProcurement** menu. 📁 eProcurement ▸
3.	Click the **Manage Requisitions** link. Manage Requisitions
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: •Open - Requisition created but not submitted. •Pending - Submitted but is waiting for some level of approval. •Approved - Approved and forwarded to Purchasing. •Denied - Denied at some level of the approval process. •Canceled - Canceled by the requester from the Manage Requisition page. •PO Created - A Purchase Order has been written. •PO Dispatched - The Purchase Order is available for payment. •Completed - A payment has been sent to the vendor.
6.	**Editing a Requisition:** You can edit a requisition by selecting **Edit Requisition** on the desired row. Edit Requisition
7.	Click the **Go** button. Go
8.	A message box will display. Click the **OK** button to proceed with editing. You will need to resubmit the requisition. In addition, the approval process will need to begin again. Click the **Cancel** button to return to the requisition page. Cancel
9.	**Viewing Approvals:** At any time you can view approvals for requisitions. Click the **View Approvals** list item. View Approvals

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10.	Click the **Go** button. Go
11.	Approvals are now displayed. Click the **Return to Manage Requisitions** link Return to Manage Requisitions
12.	**View Requisition Comments:** Click the desired **Requisition** link.
13.	You can edit the requisition from this page or return to the Manage Requisitions page. Click the **Return to Manage Requisitions** link. Return to Manage Requisitions
14.	**View the Lifespan of a Requisition:** Select the desired requisition, click the **Collapse Section** triangular button.
15.	The **Request Lifespan:** section is displayed. Click on the highlighted **links** to display information.
16.	A requisition can be canceled by clicking the **Cancel x** button.
17.	To return to the Manage Requisitions page, click the **Collapse Section** button
18.	**End of Procedure.**