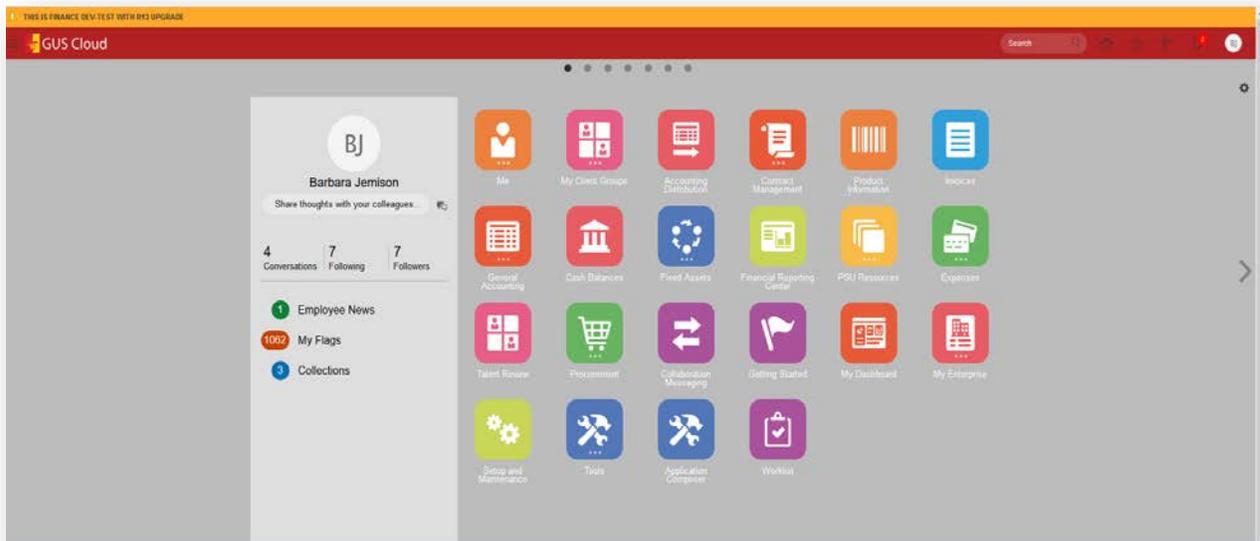


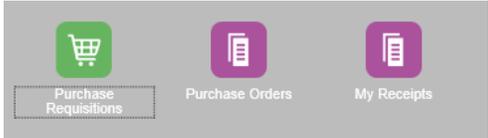
Job Aid

Manage and review Requisitions



This is a walkthrough of how to review and manage your own Requisitions. (*Approved and Unapproved*)

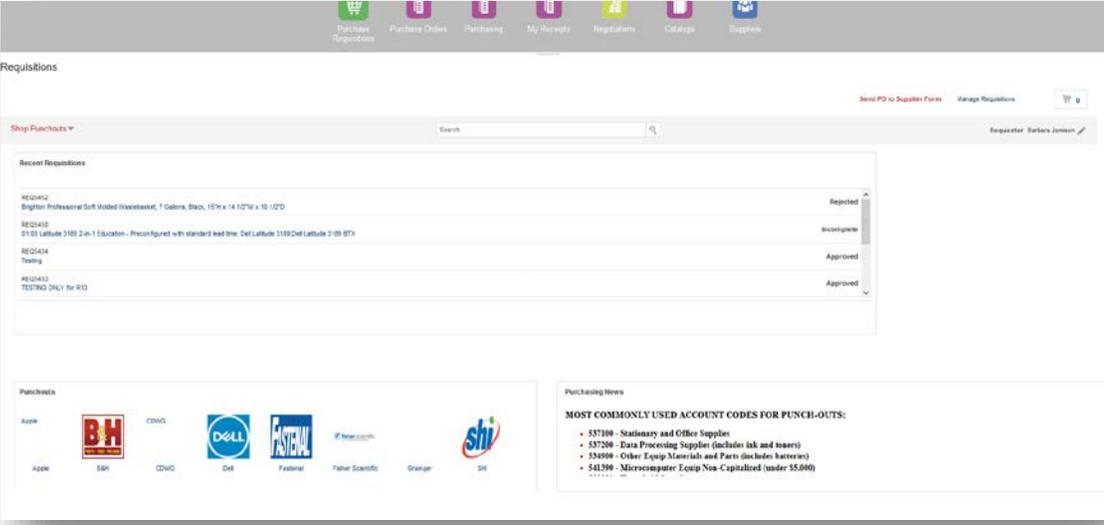
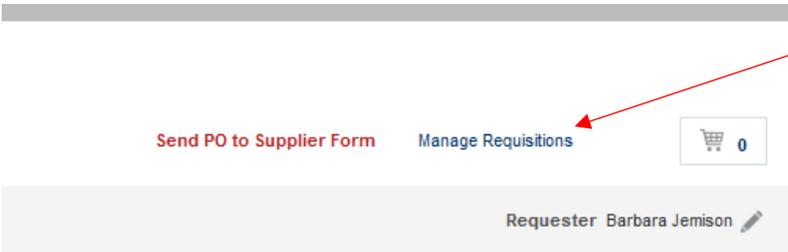


Step	Action
1.	<p>Beginning from your Home Springboard (shown above) click on your Procurement Icon</p>  <p>to reveal your sub-modules</p> 

Job Aid

Manage and review Requisitions

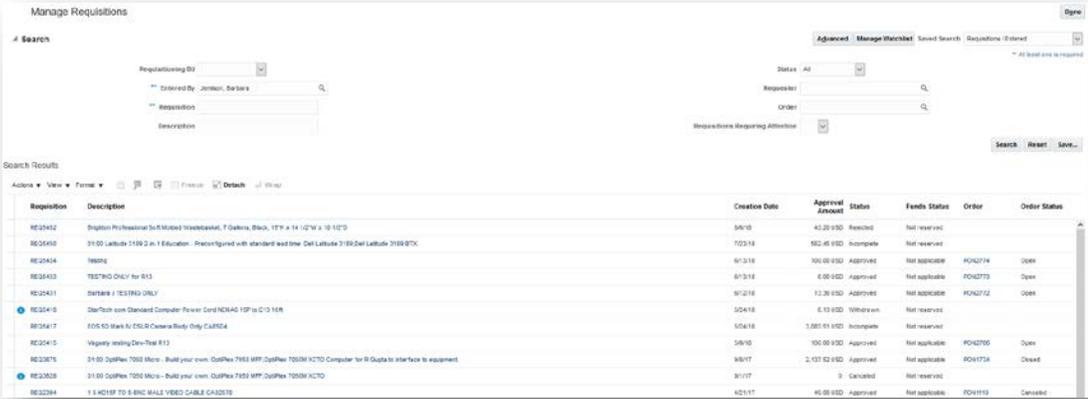
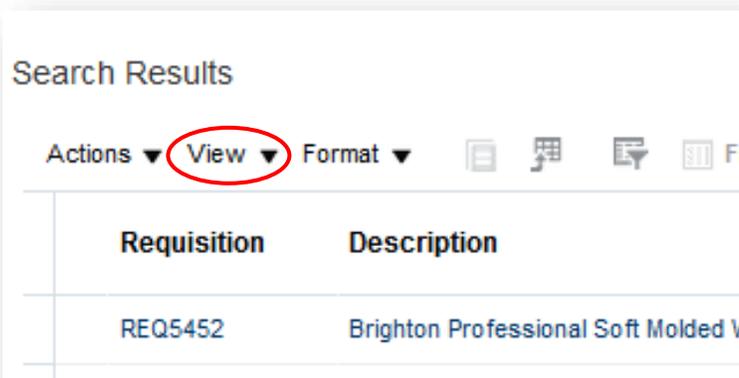


	<p>and then click on Purchase Requisitions icon</p> 															
2.	<p>This takes you to your Purchase Requisitions page</p>  <p>The screenshot shows the 'Purchase Requisitions' page. At the top, there are navigation icons for 'Purchase Requisitions', 'Purchase Orders', 'Purchasing', 'My Receipts', 'Regulations', 'Catalogs', and 'Supplies'. Below this is a search bar and a 'Requester: Barbara Jemison' label. The main content area is titled 'Recent Requisitions' and contains a table with the following data:</p> <table border="1"><thead><tr><th>Requisition ID</th><th>Description</th><th>Status</th></tr></thead><tbody><tr><td>REQ0452</td><td>English Professional Soft Model Notebook, 7 Colors, Black, 15 1/2" x 10 1/2"</td><td>Rejected</td></tr><tr><td>REQ0450</td><td>DELL Latitude 3185 2-in-1 Education - Preconfigured with standard lead time: Dell Latitude 3185/Dell Latitude 3185 87X</td><td>Incomplete</td></tr><tr><td>REQ0434</td><td>Testing</td><td>Approved</td></tr><tr><td>REQ0433</td><td>TESTING ONLY for RIG</td><td>Approved</td></tr></tbody></table> <p>Below the table are sections for 'Purchase Orders' (listing suppliers like Apple, BH, CDWG, Dell, Federal, Fisher Scientific, Granger, SH) and 'Purchasing News' (listing account codes for punch-outs).</p>	Requisition ID	Description	Status	REQ0452	English Professional Soft Model Notebook, 7 Colors, Black, 15 1/2" x 10 1/2"	Rejected	REQ0450	DELL Latitude 3185 2-in-1 Education - Preconfigured with standard lead time: Dell Latitude 3185/Dell Latitude 3185 87X	Incomplete	REQ0434	Testing	Approved	REQ0433	TESTING ONLY for RIG	Approved
Requisition ID	Description	Status														
REQ0452	English Professional Soft Model Notebook, 7 Colors, Black, 15 1/2" x 10 1/2"	Rejected														
REQ0450	DELL Latitude 3185 2-in-1 Education - Preconfigured with standard lead time: Dell Latitude 3185/Dell Latitude 3185 87X	Incomplete														
REQ0434	Testing	Approved														
REQ0433	TESTING ONLY for RIG	Approved														
3.	<p>In the upper right of your screen you will see Manage Requisitions</p>  <p>The close-up shows the top right corner of the page. It features a 'Send PO to Supplier Form' button, a 'Manage Requisitions' button (highlighted with a red arrow), and a shopping cart icon with '0' items. Below these is a 'Requester: Barbara Jemison' label with an edit icon.</p>															

Job Aid

Manage and review Requisitions



Step	Action
4.	<p style="text-align: center;">Manage Requisitions Search Page:</p>  <p>The screenshot shows the 'Manage Requisitions' search interface. It includes search filters for 'Entered By' (set to 'Jensen, Barbara'), 'Status' (set to 'All'), and 'Requisition' (set to 'All'). A table of search results is displayed with columns: Requisition, Description, Creation Date, Approval Amount, Status, Funds Status, Order, and Order Status. The table contains several rows of requisition data.</p>
5.	<p>In your Search filters, make sure your Status is All and Entered By is your name. Use your View dropdown to add more information columns to your search results.</p>  <p>The close-up shows the 'Search Results' table header. The 'View' dropdown menu is circled in red, indicating it should be used to customize the table columns.</p>
6.	<p>Status of Requisitions:</p> <ul style="list-style-type: none"> Incomplete (You have not yet completed the requisition or submitted it for approval) Withdrawn (User has withdrawn the Req to make edits) Approved (approved and now is a PO sent to the supplier) Canceled (Requisition went through approvals, but has now been canceled and is not a PO) Rejected (Req was rejected at some point during the approval process and needs edits for correction before it can be submitted again)

Job Aid

Manage and review Requisitions



7.	Congratulations! You have reached the end of this tutorial. End of Procedure.
----	--