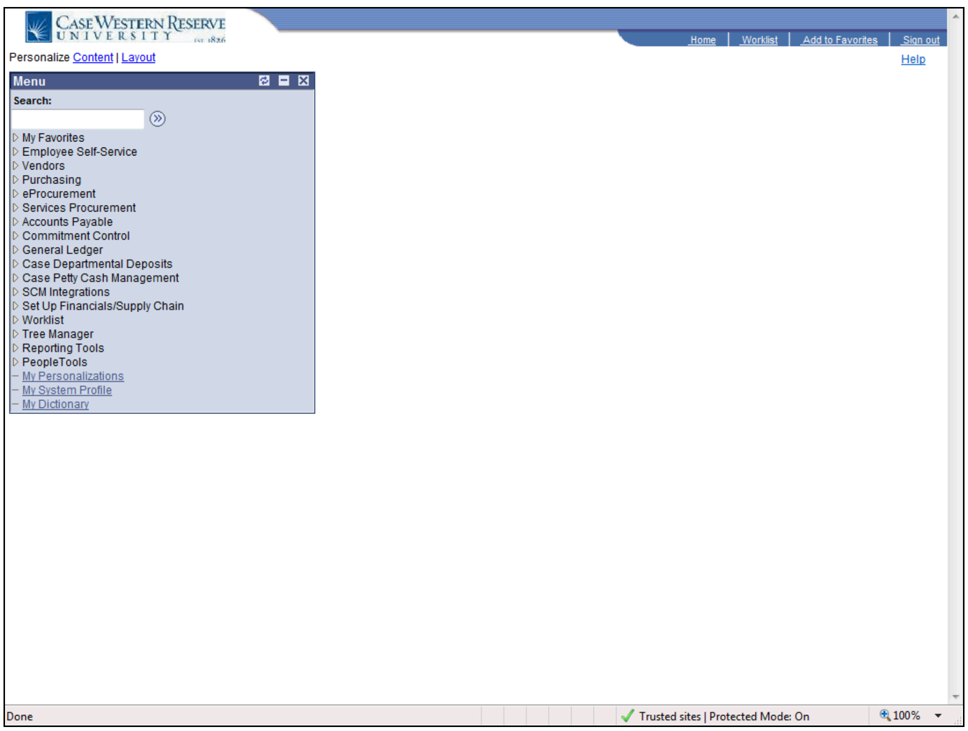
Manage Requisitions

Concept

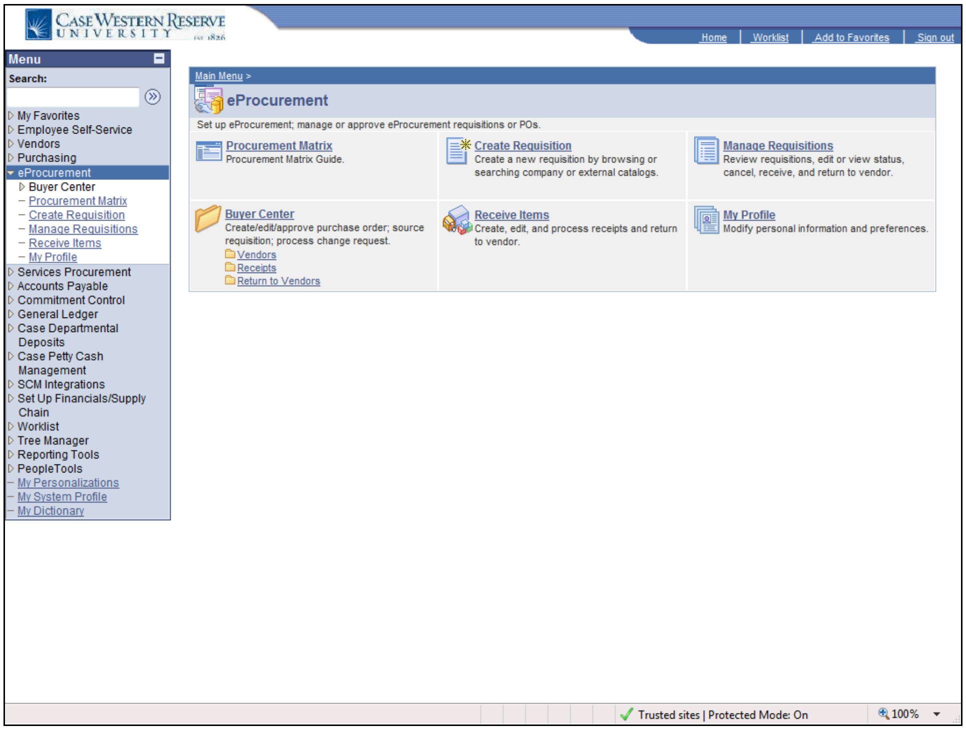
The guide will demonstrate how to view the approvals and status of your requisition, and search for reuqisitions and purchas orders.

Procedure

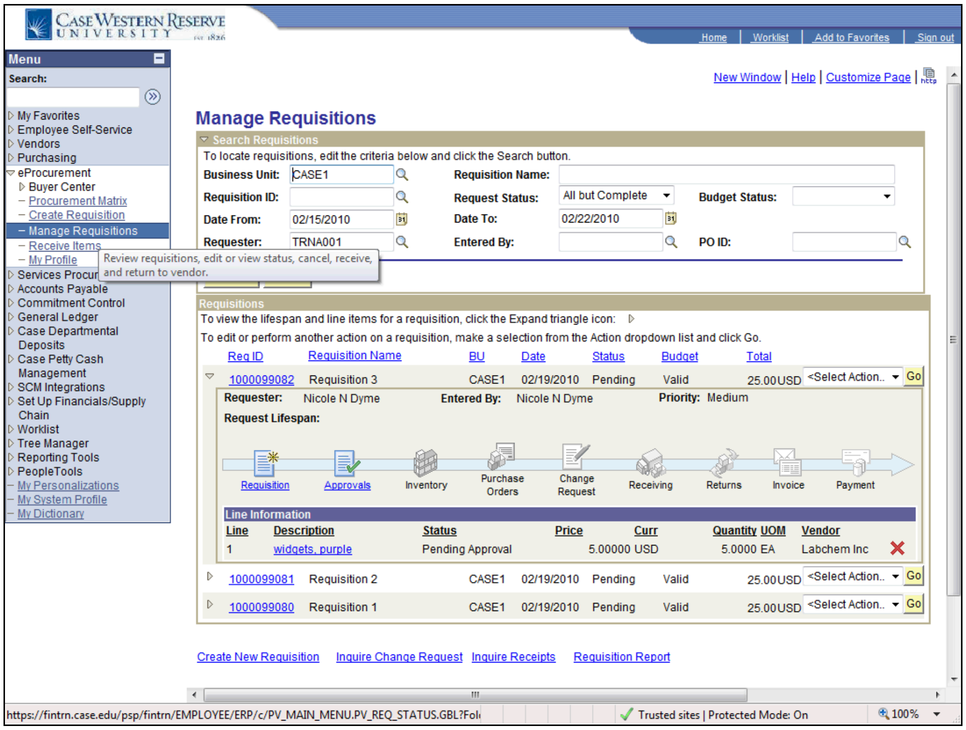


Step	Action
1.	Click the **eProcurement** link. eProcurement

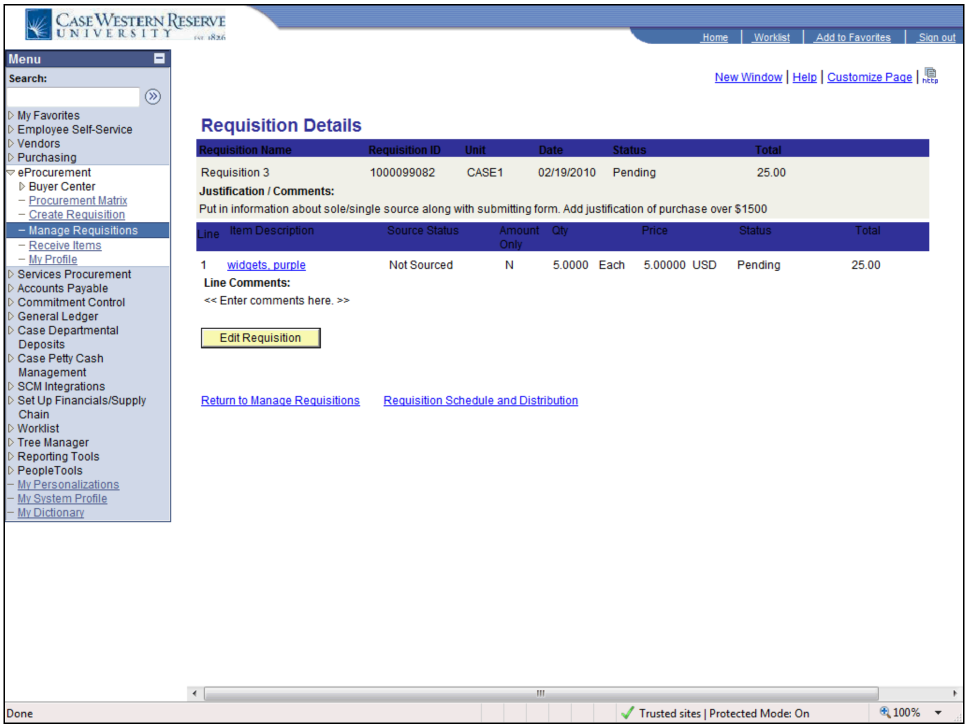
Manage Requisitions



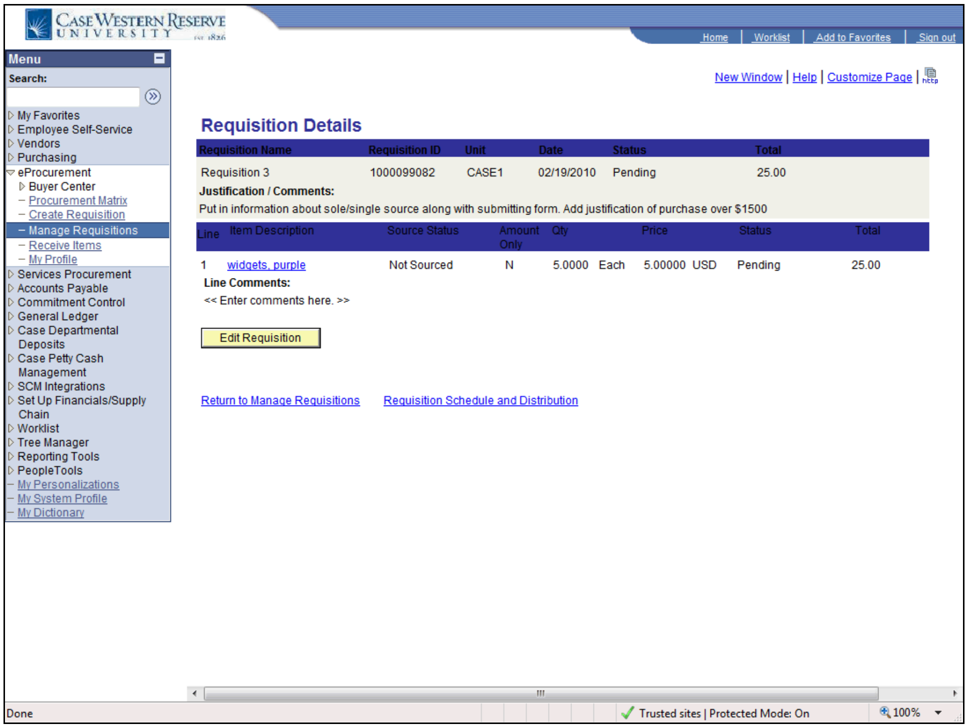
Step	Action
2.	Click the **Manage Requisitions** in the eProcurement menu in the center of the screen. Or you can click Manage Requisitions from the left-hand menu.
3.	Click the **Manage Requisitions** link. Manage Requisitions



Step	Action
4.	The Manage Requisitions page appears. The Search Requisitions is where you can enter criteria to search for your Requisition(s). Point to the **Requisition Name** field.
5.	Enter the desired search criteria and click the **Search** button. Search
6.	The Requisitions area will show those Requisitions that match your search.
7.	To the right of each Requisition is a dropdown with a list of Actions. You may select an action and click the **Go** button. Click the **1000099082** link.
8.	Click the Req ID number link of the Requisition you would like to view, for example, **1000099082.** 1000099082



Step	Action
9.	The Requisition Details page appears. The page contains all the details of your requisition. To edit the requisition, click the **Edit Requisition** button.



Step	Action
10.	To return to the list of Requisitions, Click the **Return to Manage Requisitions** link. Return to Manage Requisitions
11.	To see the "Line of Life", click the **Expand Section** button next the Requisition you want to see.
12.	The new version of the "Circle of Life" appears. This will show you where your Requisition is in the approval, P.O. and payment process. Grey items mean it has not reached there. Colored items mean it is at this point.
13.	**End of Procedure.**