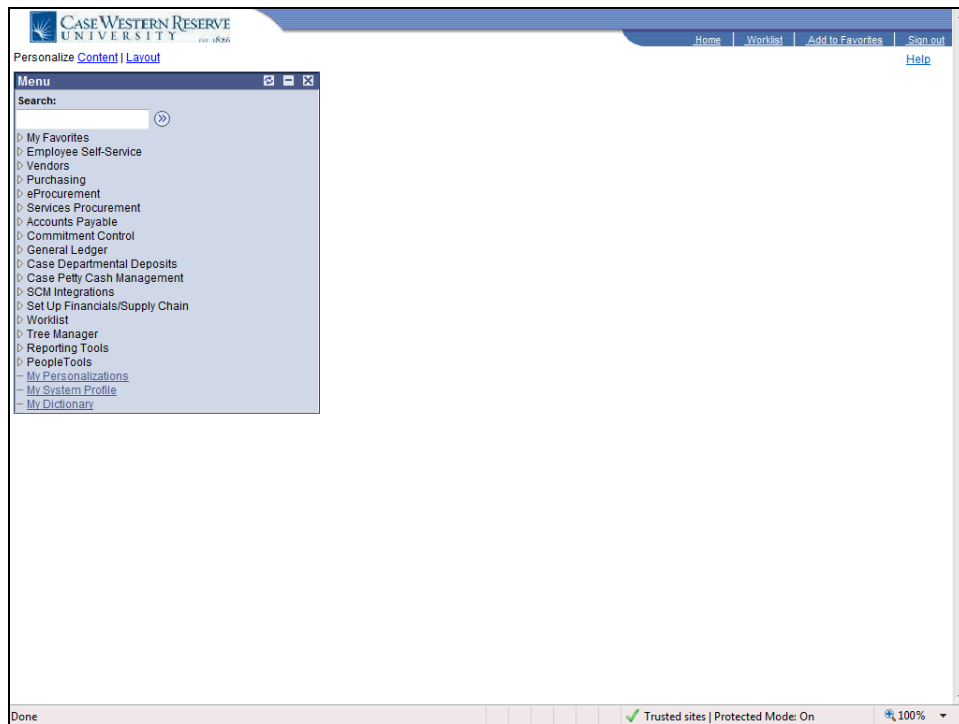


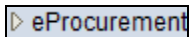
Manage Requisitions

Concept

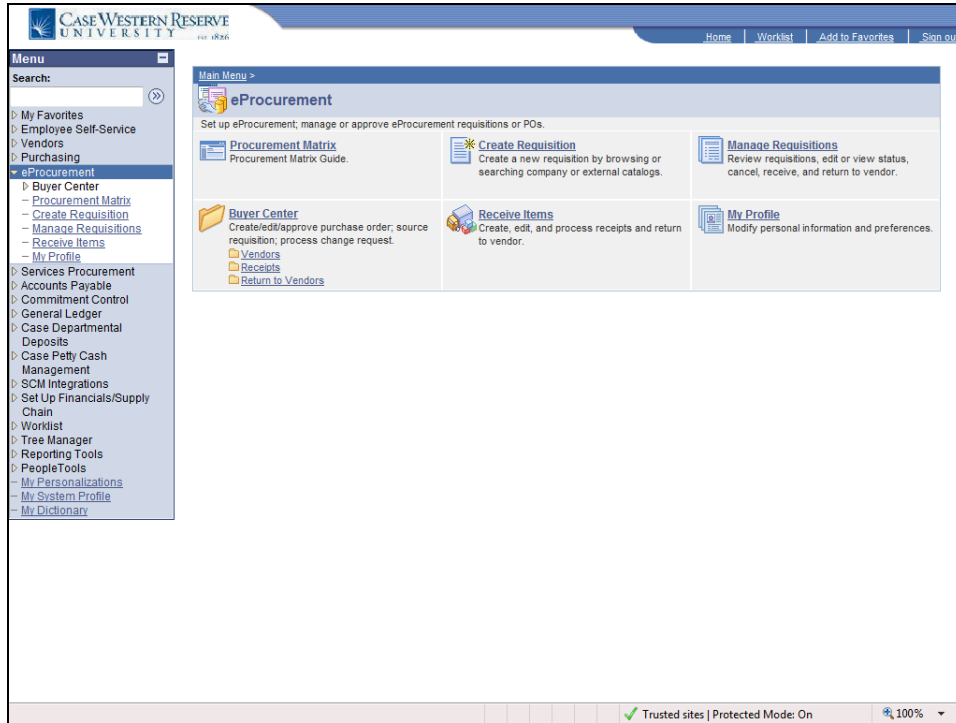
The guide will demonstrate how to view the approvals and status of your requisition, and search for requisitions and purchase orders.

Procedure

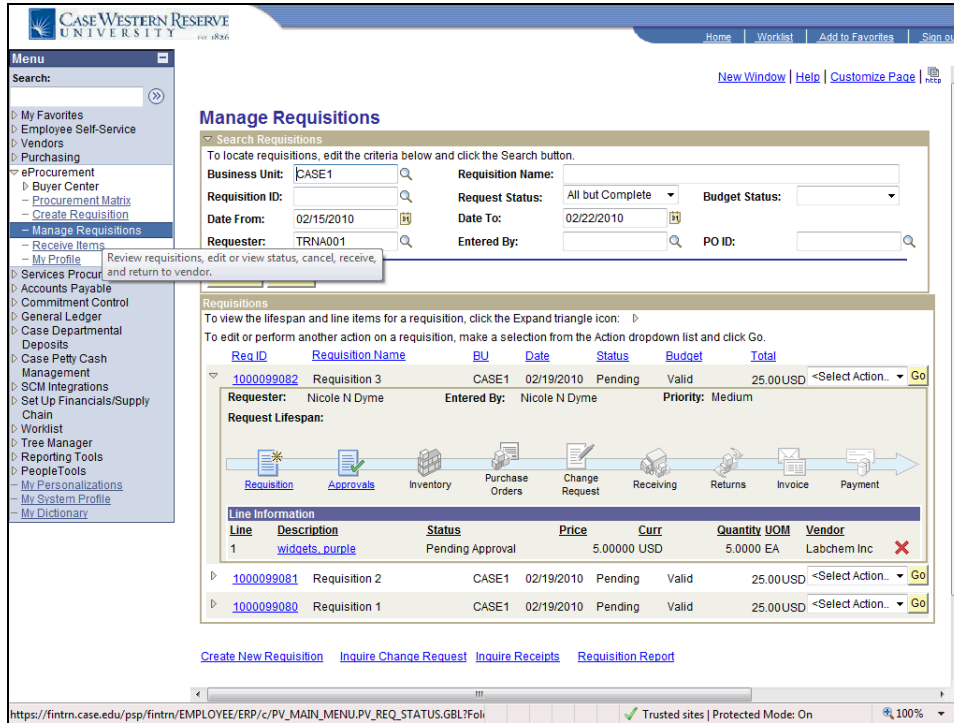


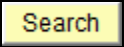

Step	Action
1.	Click the eProcurement link. 

Manage Requisitions

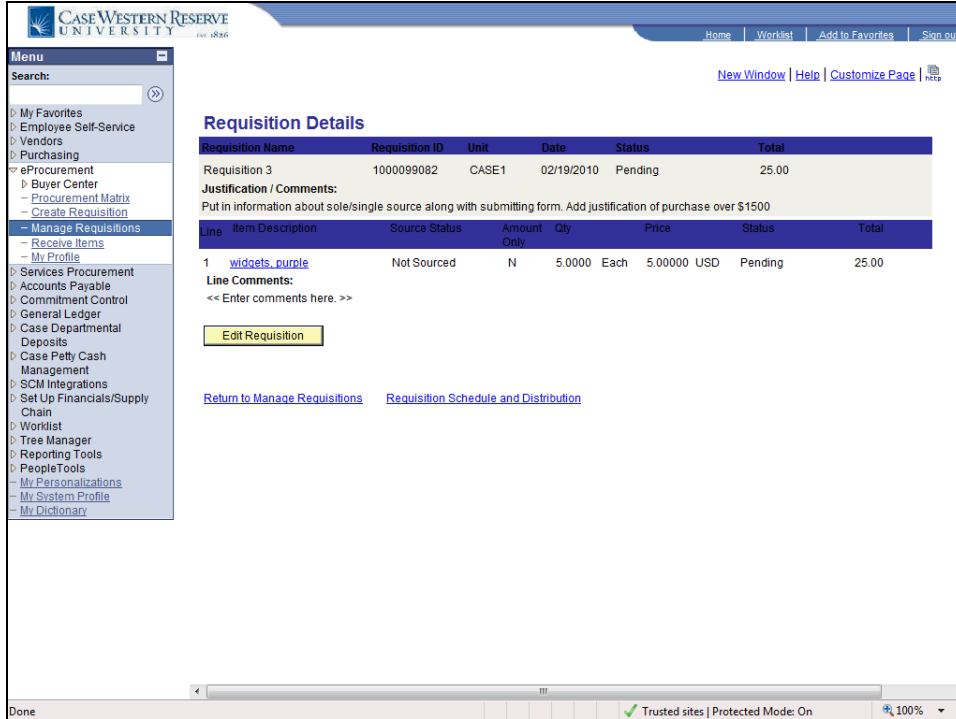


Step	Action
2.	Click the Manage Requisitions in the eProcurement menu in the center of the screen. Or you can click Manage Requisitions from the left-hand menu.
3.	Click the Manage Requisitions link. Manage Requisitions



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. 
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 . 

Manage Requisitions



The screenshot shows the 'Requisition Details' page in the eProcurement system. The page includes a search bar, a navigation menu on the left, and a main content area with a table of requisition details and an 'Edit Requisition' button.

Menu:

- My Favorites
- Employee Self-Service
- Vendors
- Purchasing
 - eProcurement
 - Buyer Center
 - Procurement Matrix
 - Create Requisition
 - Manage Requisitions
 - Receive Items
 - My Profile
- Services Procurement
- Accounts Payable
- Commitment Control
- General Ledger
- Case Departmental Deposits
- Case Petty Cash Management
- SCM Integrations
- Set Up Financials/Supply Chain
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
 - My Personalizations
 - My System Profile
 - My Dictionary

Requisition Details Table:

Requisition Name	Requisition ID	Unit	Date	Status	Total
Requisition 3	1000099082	CASE1	02/19/2010	Pending	25.00

Justification / Comments:
Put in information about sole/single source along with submitting form. Add justification of purchase over \$1500

Line Items Table:

Line	Item Description	Source Status	Amount Only	Qty	Price	Status	Total
1	widgets, purple	Not Sourced	N	5.0000	Each 5.00000 USD	Pending	25.00

Line Comments:
<< Enter comments here. >>

Buttons: Edit Requisition

Links: Return to Manage Requisitions, Requisition Schedule and Distribution

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.

Menu

Search:

- My Favorites
- Employee Self-Service
- Vendors
- Purchasing
 - Procurement
 - Buyer Center
 - Procurement Matrix
 - Create Requisition
 - Manage Requisitions
 - Receive Items
 - My Profile
 - Services Procurement
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Requisition Details


Requisition Name	Requisition ID	Unit	Date	Status	Total
Requisition 3	1000099082	CASE1	02/19/2010	Pending	25.00

Justification / Comments:
Put in information about sole/single source along with submitting form. Add justification of purchase over \$1500

Line	Item Description	Source Status	Amount Only	Qty	Price	Status	Total
1	widgets, purple	Not Sourced	N	5.0000	Each 5.00000 USD	Pending	25.00

Line Comments:
<< Enter comments here. >>

[Return to Manage Requisitions](#) [Requisition Schedule and Distribution](#)

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.