Managing Requisitions

Managing Requisitions

- ▶ Under eProcurement menu
- ▶ Review Requisition Information
- ▶ Edit a Requisition
- ▶ Delete a Requisition
- ▶ Cancel a Requisition
- ▶ Will be able to see requisitions for all requesters you have authority for

Request States

- Open
- Pending
- Approved
- Denied
- Canceled

- PO(s) Created
- PO(s) Dispatched
- PO(s) Canceled
- Received
- Complete

Requisition Budget Checking Statuses

- After being fully approved, Requisition must be budget checked
- Budget Checking Process occurs automatically at 10:00 am, 12:00 pm, 2:00 pm, 4:00 pm, and 6:00 pm each weekday
- Budget Checking Statuses:
  - Not Chk'd
  - Error
  - Valid

Searching for Requisitions

Reviewing Requisitions and Their Life Cycle

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Edit a Requisition

Delete a Requisition Line

Cancel a Requisition

- ▶ May need to cancel because items were no longer needed

- ▶ May need to cancel because Requisition was denied, with instructions not to resubmit

- ▶ Verify status is not PO Created or PO Dispatched

- ▶ Select Cancel Requisition from Action drop down menu on Manage Requisitions page