Managing Requisitions

**BUSINESS OBJECTIVE:** Manage Requisitions page will enable you to view requisitions and track their progress from creation to payment. Most importantly this tool will advise budget status since a requisition with budget error status **DOES NOT** route to the Purchasing Department.

**STEP#1:** Navigate to eProcurement**>**Manage Requisitions

**STEP#2:** Enter as much information to locate the requisition to be reviewed. For example, Business Unit, ‘date from’ and ‘date to’ has been entered. Click **Search**.

If the requester EMPLID does not default, enter it. Requesters can only manage their own requisitions. Unless they are Creators on behave a Requester(s).

In this example: requisition 0000000202 has been routed to the Purchasing Department where a Purchase Order has been created and the requestor has added a receipt. Requesters can track all changes to their requisitions

from this page including approvals, managing budget status errors, copy and cancelling requisitions.

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