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
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

### Manage Requisitions

To locate requisitions, edit the criteria below and click the Search button.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>40000</td>
</tr>
<tr>
<td>Requisition ID</td>
<td></td>
</tr>
<tr>
<td>Date From</td>
<td>03/02/2015</td>
</tr>
<tr>
<td>Requestor</td>
<td>ITREQUESTER36</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request State</td>
<td>All but Complete</td>
</tr>
<tr>
<td>Date To</td>
<td>03/00/2015</td>
</tr>
<tr>
<td>Entered By</td>
<td></td>
</tr>
<tr>
<td>Budget Status</td>
<td></td>
</tr>
<tr>
<td>Origin</td>
<td></td>
</tr>
<tr>
<td>PO ID</td>
<td></td>
</tr>
</tbody>
</table>

[Show Advanced Search]

**ORACLE**
Reviewing Requisitions and Their Life Cycle
Reviewing Requisitions and Their Life Cycle
Edit a Requisition
Delete a Requisition Line

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Item ID</th>
<th>Supplier</th>
<th>Quantity</th>
<th>UOM</th>
<th>Price</th>
<th>Total</th>
<th>Details</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rounded Memo Holder White</td>
<td></td>
<td>STG MARKETING</td>
<td>100.0000</td>
<td>Each</td>
<td>9.5000</td>
<td>950.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select lines to: Add to Favorites, Add to Template(s)

Delete Selected

Cart Summary: Total Amount 950.00 USD
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