



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**.

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To locate requisitio	ns, edit the criteria I	below and	d click the Sea	arch button.								
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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.