

How to Use the Manage Requisitions Page



All users with the FS_POINQUIRYANDREPORTING role will now have the ability to access the Manage Requisitions page for inquiry purposes.

While this job aid is geared specifically towards operators who have inquiry access only, it will be helpful to any operator who has access to the Manage Requisitions pages, including those who have data entry capabilities (FS_REQPODATAENTRYOPERATOR).

The following topics are discussed in this job aid:

- ◆ How to perform searches in the Manage Requisitions page
- ◆ How to Identify the Status of a Requisition
- ◆ How to Review Requisition Information and Locate the PO ID
- ◆ How to Use the Select Action drop-down list to View Approvals
- ◆ The Related Links section

Please keep in mind that unless you have requisition data entry capabilities, this page will be available to you for inquiry purposes only. Any related links will either be inaccessible to you, or will not allow edits.

Step 1.

Log into the e*mpac Finance Application with your FIN Username and Password.

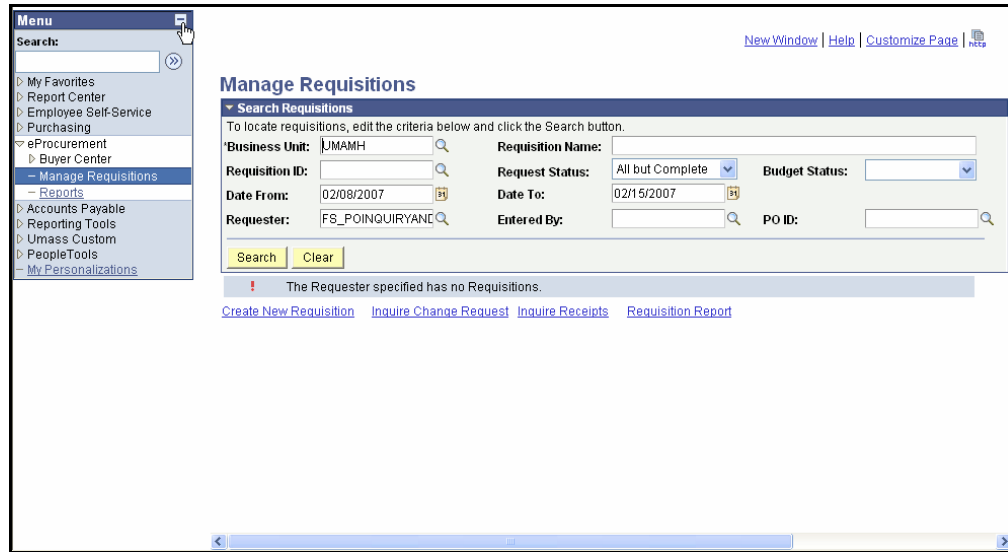


Navigate to the following path:


eProcurement → Manage Requisitions

How to Perform Searches on the Manage Requisitions page

The Manage Requisitions page opens.



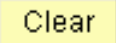
The **Manage Requisition** page is divided into three sections: Search Requisitions, Requisitions (list), and related links.

Step 2. Click the collapse icon  on the Menu bar.

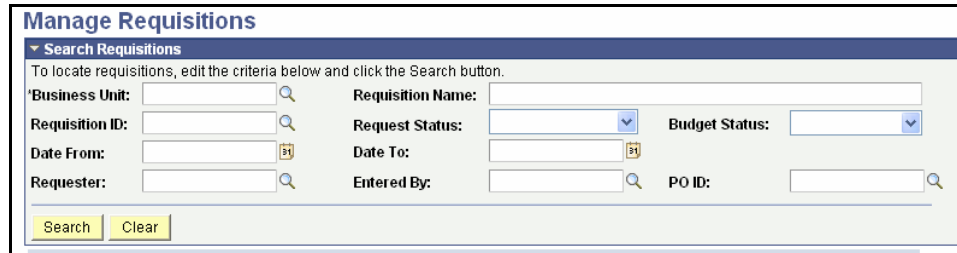
The **Manage Requisitions** page with the Menu bar collapsed:



The **Business Unit** defaults in based on your user security. The Request Status drop-down list defaults in as "All but Complete." The **Date From** field defaults in to a date seven days prior to the current date and the **Date To** field will always default in as the current date. You should also note that **your User ID** defaults in as the **Requester**. If you don't clear the Requester field, it will pull back only requisitions that you have entered.

Step 3. Click the  button.

The **Search Criteria** is cleared:



The Search Requisitions section provides several fields for use in your requisition search. Your search results will depend on what you enter into each field.

Step 4.

Enter or **Look up** (🔍) the **Business Unit**.

Step 5.

Enter or **Look up** (🔍) the appropriate **Requisition ID** (10 digits), if known.



If you enter the requisition ID, you may skip to Step 9

Step 6.

Select a **Request Status** from the drop-down list, if appropriate.

Step 7.

Enter or **Look up** (📅) a date in the **Date From** and **Date To** field, if appropriate.

Step 8.

Enter or **Look up** (🔍) the **Requester** (usually the person who data entered the requisition)

The updated **Manage Requisitions** page:

Manage Requisitions

Search Requisitions

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

'Business Unit: Requisition Name:

Requisition ID: Request Status: Budget Status:

Date From: Date To:

Requester: Entered By: PO ID:

! The Requester specified has no Requisitions.

[Create New Requisition](#) [Inquire Change Request](#) [Inquire Receipts](#) [Requisition Report](#)



In the above example, the user searched within a specific date range, changing the **Date From** and **Date To** fields to 2/7/2007. The Requester and the Requisition ID have been left blank.

Step 9.

Click the button.

The **Requisitions** section appears with all requisitions matching the search criteria.

Manage Requisitions

Search Requisitions

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

'Business Unit: Requisition Name:

Requisition ID: Request Status: Budget Status:

Date From: Date To:

Requester: Entered By: PO ID:

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon: ▾

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
▾ R000000050	R000000050	UMAMH	02/07/2007	PO(s) Created	Valid	5.00 USD	<Select Action.. ▾ Go
▾ R000000049	R000000049	UMAMH	02/07/2007	Pending	Not Chk'd	5.00 USD	<Select Action.. ▾ Go
▾ R000000048	R000000048	UMAMH	02/07/2007	Approved	Not Chk'd	65.67 USD	<Select Action.. ▾ Go
▾ R000000047	VWR#5	UMAMH	02/07/2007	PO(s) Dispatched	Valid	970.14 USD	<Select Action.. ▾ Go
▾ R000000046	VWR#1	UMAMH	02/07/2007	Received	Valid	109.90 USD	<Select Action.. ▾ Go
▾ R000000045	R000000045	UMAMH	02/07/2007	Open	Error	20.00 USD	<Select Action.. ▾ Go

How to Identify the Status of a Requisition

The **Requisitions** section:

Requisitions							
To view the lifespan and line items for a requisition, click the Expand triangle icon: ▾							
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.							
Req ID	Requisition Name	BU	Date	Status	Budget	Total	
▾ R000000050	R000000050	UMAMH	02/07/2007	PO(s) Created	Valid	5.00USD	<Select Action... ▾ Go
▾ R000000049	R000000049	UMAMH	02/07/2007	Pending	Not Chk'd	5.00USD	<Select Action... ▾ Go
▾ R000000048	R000000048	UMAMH	02/07/2007	Approved	Not Chk'd	65.67USD	<Select Action... ▾ Go
▾ R000000047	VWR#5	UMAMH	02/07/2007	PO(s) Dispatched	Valid	970.14USD	<Select Action... ▾ Go
▾ R000000046	VWR#1	UMAMH	02/07/2007	Received	Valid	109.90USD	<Select Action... ▾ Go
▾ R000000045	R000000045	UMAMH	02/07/2007	Open	Error	20.00USD	<Select Action... ▾ Go



In the above search results, there were five requisitions created on 02/07/2007 (see the **Date** field). In the fifth column is the **Status** of each requisition. The following statuses can be seen on the Manage Requisitions page (not all are displayed in the page shot):

- *Approved* (requisitions have been fully approved)
- *Canceled* (Requisitions have been canceled)
- *Complete* (Requisitions are scheduled to be closed)
- *Denied* (Approval has been denied)
- *Open* (requisitions have not been submitted to Workflow)
- *PO(s) Created* (Purchase Order(s) have been created by not yet sent to the vendor.
- *PO(s) Dispatched* (Purchase orders have been sent to the vendor)
- *Pending* (Requisitions are in workflow but have not yet been fully approved)
- *Received* (Purchase Orders have electronic receipts)

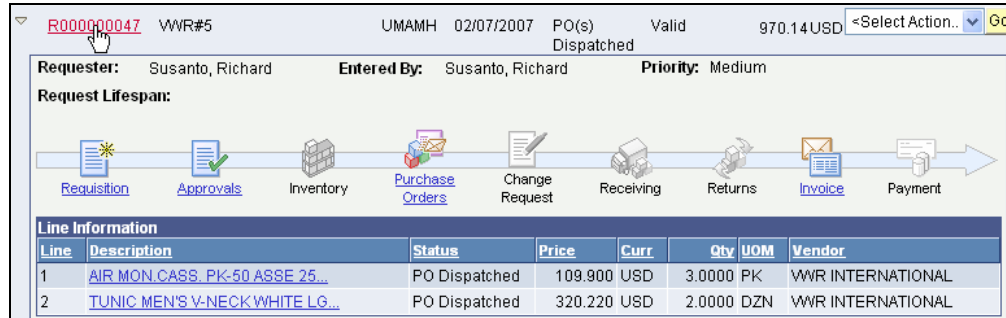
How to Review Requisition Information and locate the PO ID(s)

Step 10. **Locate** the requisition you want to review.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
▾ R000000050	R000000050	UMAMH	02/07/2007	PO(s) Created	Valid	5.00USD	<Select Action... ▾ Go
▾ R000000049	R000000049	UMAMH	02/07/2007	Pending	Not Chk'd	5.00USD	<Select Action... ▾ Go
▾ R000000048	R000000048	UMAMH	02/07/2007	Approved	Not Chk'd	65.67USD	<Select Action... ▾ Go
▾ R000000047	VWR#5	UMAMH	02/07/2007	PO(s) Dispatched	Valid	970.14USD	<Select Action... ▾ Go
▾ R000000046	VWR#1	UMAMH	02/07/2007	Received	Valid	109.90USD	<Select Action... ▾ Go
▾ R000000045	R000000045	UMAMH	02/07/2007	Open	Error	20.00USD	<Select Action... ▾ Go

Step 11. **Click** the expand section icon ▾ next to the **Req ID**.

The **Requisition** expands:



Requester: Susanto, Richard **Entered By:** Susanto, Richard **Priority:** Medium

Request Lifespan:

Requisition → Approvals → Inventory → Purchase Orders → Change Request → Receiving → Returns → Invoice → Payment

Line Information

Line	Description	Status	Price	Curr	Qty	UOM	Vendor
1	AIR MON.CASS. PK-50 ASSE 25...	PO Dispatched	109.900	USD	3.0000	PK	WWR INTERNATIONAL
2	TUNIC.MEN'S V-NECK.WHITE LG...	PO Dispatched	320.220	USD	2.0000	DZN	WWR INTERNATIONAL



This section identifies the **Requester** and who the requisition was **Entered By**. In the **Request Lifespan** section, the process flow of the requisition highlights the steps the requisition has completed. The requisition in this example has reached the Invoice stage but has yet to be paid.

In the **Line Information** section, you are provided with the **Line number**, the **Description** of each line item, the line **Status**, the total line **Price**, the **Curr**(ency) type, the **Qty**, the **UOM**, and the **Vendor name**. You may access the Req ID link for more details on related purchase orders and line information.

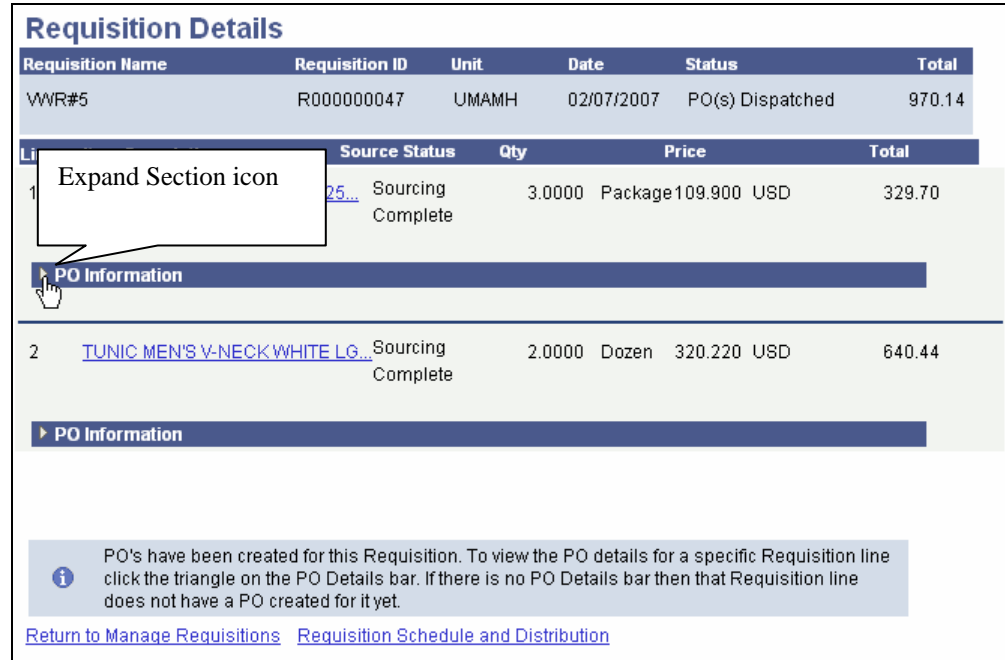


Can I use the hyperlinks in the Request Lifespan section to access the Requisition or Purchase Orders? No, at this time, the hyperlinks in the Request Lifespan section do not access anything. If you click on these hyperlinks, the page will refresh with no changes.

Step 12.

Click the **Requisition** link 

The **Requisition Details** page opens.




Requisition Name	Requisition ID	Unit	Date	Status	Total
WWR#5	R000000047	UMAMH	02/07/2007	PO(s) Dispatched	970.14

Line	Item Description	Source Status	Qty	Price	Total
1	AIR MON.CASS. PK-50 ASSE 25...	Sourcing Complete	3.0000	Package109.900 USD	329.70
PO Information					
2	TUNIC MEN'S V-NECK WHITE LG...	Sourcing Complete	2.0000	Dozen 320.220 USD	640.44
PO Information					


PO's have been created for this Requisition. To view the PO details for a specific Requisition line click the triangle on the PO Details bar. If there is no PO Details bar then that Requisition line does not have a PO created for it yet.

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



The **Requisition Details** page is where you can access the PO Information related to each line. The blue information box  at the bottom of the page states “PO’s have been created for this Requisition” and the **Source Status** for each line is “Sourcing Complete.”

Step 13.

Click the expand section icon  for the PO Information section in the line.

The **PO Information** section expands:



Line	Item Description	Source Status	Qty	Price	Total
1	AIR MON.CASS. PK-50 ASSE 25...	Sourcing Complete	3.0000	Package109.900 USD	329.70


PO No.	PO Status	Vendor	Receipt Status
0001200032	Dispatched	WWR INTERNATIONAL	PO Not Received

PO Line	Sched #	Due Date	Ship To	PO Qty	Price
1	1	02/07/2007	4HAS	3.0000	109.90000 USD



The **PO Line Information** is displayed, including the **PO No.**, the **PO Status**, and the **Vendor Name**.

Step 14.

Review the **PO Line Information** for each line by clicking the expand section icon .

Requisition Details

Requisition Name	Requisition ID	Unit	Date	Status	Total
WWR#5	R000000047	UMAMH	02/07/2007	PO(s) Dispatched	970.14

Line	Item Description	Source Status	Qty	Price	Total
1	AIR MON.CASS. PK-60 ASSE 25...	Sourcing Complete	3.0000	Package109.900 USD	329.70

PO Information Find | View All First 1 of 1 Last

PO No.	PO Status	Vendor	Receipt Status
0001200032	Dispatched	WWR INTERNATIONAL	PO Not Received

PO Line Information

PO Line	Sched #	Due Date	Ship To	PO Qty	Price
1	1	02/07/2007	4HAS	3.0000	109.90000 USD

2	TUNIC MEN'S V-NECK WHITE LG...	Sourcing Complete	2.0000	Dozen 320.220 USD	640.44
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PO Information Find | View All First 1 of 1 Last

PO No.	PO Status	Vendor	Receipt Status
0001200032	Dispatched	WWR INTERNATIONAL	PO Not Received

PO Line Information

PO Line	Sched #	Due Date	Ship To	PO Qty	Price
2	1	02/07/2007	4HAS	2.0000	320.22000 USD

i PO's have been created for this Requisition. To view the PO details for a specific Requisition line click the triangle on the PO Details bar. If there is no PO Details bar then that Requisition line does not have a PO created for it yet.

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

Step 15.

Click the **Item Description** link [AIR MON.CASS. PK-60 ASSE 25...](#) for the appropriate line.

The **Item Description** page opens.

Item Description

AIR MON.CASS. PK-50 ASSE 25MM

Requisition Price:	109.90000	
Recv Reqd:	Optional	Item ID: N/A
Category:	Office & Admin Supplies	
Vendor:	VWR INTERNATIONAL	
Vendor Item ID:	10277-988	
Manufacturer:	N/A	
Mfg Itm ID:	4375	

No image for this item

[Return to Previous Page](#)



The **Item Description** page displays the Item Description, the Receiving Requirement, the Category name, the Vendor Name, the Vendor Item ID and the Mfg Itm ID.

If the **Recv Reqd** field is populated with "Required" receiving is required for that line only if the total value of any resulting purchase order is \$1,000 or more.

The **Category** should mimic (have the same value) the Account code that is charged.

Note that if the **Vendor Item ID** and the **Mfg Itm ID** fields are populated (as in this example), that's a pretty good indication that you are viewing a Marketplace requisition line.

Step 16. Click the [Return to Previous Page](#) link.

The Requisition Details page reopens.

Requisition Details																																																																			
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PO Information				Find View All			First	1 of 1	Last																																																										
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2	1	02/07/2007	4HAS	2.0000	320.22000 USD																																																														



You can continue to review the item information for each line by clicking on the Item Description link for each line.

Step 17.

Scroll down to the bottom of the page.

2	TUNIC MEN'S V-NECK WHITE LG...	Sourcing Complete	2.0000	Dozen 320.220 USD	640.44																						
<table border="1"> <thead> <tr> <th colspan="7">PO Information</th> </tr> </thead> <tbody> <tr> <td colspan="7"> <p>i PO's have been created for this Requisition. To view the PO details for a specific Requisition line click the triangle on the PO Details bar. If there is no PO Details bar then that Requisition line does not have a PO created for it yet.</p> </td> </tr> <tr> <td colspan="7"> <p>Return to Manage Requisitions Requisition Schedule and Distribution</p> </td> </tr> </tbody> </table>							PO Information							<p>i PO's have been created for this Requisition. To view the PO details for a specific Requisition line click the triangle on the PO Details bar. If there is no PO Details bar then that Requisition line does not have a PO created for it yet.</p>							<p>Return to Manage Requisitions Requisition Schedule and Distribution</p>						
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<p>Return to Manage Requisitions Requisition Schedule and Distribution</p>																											

Step 18.

Click the [Requisition Schedule and Distribution](#) link.

The **Manage Requisitions** page reopens.

PO Information Find | View All First 1 of 1 Last

PO No.	PO Status	Vendor	Receipt Status
0001200032	Dispatched	WWR INTERNATIONAL	PO Not Received

PO Line Information

PO Line	Sched #	Due Date	Ship To	PO Qty	Price	USD
2	1	02/07/2007	4HAS	2.0000	320.22000	USD

i PO's have been created for this Requisition. To view the PO details for a specific Requisition line click the triangle on the PO Details bar. If there is no PO Details bar then that Requisition line does not have a PO created for it yet.

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

Step 20.

Click the [Return to Manage Requisitions](#) link.

The **Manage Requisitions** page reopens.

Manage Requisitions

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

Business Unit: Requisition Name:

Requisition ID: Request Status: Budget Status:

Date From: Date To:

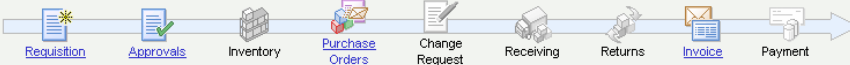
Requester: Entered By: PO ID:

Requisitions
To view the lifespan and line items for a requisition, click the Expand triangle icon: ▶
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
▶ R000000050	R000000050	UMAMH	02/07/2007	PO(s) Created	Valid	5.00 USD	<Select Action...> Go
▶		UMAMH	02/07/2007	Pending	Not Chk'd	5.00 USD	<Select Action...> Go
▶		UMAMH	02/07/2007	Approved	Not Chk'd	65.67 USD	<Select Action...> Go
▼ R000000047	WWR#5	UMAMH	02/07/2007	PO(s) Dispatched	Valid	970.14 USD	<Select Action...> Go

Requester: Susanto, Richard **Entered By:** Susanto, Richard **Priority:** Medium

Request Lifespan:



Line Information

Line	Description	Status	Price	Curr	Qty	UOM	Vendor
1	AIR MON.CASS. PK-50 ASSE 25...	PO Dispatched	109.900	USD	3.0000	PK	WWR INTERNATIONAL
2	TUNIC MEN'S V-NECK WHITE LG...	PO Dispatched	320.220	USD	2.0000	DZN	WWR INTERNATIONAL









You can also access the **Item Description** page from the **Description** hyperlinks in the Line Information section. The **Item Description** page is identical to the one you viewed in Step 15.

Step 21.

Click the collapse section icon  next to the expanded Requisition.

The **Requisitions** List with the Collapse Section icon selected:

Requisitions						
Req ID	Requisition Name	BU	Date	Status	Budget	Total
 R000000050	R000000050	UMAMH	02/07/2007	PO(s) Created	Valid	5.00 USD
 R000000049	R000000049	UMAMH	02/07/2007	Pending	Not Chk'd	5.00 USD
 R000000048	R000000048	UMAMH	02/07/2007	Approved	Not Chk'd	65.67 USD
 R000000047	WWR#5	UMAMH	02/07/2007	PO(s) Dispatched	Valid	970.14 USD
 R000000046	WWR#1	UMAMH	02/07/2007	Received	Valid	109.90 USD
 R000000045	R000000045	UMAMH	02/07/2007	Open	Error	20.00 USD

[Create New Requisition](#) [Inquire Change Request](#) [Inquire Receipts](#) [Requisition Report](#)




How to Use the Select Action drop-down list



The following section outlines the **Select Action** drop-down list. **Operators who have inquiry access only** will be limited to using **View Approvals**. If any other action is selected, unauthorized operators will receive an error message.

Step 22.

Click on the **Select Action** drop-down list for the appropriate requisition:

 R000000047	WWR#5	UMAMH	02/07/2007	PO(s) Dispatched	Valid	970.14 USD	<Select Action...>
 R000000046	WWR#1	UMAMH	02/07/2007	Received	Valid	109.90 USD	<Select Action...>
 R000000045	R000000045	UMAMH	02/07/2007	Open	Error	20.00 USD	<Select Action...>




In this example, we are reviewing R000000047, which has a **Status** of **PO(s) Dispatched**. Note that depending on the status of the requisition, the **Select Action** options will not be the same as in this screenshot.

Step 23.

Select View Approvals.

Step 24.

Click the  button.

The **Approval Status** page opens.

Approval Status

Req Name: WWR#5
 Total: \$970.14 USD
 Requester: [Susanto, Richard](#) Business Unit: UMAMH
 Entered on: 02/07/2007 Requisition ID: R000000047
 Status: Approved Budget Status: Valid Priority: Medium
 Requester's Justification: [UMASS Req Info](#)
No justification entered by requester.

▶ Line Information

▼ Review/Edit Approvers

Department Approval

▼ Line 1: **Approved**
 AIR MON.CASS. PK-50 ASSE 25MM

Department Approver - Dist 01

<p>Approved</p> <p>✓ FS_APPROVER_AMH PO Dept Approver 1 - Dist 1 2/7/2007 - 11:22 AM</p>	→	<p>Auto Approved</p> <p>✓ FS_APPROVER_AMH PO Dept Approver 2 - Dist 1 2/7/2007 - 11:22 AM</p>
---	---	--

▼ Line 2: **Approved**
 TUNIC MEN'S V-NECK WHITE LG

Department Approver - Dist 01

<p>Approved</p> <p>✓ FS_APPROVER_AMH PO Dept Approver 1 - Dist 1 2/7/2007 - 11:22 AM</p>	→	<p>Auto Approved</p> <p>✓ FS_APPROVER_AMH PO Dept Approver 2 - Dist 1 2/7/2007 - 11:22 AM</p>
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[Return to Manage Requisitions](#)



This page has three sections: **Approval Status**, **Line Information**, and **Review/Edit Approvers**. The **Approval Status** section allows you to view the workflow **Status** of the requisition, the **Budget Status**, and the **Requester's Justification** (Header Comments).

Step 25. Click the expand icon  for the Line Information section.

The **Line Information** section expands.

Line Information								
	Line	Item Description	Vendor Name	Contract ID	Qty	UOM	Price	Curr
<input type="checkbox"/>	1	AIR MON.CASS. PK-50 ASSE 25...	SARDBA-001		3.0000	PK	109.90	USD
<input type="checkbox"/>	2	TUNIC MEN'S V-NECKWHITE LG...	SARDBA-001		2.0000	DZN	320.22	USD

[Select All / Deselect All](#)
 [View Line Details](#)



Basic information (i.e., **Item Description**, **Vendor Name**) is displayed in this section.

Note that if you have inquiry access only, you are not authorized to view line details from this page.

Step 26. Click the collapse icon  to collapse the Line Information section.

Step 27. Scroll down and review the Review/Edit Approvers section.

Review/Edit Approvers	
Department Approval	
<div style="border: 1px solid black; padding: 5px;"> <p>Line 1: Approved AIR MON.CASS. PK-50 ASSE 25MM</p> <p>Department Approver - Dist 01</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid green; padding: 5px; text-align: center;"> <p style="background-color: #4CAF50; color: white; padding: 2px;">Approved</p> <p style="font-size: small;">✓ FS_APPROVER_AMH PO Dept Approver 1 - Dist 1 2/7/2007 - 11:22 AM</p> </div> <div style="font-size: 2em;">→</div> <div style="border: 1px solid green; padding: 5px; text-align: center;"> <p style="background-color: #4CAF50; color: white; padding: 2px;">Auto Approved</p> <p style="font-size: small;">✓ FS_APPROVER_AMH PO Dept Approver 2 - Dist 1 2/7/2007 - 11:22 AM</p> </div> </div> </div>	
<div style="border: 1px solid black; padding: 5px;"> <p>Line 2: Approved TUNIC MEN'S V-NECK WHITE LG</p> <p>Department Approver - Dist 01</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid green; padding: 5px; text-align: center;"> <p style="background-color: #4CAF50; color: white; padding: 2px;">Approved</p> <p style="font-size: small;">✓ FS_APPROVER_AMH PO Dept Approver 1 - Dist 1 2/7/2007 - 11:22 AM</p> </div> <div style="font-size: 2em;">→</div> <div style="border: 1px solid green; padding: 5px; text-align: center;"> <p style="background-color: #4CAF50; color: white; padding: 2px;">Auto Approved</p> <p style="font-size: small;">✓ FS_APPROVER_AMH PO Dept Approver 2 - Dist 1 2/7/2007 - 11:22 AM</p> </div> </div> </div>	



The **Review/Edit Approvers** section displays the level(s) of approval to which the requisition has been routed. It also displays the User ID of the Approver who approved at each level (approver will be different depending on level). If a level has not been approved, *authorized* operators can click on the Approver hyperlink to see the list of users who have access to approving that requisition at the appropriate level.



Step 28. Return to the Approval Status page.

Approval Status

Req Name: WWR#5
Total: \$970.14 USD
Requester: [Susanto, Richard](#)
Entered on: 02/07/2007
Status: Approved **Budget Status:** Valid
Requester's Justification:
No justification entered by requester.

Business Unit: UMAMH
Requisition ID: R000000047
Priority: Medium
[UMASS Req Info](#)

▶ **Line Information**

▼ **Review/Edit Approvers**

Department Approval

▼ **Line 1: Approved**
AIR MON.CASS. PK-50 ASSE 25MM

Department Approver - Dist 01

Approved ✓ FS_APPROVER_AMH PO Dept Approver 1 - Dist 1 2/7/2007 - 11:22 AM	→	Auto Approved ✓ FS_APPROVER_AMH PO Dept Approver 2 - Dist 1 2/7/2007 - 11:22 AM
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▼ **Line 2: Approved**
TUNIC MEN'S V-NECK WHITE LG

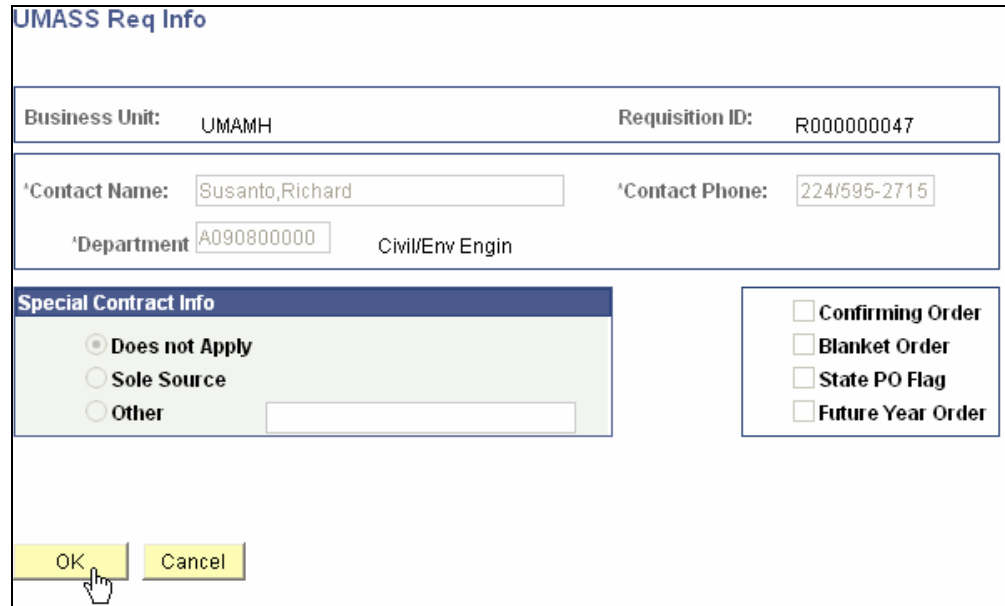
Department Approver - Dist 01

Approved ✓ FS_APPROVER_AMH PO Dept Approver 1 - Dist 1 2/7/2007 - 11:22 AM	→	Auto Approved ✓ FS_APPROVER_AMH PO Dept Approver 2 - Dist 1 2/7/2007 - 11:22 AM
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[Return to Manage Requisitions](#)

Step 29. Click the [UMASS Req Info](#) link.

The **UMASS Req Info** page opens.



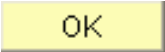
The screenshot shows the 'UMASS Req Info' form. It contains the following fields and options:

- Business Unit:** UAMAH
- Requisition ID:** R000000047
- 'Contact Name:** Susanto, Richard
- 'Contact Phone:** 224/595-2715
- 'Department:** A090800000 Civil/Env Engin
- Special Contract Info:**
 - Does not Apply
 - Sole Source
 - Other
- Order type checkboxes:**
 - Confirming Order
 - Blanket Order
 - State PO Flag
 - Future Year Order
- Buttons:** OK and Cancel



The **UMASS Req Info** page displays the contact information for the Requester. It also displays the **Special Contract Info** and the **Order type** checkboxes.

Step 30.

Click the  button.

The **Approval Status** page reopens.

Approval Status

Req Name: VWR#5
Total: \$970.14 USD
Requester: [Susanto, Richard](#) **Business Unit:** UMAMH
Entered on: 02/07/2007 **Requisition ID:** R000000047
Status: Approved **Budget Status:** Valid **Priority:** Medium
Requester's Justification: [UMASS Req Info](#)
No justification entered by requester.

▶ **Line Information**

▼ **Review/Edit Approvers**

Department Approval

▼ **Line 1: Approved**
AIR MON.CASS. PK-50 ASSE 25MM

Department Approver - Dist 01

Approved ✓ FS_APPROVER_AMH PO Dept Approver 1 - Dist 1 2/7/2007 - 11:22 AM	→	Auto Approved ✓ FS_APPROVER_AMH PO Dept Approver 2 - Dist 1 2/7/2007 - 11:22 AM
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▼ **Line 2: Approved**
TUNIC MEN'S V-NECK WHITE LG

Department Approver - Dist 01

Approved ✓ FS_APPROVER_AMH PO Dept Approver 1 - Dist 1 2/7/2007 - 11:22 AM	→	Auto Approved ✓ FS_APPROVER_AMH PO Dept Approver 2 - Dist 1 2/7/2007 - 11:22 AM
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[Return to Manage Requisitions](#)

Step 31. Click the [Return to Manage Requisitions](#) link.

The **Manage Requisitions** page reopens:

Manage Requisitions

Search Requisitions

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

'Business Unit: Requisition Name:

Requisition ID: Request Status: Budget Status:

Date From: Date To:

Requester: Entered By: PO ID:

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon:

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
R000000050	R000000050	UMAMH	02/07/2007	PO(s) Created	Valid	5.00 USD	<input type="button" value="Select Action.."/> <input type="button" value="Go"/>
R000000049	R000000049	UMAMH	02/07/2007	Pending	Not Chk'd	5.00 USD	<input type="button" value="Select Action.."/> <input type="button" value="Go"/>
R000000048	R000000048	UMAMH	02/07/2007	Approved	Not Chk'd	65.67 USD	<input type="button" value="Select Action.."/> <input type="button" value="Go"/>
R000000047	VWR#5	UMAMH	02/07/2007	PO(s) Dispatched	Valid	970.14 USD	<input type="button" value="Select Action.."/> <input type="button" value="Go"/>
R000000046	VWR#1	UMAMH	02/07/2007	Received	Valid	109.90 USD	<input type="button" value="Select Action.."/> <input type="button" value="Go"/>
R000000045	R000000045	UMAMH	02/07/2007	Open	Error	20.00 USD	<input type="button" value="Select Action.."/> <input type="button" value="Go"/>

The Related Links Section

Scroll down to the related links:

[Create New Requisition](#) [Inquire Change Request](#) [Inquire Receipts](#) [Requisition Report](#)



If you have inquiry access only to the Manage Requisitions pages, you are not authorized to access any of the four links. Unauthorized operators will receive a security error if any of these links are selected.

END JOB AID



Last Edited Date	3/14/2007
Last Edited By	Kristina England