Using eProcurement
Manage Requisition
Using Search Filters
End user can use all the fields identified to conduct requisition searches.
Change the filters dates to indicate what week to search for a requisition. Dates can also be removed to look at all requisitions created.
Example of date range search.
Example of removal of dates.
Conduct a search by Request Status, end users can filter through various stages of a requisition.
Conduct a search by Budget Status, end users can filter through various stages of a requisition budget. This is a good way of monitor requisition with budget errors.
Besides conducting a search by date, end users can also search by specific requisition number. Note, requisition numbers are ten digits in length.
Here is an example of a search using just the requisition number.
End users can also conduct a search using a PO ID, again note that purchase order numbers are ten digits in length.
Example of using PO ID to search for a requisition.
The naming convention for a requisition can also be used to search for a requisition.
Example of using requisition name to search for a requisition.
Select an action drop down
Click on the expansion arrow, use the Selection Action drop down box to perform additional options
In the selection action drop down box, end users have the ability to perform additional actions to a requisition.
Using the Requisition Life Cycle Icons
Click on the requisition expansion arrow, then click on the requisition icon.
From this icon, you can see more detail related to each line item of the requisition, this includes line comments and header comments.
End users can also see PO information by clicking on the expansion arrow.

Lastly, end users can also see Chart of Account information by clicking on Requisition Schedule and Distribution link.
End users can see Chart of Account information for each line item of a requisition.
Using the Requisition Life Cycle Icons – Purchase Orders
Click on the Purchase Order icon.
End users can see purchase order information for each line item of the requisition.
You can see additional purchase order detail for each line item.
Using the Requisition Life Cycle Icons – Receiving
Click on the Receiving icon.
From the receipt icon, end users can see all quantities that have been received by either Central Receiving (Main or DT Campus) or issued by the end user as a desktop receipt.
Using the Requisition Life Cycle Icons – Invoice
Click on the Invoice icon.
From the invoice icon, end users can see vouchers entered by Disbursements for each line item. As invoices are input into the system, voucher ID’s can be tracked.
Here is an example of three vouchers for a single requisition.
Using the Requisition Life Cycle Icons – Payment
Click on the Payment icon.
From the payment icon, end users can see the payment reference ID for check number issued for each voucher.
Other Features
Once a requisition has been created and PO is dispatched, end users can copy a requisition to a new document.

End users can also issue a receipt from the select an action drop down box, allowing users create a receiving report.