

Managing Requisitions

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Manage Requisitions

Search Requisitions

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

Business Unit:
 Requisition Name:

Requisition ID:
 Request State:
 Budget Status:

Date From:
 Date To:
 Origin:

Requester:
 Entered By:
 PO ID:

[Show Advanced Search](#)

1. In PeopleSoft Financials Core system, select **eProcurement** in the menu.
2. Select **Manage Requisitions**.
3. Enter **search criteria** for your requisitions.
4. Click the **Search** button.
5. To see a requisition’s lifespan, click the **expand** button next to requisition.

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[Show Advanced Search](#)

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 | Request State | Budget | Total | |
|--|-------------------|-------|------------|------------------|-----------|--------------|---|
| <input type="button" value="Expand"/> 0000500089 | 0000500089 | 40000 | 03/09/2015 | Pending | Not Chk'd | 950.00 USD | [Select Action] <input type="button" value="Go"/> |
| <input type="button" value="Expand"/> 0000500088 | 0000500088 | 40000 | 03/09/2015 | Pending | Not Chk'd | 363.87 USD | [Select Action] <input type="button" value="Go"/> |
| <input type="button" value="Expand"/> 0000500053 | 35BUY04 Equipment | 40000 | 03/07/2015 | PO(s) Dispatched | Valid | 6,114.84 USD | [Select Action] <input type="button" value="Go"/> |
| <input type="button" value="Expand"/> 0000500021 | 35ACT11 Supplies | 40000 | 03/06/2015 | PO(s) Dispatched | Valid | 510.00 USD | [Select Action] <input type="button" value="Go"/> |

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[Review Change Request](#)
[Review Change Tracking](#)
[Manage Receipts](#)
[Requisition Report](#)

6. To see details about an active or completed stage in the lifespan, click on the lifespan icon.
7. To see the approval path for a requisition, click on the **Approvals** lifespan icon.
8. To see requisition line information, click on the **line description**.
9. To see requisition schedule and distribution information, click on the **Requisition lifespan** icon and then select the **Requisition and Schedule Information** link.

0000500053 35BUY04 Equipment 40000 03/07/2015 PO(s) Dispatched Valid 6,114.84 USD [Select Action] Go

Requester Requester 35 Entered By Requester 35 Priority Medium
Pre-Encumbrance Balance 0.00 USD

Requisition Approvals Inventory Purchase Orders Change Request Receiving Returns Invoice Payment

Request Lifespan:

Line Information Personalize Find First 1-2 of 2 Last

| Line | Description | Status | Price | Quantity | UOM | Supplier |
|------|---------------------------------|---------------|----------------|----------|-----|---------------|
| 1 | Server Cabinet With Fan and ... | PO Dispatched | 5938.00000 USD | 1.0000 | EA | Graybar, Inc. |
| 2 | Server Bracket, Type Server ... | PO Dispatched | 176.84000 USD | 1.0000 | EA | Graybar, Inc. |

Edit a Requisition

Manage Requisitions New Window | He

Search Requisitions

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

Business Unit 40000 Requisition Name
Requisition ID Request State All but Complete Budget Status
Date From 03/02/2015 Date To 03/09/2015 Origin
Requester ITSREQUESTER35 Entered By PO ID

Search Clear Show Advanced Search

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 | Request State | Budget | Total |
|------------|-------------------|-------|------------|------------------|-----------|--------------|
| 0000500089 | 0000500089 | 40000 | 03/09/2015 | Pending | Not Chk'd | 950.00 USD |
| 0000500088 | 0000500088 | 40000 | 03/09/2015 | Pending | Not Chk'd | 363.87 USD |
| 0000500053 | 35BUY04 Equipment | 40000 | 03/07/2015 | PO(s) Dispatched | Valid | 6,114.84 USD |
| 0000500021 | 35ACT11 Supplies | 40000 | 03/06/2015 | PO(s) Dispatched | Valid | 510.00 USD |

Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report

1. In PeopleSoft Financials Core system, select **eProcurement** in the menu.
2. Select **Manage Requisitions**.
3. In the search field, enter the **Requisition ID** that needs to be edited (you may need to clear some of the search fields).

4. Click the **Search** button.
5. In the Requisition ID's action drop-down list, select **Edit Requisition**.
6. Click the **Go** button.
7. To update the requisition line information, select the link under **Description**. Make the necessary changes and then return to 3. Review and Submit.
8. To update an individual requisition line Chartfield information, click its **expand** button. Make the necessary changes.
9. To update multiple requisition lines at one time, select the lines to be edited and then select the **Mass Change** link. Make the necessary edits.
10. Select the **Save & Preview Approvals** button.
11. If reinitiating the approval process, consider adding a **comment** to inform your approvers of this.
12. Insert any **ad hoc approvers** if necessary.
13. Click the **Submit** button.

Delete a Requisition Line

Edit Requisition - Review and Submit
Review the item information and submit the req for approval.

Requisition Summary

Business Unit: 40000 Georgia Gwinnett College Requisition Name: 0000500089
 Requester: ITSREQUESTER35 Requester 35 Requisition ID: 0000500089
 *Currency: USD Priority: Medium

Cart Summary: Total Amount 950.00 USD
Expand lines to review shipping and accounting details [Add More Items](#)

| Line | Description | Item ID | Supplier | Quantity | UOM | Price | Total | Details | Comments |
|------|---------------------------|---------|---------------|----------|------|--------|--------|---------|----------|
| 1 | Rounded Memo Holder White | | STG MARKETING | 100.0000 | Each | 9.5000 | 950.00 | | |

Select All / Deselect All Select lines to: [Add to Favorites](#) [Add to Template\(s\)](#) **Delete Selected** [Mass Change](#)

Total Amount 950.00 USD

1. From the PeopleSoft Financials Core system, select **eProcurement** in the menu.
2. Select **Manage Requisitions**.
3. Enter the **Requisition ID** in the Search Criteria (you may need to clear some of the search fields).
4. Click the **Search** button.
5. In the Requisition ID's action drop-down list, select **Edit Requisition**.
6. Click the **Go** button.
7. **Select** the line(s) you want to delete.
8. Click the **Delete** button.
9. To confirm the deletion, click the **OK** button.
10. Click the **Save and Submit** button.

Cancel a Requisition

1. From the PeopleSoft Financials Core system, select **eProcurement** in the menu.
2. Select **Manage Requisitions**.
3. Enter the **Requisition ID** in the Search Criteria (you may need to clear some of the search fields).
4. Click the **Search** button.
5. In the Requisition ID's action drop-down list, select **Cancel Requisition**.
6. Click the **Go** button.
7. On the Requisition Details page, select the **Cancel Requisition** button.
8. On the Manage Requisitions page, the requisition status should change to Canceled.