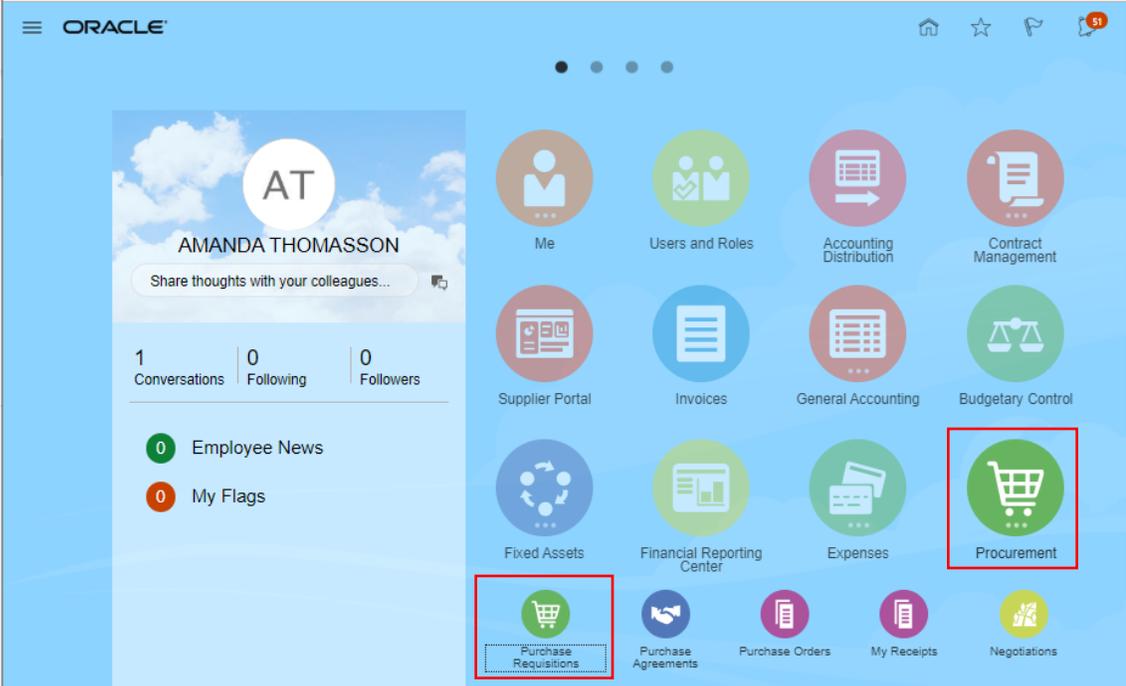
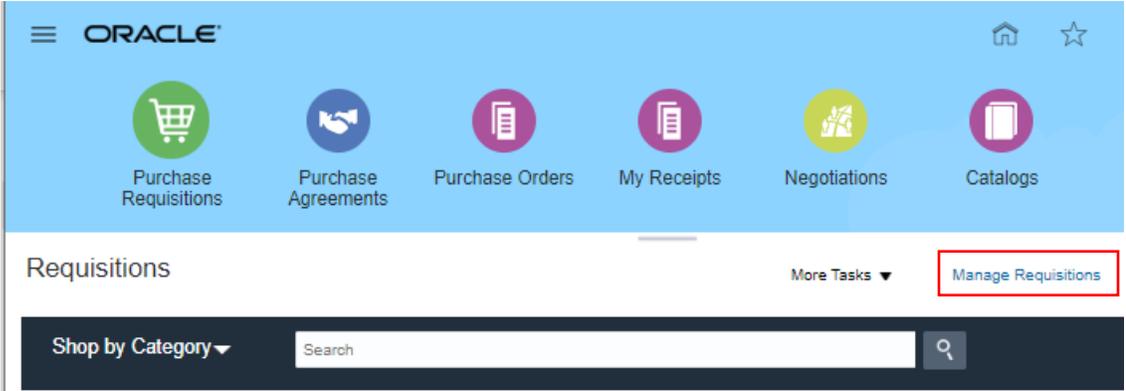
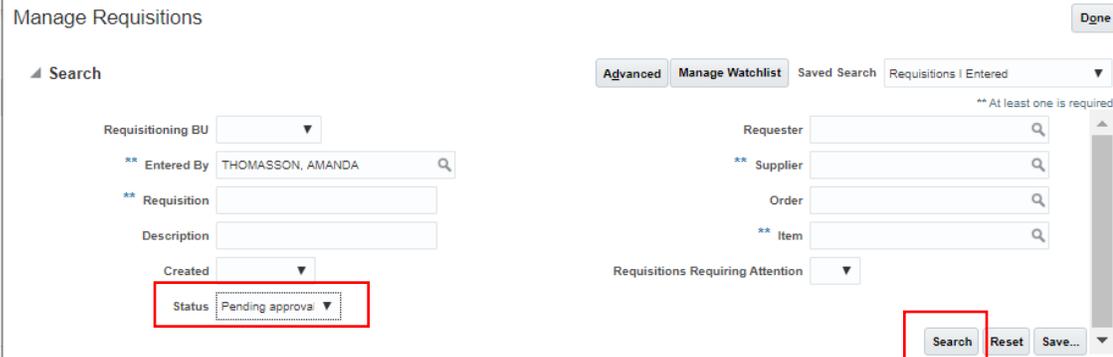
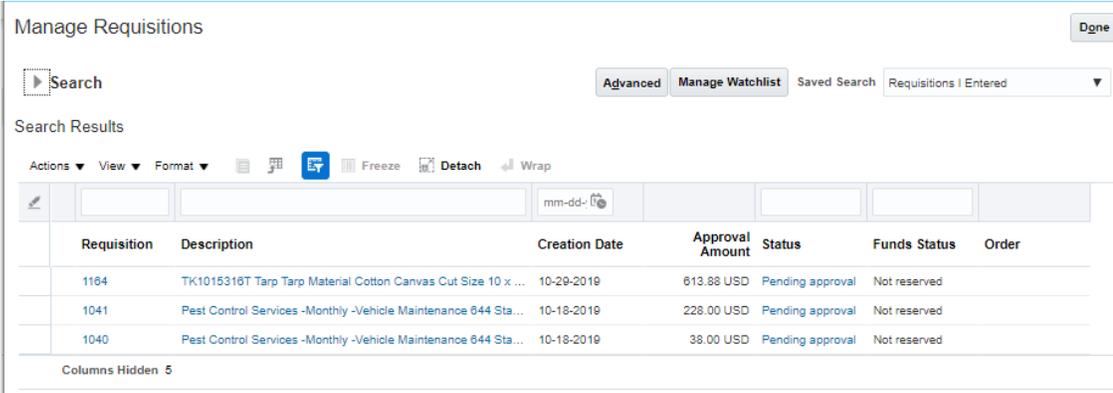
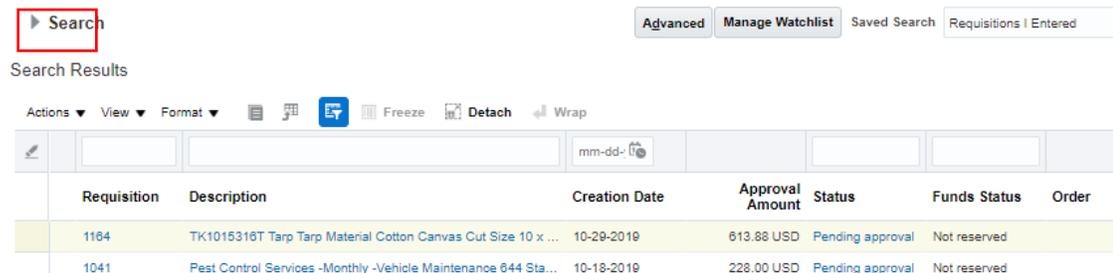


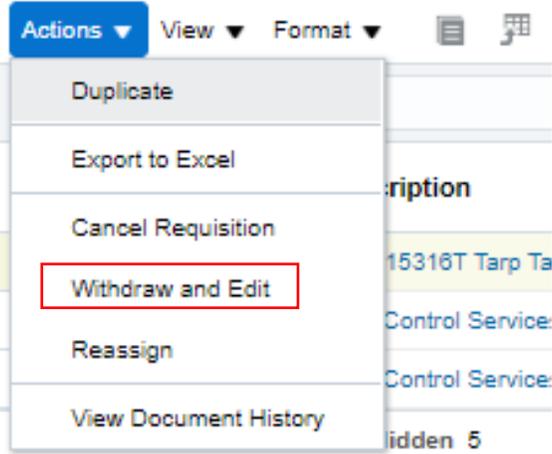
Managing Requisitions

Audience: Requester

Purpose: Primary tasks included in Managing Requisitions include creating a requisition, updating a draft requisition, approve, amending and tracking progress of requisitions.

Step	Action
1	<p>Log into Oracle Home Page -> Procurement -> Purchase Requisitions</p> 
2	<p>Within the Requisitions page, click the Manage Requisitions link.</p>  <p>NOTE: You can either view the entire list of requisitions which displays by default, or search by status. You may delete requisitions in “Incomplete” status. For this example, use the Search fields in the Manage Requisition page to search based on Pending</p>

	<p>Approval status to display only those requisitions not yet approved. Select Pending Approval from the Status dropdown list, and click the Search button</p>																												
<p>3</p>	<p>Click the Search button.</p>  <p>Manage Requisitions</p> <p>Search</p> <p>Requisitioning BU [dropdown] ** Entered By THOMASSON, AMANDA [input] ** Requisition [input] Description [input] Created [dropdown] Status Pending approval [dropdown]</p> <p>Requester [input] ** Supplier [input] Order [input] ** Item [input]</p> <p>Requisitions Requiring Attention [dropdown]</p> <p>Search Reset Save...</p>																												
<p>4</p>	<p>The Search Results narrow to only those meeting your status selection. Make a requisition selection by clicking a line.</p>  <p>Manage Requisitions</p> <p>Search Results</p> <table border="1"> <thead> <tr> <th>Requisition</th> <th>Description</th> <th>Creation Date</th> <th>Approval Amount</th> <th>Status</th> <th>Funds Status</th> <th>Order</th> </tr> </thead> <tbody> <tr> <td>1164</td> <td>TK1015316T Tarp Tarp Material Cotton Canvas Cut Size 10 x ...</td> <td>10-29-2019</td> <td>613.88 USD</td> <td>Pending approval</td> <td>Not reserved</td> <td></td> </tr> <tr> <td>1041</td> <td>Pest Control Services -Monthly -Vehicle Maintenance 644 Sta...</td> <td>10-18-2019</td> <td>228.00 USD</td> <td>Pending approval</td> <td>Not reserved</td> <td></td> </tr> <tr> <td>1040</td> <td>Pest Control Services -Monthly -Vehicle Maintenance 644 Sta...</td> <td>10-18-2019</td> <td>38.00 USD</td> <td>Pending approval</td> <td>Not reserved</td> <td></td> </tr> </tbody> </table> <p>Columns Hidden 5</p>	Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order	1164	TK1015316T Tarp Tarp Material Cotton Canvas Cut Size 10 x ...	10-29-2019	613.88 USD	Pending approval	Not reserved		1041	Pest Control Services -Monthly -Vehicle Maintenance 644 Sta...	10-18-2019	228.00 USD	Pending approval	Not reserved		1040	Pest Control Services -Monthly -Vehicle Maintenance 644 Sta...	10-18-2019	38.00 USD	Pending approval	Not reserved	
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<p>5</p>	<p>NOTE: “First, ensure you have selected a line to take action. Actions will populate dependent on what you select.”</p> <p>Manage Requisitions</p>  <p>Search</p> <p>Search Results</p> <table border="1"> <thead> <tr> <th>Requisition</th> <th>Description</th> <th>Creation Date</th> <th>Approval Amount</th> <th>Status</th> <th>Funds Status</th> <th>Order</th> </tr> </thead> <tbody> <tr> <td>1164</td> <td>TK1015316T Tarp Tarp Material Cotton Canvas Cut Size 10 x ...</td> <td>10-29-2019</td> <td>613.88 USD</td> <td>Pending approval</td> <td>Not reserved</td> <td></td> </tr> <tr> <td>1041</td> <td>Pest Control Services -Monthly -Vehicle Maintenance 644 Sta...</td> <td>10-18-2019</td> <td>228.00 USD</td> <td>Pending approval</td> <td>Not reserved</td> <td></td> </tr> </tbody> </table>	Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order	1164	TK1015316T Tarp Tarp Material Cotton Canvas Cut Size 10 x ...	10-29-2019	613.88 USD	Pending approval	Not reserved		1041	Pest Control Services -Monthly -Vehicle Maintenance 644 Sta...	10-18-2019	228.00 USD	Pending approval	Not reserved								
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<p>For this example, we will edit a requisition and resubmit for approval.</p>																													
<p>6</p>	<p>Click the Withdraw and Edit menu item.</p>																												

	
7	<p>A warning notice advises this requisition will be removed from approval workflow in order to allow you to make changes, and asks if you wish to continue. To continue, click the Yes button.</p> 
8	<p>To modify the details, click in the editable fields and modify accordingly. For this example, you will update the quantity. Click on the Quantity field and adjust the quantity.</p>

Edit Requisition: 1164

Shop Check Funds Manage Approvals View PDF Save Submit

Requisitioning BU Lucas County

* Description TK1015318T Tarp Tarp Material Cotton Canvas Cut Size 10 x 12 ft. Finished Size 9 ft. 6 in. x 11 ft. 6 in. Tarp Finished Length 11 ft. 6 in. Tarp Finished Width 9

* State Contract - If yes, please insert Contract Number No

State Contract Number

* Sole Source - If yes please attach proof of Sole Source No

* Resolution Attached No

* Will Services be performed on Lucas County property? No

* Does this purchase require the attachment of the LCIS Checklist? No

Requisition Lines

Actions View Format Freeze Detach Wrap

Line	Description	Category Name	* Quantity	* Price	Amount (USD)	Funds Status	Delete
1	TK1015318T Tarp Tarp Material C 560			103.47 USD	613.88	Not reserved	X
Total					613.88		

Rows Selected 1 Columns Hidden 8

Line 1: Details

Delivery

Requester THOMASSON, AMANDA

Requested Delivery Date 11-05-2019

Suggested Buyer

Deliver-to Location Type Internal

* Deliver-to Location Support Services

Deliver-to Address 1 Government Center, Suite 480, TOLEDO, OH 43604, UNITED STATES

Billing

View Format Freeze Detach Wrap

Charge Account Nickname	Charge Account	* Budget Date	* Percentage	Quantity	Amount (USD)	Funds Status	Distribution
							Special 1 Special 2

9 After making all required edits necessary, click the **Save** button to confirm the entries.

10 Click the **Submit** button. The requisition will be resubmitted for approval.

11 Confirmation of the submission displays. You can View a pdf, or simply click OK to acknowledge. Click the **OK** button.

Confirmation X

Requisition 1164 was submitted.

View PDF OK