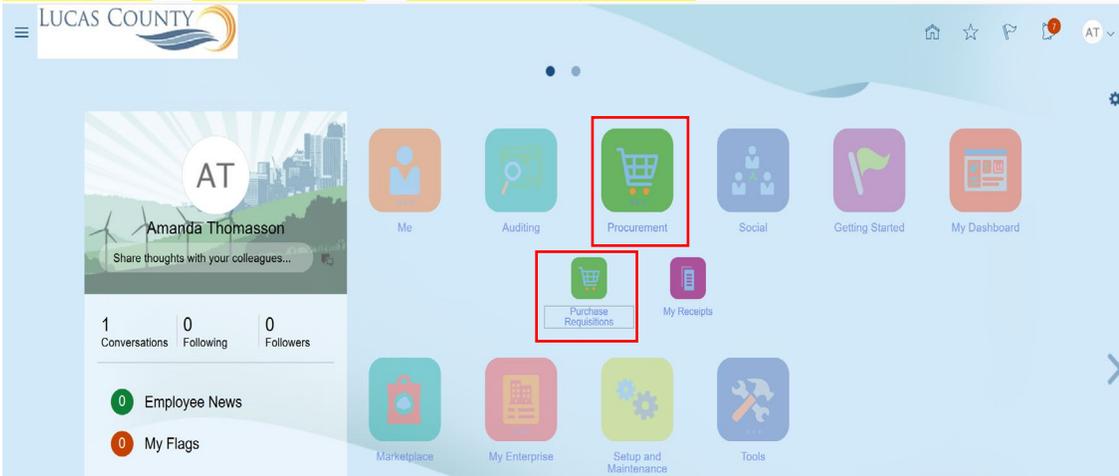
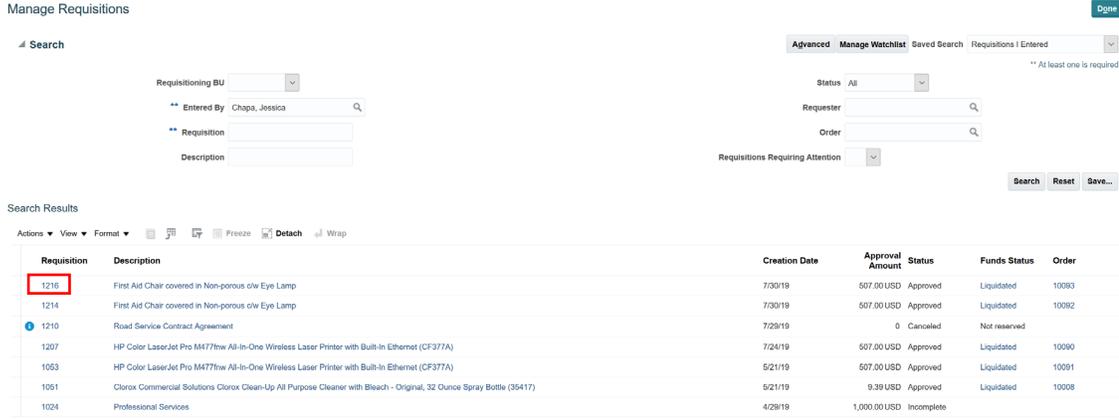


View Requisition, Approval Status and Approval Notes

Audience: Requester

Purpose: For the requisitions you created, you can view requisition information from the Manage Requisitions page. This includes viewing a Requisition Approval Status and Approval Notes. This job aid will assist you with viewing this information for requisitions you created.

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------|---|---------------|-----------------|---------------|-----------------|--------|--------------|-------|------|--|---------|------------|----------|------------|-------|------|--|---------|------------|----------|------------|-------|------|---------------------------------|---------|---|-----------|--------------|--|------|--|---------|------------|----------|------------|-------|------|--|---------|------------|----------|------------|-------|------|---|---------|----------|----------|------------|-------|------|-----------------------|---------|--------------|------------|--|--|
| 1 | <p>Log into Oracle. Home Page -> Procurement -> Purchase Requisitions</p>  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | <p>Click the Manage Requisitions link.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | <p>Select a Requisition by clicking the Requisition Number link.</p>  <table border="1" data-bbox="310 1570 1429 1745"> <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>1216</td> <td>First Aid Chair covered in Non-porous olw Eye Lamp</td> <td>7/30/19</td> <td>507.00 USD</td> <td>Approved</td> <td>Liquidated</td> <td>10083</td> </tr> <tr> <td>1214</td> <td>First Aid Chair covered in Non-porous olw Eye Lamp</td> <td>7/30/19</td> <td>507.00 USD</td> <td>Approved</td> <td>Liquidated</td> <td>10082</td> </tr> <tr> <td>1210</td> <td>Road Service Contract Agreement</td> <td>7/28/19</td> <td>0</td> <td>Cancelled</td> <td>Not reserved</td> <td></td> </tr> <tr> <td>1207</td> <td>HP Color LaserJet Pro M477nw All-in-One Wireless Laser Printer with Built-in Ethernet (CF377A)</td> <td>7/24/19</td> <td>507.00 USD</td> <td>Approved</td> <td>Liquidated</td> <td>10090</td> </tr> <tr> <td>1053</td> <td>HP Color LaserJet Pro M477nw All-in-One Wireless Laser Printer with Built-in Ethernet (CF377A)</td> <td>5/21/19</td> <td>507.00 USD</td> <td>Approved</td> <td>Liquidated</td> <td>10091</td> </tr> <tr> <td>1051</td> <td>Clorox Commercial Solutions Clorox Clean-Up All Purpose Cleaner with Bleach - Original, 32 Ounce Spray Bottle (39417)</td> <td>5/21/19</td> <td>9.39 USD</td> <td>Approved</td> <td>Liquidated</td> <td>10008</td> </tr> <tr> <td>1024</td> <td>Professional Services</td> <td>4/29/19</td> <td>1,000.00 USD</td> <td>Incomplete</td> <td></td> <td></td> </tr> </tbody> </table> | Requisition | Description | Creation Date | Approval Amount | Status | Funds Status | Order | 1216 | First Aid Chair covered in Non-porous olw Eye Lamp | 7/30/19 | 507.00 USD | Approved | Liquidated | 10083 | 1214 | First Aid Chair covered in Non-porous olw Eye Lamp | 7/30/19 | 507.00 USD | Approved | Liquidated | 10082 | 1210 | Road Service Contract Agreement | 7/28/19 | 0 | Cancelled | Not reserved | | 1207 | HP Color LaserJet Pro M477nw All-in-One Wireless Laser Printer with Built-in Ethernet (CF377A) | 7/24/19 | 507.00 USD | Approved | Liquidated | 10090 | 1053 | HP Color LaserJet Pro M477nw All-in-One Wireless Laser Printer with Built-in Ethernet (CF377A) | 5/21/19 | 507.00 USD | Approved | Liquidated | 10091 | 1051 | Clorox Commercial Solutions Clorox Clean-Up All Purpose Cleaner with Bleach - Original, 32 Ounce Spray Bottle (39417) | 5/21/19 | 9.39 USD | Approved | Liquidated | 10008 | 1024 | Professional Services | 4/29/19 | 1,000.00 USD | Incomplete | | |
| Requisition | Description | Creation Date | Approval Amount | Status | Funds Status | Order | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1216 | First Aid Chair covered in Non-porous olw Eye Lamp | 7/30/19 | 507.00 USD | Approved | Liquidated | 10083 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1214 | First Aid Chair covered in Non-porous olw Eye Lamp | 7/30/19 | 507.00 USD | Approved | Liquidated | 10082 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1210 | Road Service Contract Agreement | 7/28/19 | 0 | Cancelled | Not reserved | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1207 | HP Color LaserJet Pro M477nw All-in-One Wireless Laser Printer with Built-in Ethernet (CF377A) | 7/24/19 | 507.00 USD | Approved | Liquidated | 10090 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1053 | HP Color LaserJet Pro M477nw All-in-One Wireless Laser Printer with Built-in Ethernet (CF377A) | 5/21/19 | 507.00 USD | Approved | Liquidated | 10091 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1051 | Clorox Commercial Solutions Clorox Clean-Up All Purpose Cleaner with Bleach - Original, 32 Ounce Spray Bottle (39417) | 5/21/19 | 9.39 USD | Approved | Liquidated | 10008 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1024 | Professional Services | 4/29/19 | 1,000.00 USD | Incomplete | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | <p>Click the View Life Cycle button.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Go back one page
Right-click or pull down to show history

Requisition: 1216

Requesting BU Lucas County
Entered By Jessica Chapa
Description First Aid Chair covered in Non-porous c/w Eye Lamp

Creation Date 7/30/19
Status Approved
Justification

Requisition Amount 507.00 USD
Approval Amount 507.00 USD
Funds Status Liquidated
Attachments None
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

Requisition Lines

| Line | Item | Description | Category Name | Quantity | UOM | Price | Amount (USD) | Status | Funds Status | Order | Line Life Cycle |
|------|------|--|---------------|----------|------|------------|--------------|----------|--------------|-------|-----------------|
| 1 | | First Aid Chair covered in Non-porous c/w Eye Lamp | 345 | 1 | Each | 507.00 USD | 507.00 | Approved | Liquidated | 10093 | |

Line 1: Details

Requester Jessica Chapa
Requested Delivery Date 8/6/19
Deliver-to Location Type Internal
Deliver-to Location Support Services

Destination Type Expense
Buyer Jessica Chapa
Suggested Supplier McKesson Medical-Surgical Government Solutions, LLC
Supplier Item CH-70
Agreement 10007 (Lucas County)
Agreement Line 72

View Format Freeze Detach Wrap

5 Once reviewed, click the **Done** button.

Requisition Life Cycle: 1216

Done

Requisition Line

| Line | Item | Description | Category Name | Requester | Quantity | UOM | Price | Amount (USD) | Status |
|------|------|--|---------------|----------------|----------|------|------------|--------------|----------|
| 1 | | First Aid Chair covered in Non-porous c/w Eye Lamp | 345 | Chapa, Jessica | 1 | Each | 507.00 USD | 507.00 | Approved |

Order

Procurement BU Lucas County
Requesting BU Lucas County
Purchase Order 10003
Description
Open Date 7/30/19
Total 507.00 USD

Status Open
Buyer Jessica Chapa
Supplier McKesson Medical-Surgical Government Solutions, LLC

Shipments

Receipts

Invoices

| Invoice | Description | Invoice Date | Status | Invoice Total | Paid Amount | Unpaid Amount | Matched to Order Amount | Currency |
|---------|-------------|--------------|---------------|---------------|-------------|---------------|-------------------------|----------|
| 0730-02 | | 7/30/19 | Not validated | 507.00 | | 507.00 | 507.00 | USD |

6 Note the Requisition **Status**.

Requisition: 1216

Requesting BU Lucas County
Entered By Jessica Chapa
Description First Aid Chair covered in Non-porous c/w Eye Lamp

Creation Date 7/30/19
Status Approved
Justification

Requisition Amount 507.00 USD
Approval Amount 507.00 USD
Funds Status Liquidated
Attachments None
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

Requisition Lines

| Line | Item | Description | Category Name | Quantity | UOM | Price | Amount (USD) | Status | Funds Status | Order | Line Life Cycle |
|------|------|--|---------------|----------|------|------------|--------------|----------|--------------|-------|-----------------|
| 1 | | First Aid Chair covered in Non-porous c/w Eye Lamp | 345 | 1 | Each | 507.00 USD | 507.00 | Approved | Liquidated | 10093 | |

7 Click the **Done** button to return to Manage Requisitions page.

8 Highlight a requisition to be viewed and click **Actions** and select **View Document History**.

Manage Requisitions Done

Search

Requisitioning BU

Entered By

Requisition

Description

Advanced Manage Watchlist Saved Search Requisitions | Entered Done

Status All

Requester

Order

Requisitions Requiring Attention

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

| Requisition | Description | Creation Date | Approval Amount | Status | Funds Status | Order |
|-------------|---|---------------|-----------------|------------|--------------|-------|
| 1003 | First Aid Chair covered in Non-porous clw Eye Lamp | 7/30/19 | 507.00 USD | Approved | Liquidated | 10003 |
| 1002 | First Aid Chair covered in Non-porous clw Eye Lamp | 7/30/19 | 507.00 USD | Approved | Liquidated | 10002 |
| | Service Contract Agreement | 7/29/19 | 0 | Cancelled | Not reserved | |
| | Color LaserJet Pro M477nw All-in-One Wireless Laser Printer with Built-In Ethernet (CF377A) | 7/24/19 | 507.00 USD | Approved | Liquidated | 10090 |
| | Color LaserJet Pro M477nw All-in-One Wireless Laser Printer with Built-In Ethernet (CF377A) | 5/21/19 | 507.00 USD | Approved | Liquidated | 10091 |
| 1051 | Clorox Commercial Solutions Clorox Clean-Up All Purpose Cleaner with Bleach - Original, 32 Ounce Spray Bottle (35417) | 5/21/19 | 9.39 USD | Approved | Liquidated | 10008 |
| 1024 | Professional Services | 4/29/19 | 1,000.00 USD | Incomplete | | |

Rows Selected 1 Columns Hidden 5

9 Review **'Actions Performed'** and any **'Additional Information'** notes from Approver will be displayed here.

Document History: 1216 Done

Entered By

Requisitioning BU

Requisition

Description

Status

View Format Freeze Detach Wrap

| Action Performed | Performed By | Action Date | Reference Document | Additional Information |
|-----------------------|----------------|-----------------|--------------------|------------------------|
| Submit purchase order | Chapa, Jessica | 7/30/19 3:40 PM | PO 10003 | |
| Submit requisition | Chapa, Jessica | 7/30/19 3:37 PM | Requisition 1216 | |
| Approve | Ashford, Ruth | 7/30/19 3:39 PM | | |
| Reserve | Application | 7/30/19 3:30 PM | | |

10 Once review is complete, click the **Done** button to return to Requisition Details page.

11 Click the **Done** button to return to Manage Requisitions page.