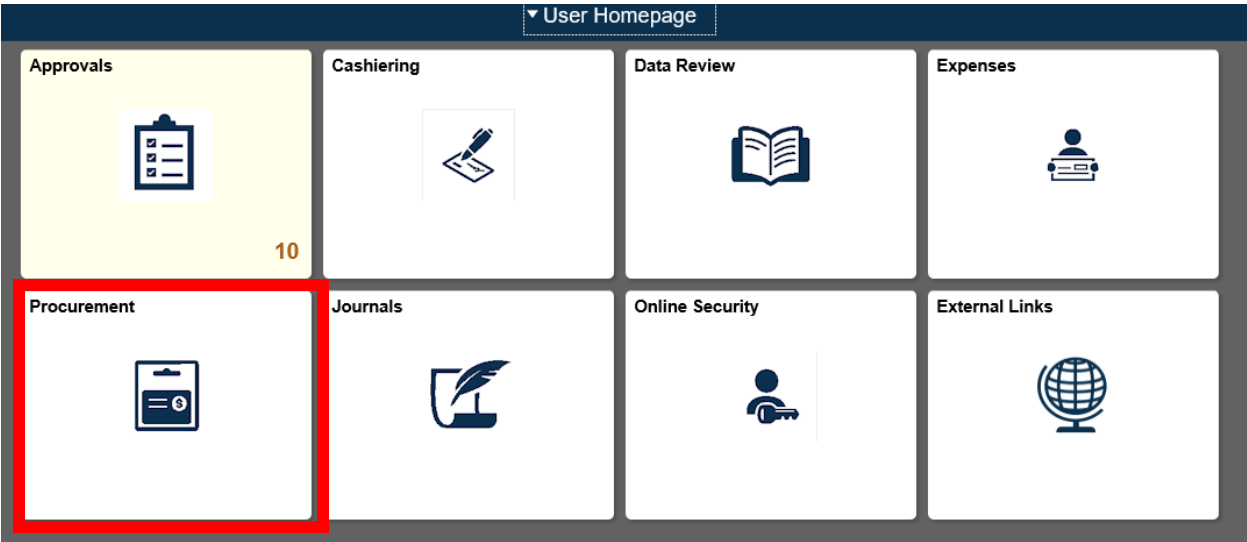


PeopleSoft - Manage Requisitions

1. From the User Homepage, click the **Procurement** tile.



2. Click **Manage Requisitions** tile.



PeopleSoft - Manage Requisitions

Home

Case Western Reserve University

Search

Manage Requisitions

Search Requisitions

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

Business Unit: CASE1
Requestion Name:
Requestion ID:
Request State: All but Complete
Budget Status:
Date From: 04/10/2015
Date To: 04/17/2015
Requester: dgm75
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		
▶ 1000372922	1000372922	CASE1	04/16/2015	Open	Valid	7,999.95 USD	[Select Action]	Go
▶ 1000372921	1000372921	CASE1	04/15/2015	Open	Valid	144.56 USD	[Select Action]	Go

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

- From the Manage Requisitions screen, you can enter criteria to search for your requisition(s). You will also see a list of requisition to choose from.
- If you are retrieving a requisition from **Search Requisitions**, enter the desired search criteria and click the Search button. If your requisition is listed in the **Requisitions** section, click the link that corresponds with your desired requisition.

PeopleSoft - Manage Requisitions

Navigation: Favorites - Main Menu -> eProcurement -> Manage Requisitions

Case Western Reserve University | All Search | Advanced Search | Home

Requisition Details

Requisition Summary

Business Unit	CASE1	Requisition Name	1000372922
Date	04/16/2015	Requisition ID	1000372922
Request State	Open	Total Amount	7,999.95 USD
Requested For	dgm75	Pre-Encumbrance Balance	7999.95 USD

Expand lines to review shipping and accounting details

Requisition Lines

Line	Item Description	Source Status	Amount Only	Qty	Price	Status	Total
1	MacBook Pro Laptop Computer...	Not Source	No	5.0000 Unit	1599.99000USD	Open	7,999.95

[Edit Requisition](#)

5. The Requisition Details screen contains all the details of your requisition. To edit the requisition, click the **Edit Requisition** button.
6. To see the “Line of Life” or requisition details, click the **Expand Section** button next to the requisition you want to see.
7. To return to the Manage Requisitions page, click **Return to Manage Requisitions** link.

End of Procedure