How do I manage my requisition?

CUNYfirst
Fully Integrated Resources & Services Tool

Serving our Students, Faculty & Staff

Manage Requisitions

ENTERPRISE MENU

▷ Self Service
– Enterprise Learning Management
– Financials Supply Chain
– HR / Campus Solutions
– firstSolutions Knowledge Base

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Main Menu >

eProcurement
Set up eProcurement; manage or approve eProcurement requisitions or POs.

Create Requisition
Create a new requisition by browsing or searching company or external catalogs.

Manage Requisitions
Review requisitions, edit or view status, cancel, receive, and return to vendor.

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Buyer Center
Create/edit/approve purchase order; source requisition; process change request.
  Manage Purchase Orders
  Expedite Requisitions
  Quick Source Requisitions
  8 More...

Receive Items
Create, edit, and process receipts and return to vendor.

Administer Procurement
Administer eProcurement security, purchasing options, control data, and users.

My Profile
Modify personal information and preferences.

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- ❖ **If your requisition status is "OPEN" it means that it has not been routed to your Supervisor and will not get approved**

- ❖ **Requisition MUST have a status of "PENDING" to be routed to Approver, approval changes status to "APPROVED"**

- ❖ **The Budget status MUST be "VALID" for a purchase order to be generated**

- ❖ **If the Budget status is "ERROR" you must Edit Requisition and check the chartfields to make sure the Account and Department fields are correct. Check your Budget FIRST!**

- ❖ **The available actions vary depending on the status of the requisition.**

Lifespan

❖ Visual overview of the requisition progress

    ❖ Where the requisition is currently in its life span.

    ❖ links will become **active** as that step in the procurement process is completed.

TOP Things to Remember!

❖ **Always Check your budget first before entering a requisition**

❖ **If your requisition status is "Open" it means that it has not been routed to your Supervisor and will not get approved**

❖ **Make sure the description on your requisition tells Purchasing what you are buying (i.e. Chair, Computer etc…)**

❖ **Requisition must be fully Approved and have a Valid Budget status for Purchasing to process.**

❖ **Attach your supporting documents, ie; Quotes, Proposals, Estimates, etc.**

❖ **Manage your requisitions**

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