

# How do I manage my requisition?

# Manage Requisitions

## ENTERPRISE MENU

- ▷ Self Service
  - [Enterprise Learning Management](#)
  - [Financials Supply Chain](#)
  - [HR / Campus Solutions](#)
  - [firstSolutions Knowledge Base](#)



- ▷ My Favorites
- ▷ CUNY
- ▷ Employee Self-Service
- ▷ Manager Self-Service
- ▷ Vendors
- ▷ Purchasing
- ▷ eProcurement
- ▷ Services Procurement
- ▷ Accounts Payable
- ▷ Commitment Control
- ▷ General Ledger
- ▷ Set Up Financials/Supply Chain
- ▷ Enterprise Components
- ▷ Worklist
- ▷ Tree Manager
- ▷ Reporting Tools
- ▷ PeopleTools



**Menu**

Search:

- ▷ My Favorites
- ▷ CUNY
- ▷ Employee Self-Service
- ▷ Manager Self-Service
- ▷ Vendors
- ▷ Purchasing
- ▼ **eProcurement**
  - ▷ Buyer Center
  - [Create Requisition](#)
  - [Manage Requisitions](#)
  - [Approve Requisitions](#)
  - [Receive Items](#)
  - [Reports](#)
  - [Administer Procurement](#)
  - [My Profile](#)
  - [Requisition Approval](#)
- ▷ Services Procurement
- ▷ Accounts Payable

**Main Menu >**

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

<p> <b>Create Requisition</b> Create a new requisition by browsing or searching company or external catalogs.</p>	<p> <b>Manage Requisitions</b> Review requisitions, edit or view status, cancel, receive, and return to vendor.</p>
<p> <b>Buyer Center</b> Create/edit/approve purchase order; source requisition; process change request.</p> <ul style="list-style-type: none"> <li><a href="#">Manage Purchase Orders</a></li> <li><a href="#">Expedite Requisitions</a></li> <li><a href="#">Quick Source Requisitions</a></li> <li><a href="#">8 More...</a></li> </ul>	<p> <b>Receive Items</b> Create, edit, and process receipts and return to vendor.</p>
<p> <b>Administer Procurement</b> Administer eProcurement security, purchasing options, control data, and users.</p>	<p> <b>My Profile</b> Modify personal information and preferences.</p>



## Manage Requisitions

### Search Requisitions

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

Business Unit: LAGPR   Requisition Name:

Requisition ID:   Request Status: All but Complete  Budget Status:

Date From: 03/07/2012  Date To: 03/14/2012

Requester: CU\_TT\_REQUESTER  Entered By:   PO ID:

### 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	Status	Budget	Total	
<input type="button" value="v"/> <a href="#">0000000033</a>	OFFICE_SUPPLY_03142012	LAGPR	03/14/2012	Pending	Not Chk'd	31.08 USD	<input type="button" value="v"/> <input type="button" value="Go"/>
<input type="button" value="v"/> <a href="#">0000000032</a>	0000000032	LAGPR	03/12/2012	Pending	Not Chk'd	1,000.00 USD	<input type="button" value="v"/> <input type="button" value="Go"/>
<input type="button" value="v"/> <a href="#">0000000031</a>	0000000031	LAGPR	03/09/2012	PO(s) Created	Valid	6.00 USD	<input type="button" value="v"/> <input type="button" value="Go"/>

<Select Action...>

<Select Action...>

Cancel Requisition

Check Budget

Copy Requisition

Edit Requisition

View Approvals

- ❖ 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.

Requester: Peter Yom      Entered By: Peter Yom      Priority: Medium

Request Lifespan:

Line Information							
Line	Description	Status	Price	Curr	Quantity	UOM	Vendor
1	Table	Received	5.00000	USD	1.0000	EA	

# 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



**Contact us !  
x5525**

**[purchasing@lagcc.cuny.edu](mailto:purchasing@lagcc.cuny.edu)**