

How to Check the Status of Multiple Requisitions by Requester

Navigation: Purchasing>Requisitions>Add/Update Requisitions

Requisitions

Find an Existing Value | Add a New Value

Business Unit: URIPS

Requisition ID: NEXT

Add

Click on Find an Existing Value

Find an Existing Value | Add a New Value

Requisitions

Use the following search to look for an existing Requisition.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: = URIPS

Requisition ID: begins with

Requisition Status: =

Requisition Date: =

Origin: begins with

Requester: begins with

Requester Name: begins with Cook,Robin L

Hold From Further Processing

State Req Flag

State Req Reference: begins with

State Requisition Date: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Enter or select the Requester Name and Click Search

A list of Requisitions will then appear at the bottom of the screen:

Requisitions

Use the following search to look for an existing Requisition.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: = URIPS

Requisition ID: begins with

Requisition Status: =

Requisition Date: =

Origin: begins with

Requester: begins with

Requester Name: begins with Cook, Robin L

Hold From Further Processing:

State Req Flag:

State Req Reference: begins with

State Requisition Date: =

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All | First | 1-5 of 5 | Last

Business Unit	Requisition ID	Requisition Status	Requisition Date	Origin	Requester	Requester Name	Hold From Further Processing	State Req Flag	State Req Reference	State Requisition Date
URIPS	0000121301	Pending	10/26/2017	IV	robinlcook	Cook, Robin L	N	N	(blank)	(blank)
URIPS	0000121299	Open	10/23/2017	CR	robinlcook	Cook, Robin L	Y	N	(blank)	(blank)
URIPS	0000121298	Open	10/20/2017	CR	robinlcook	Cook, Robin L	Y	N	(blank)	(blank)
URIPS	0000121297	Open	10/20/2017	CR	robinlcook	Cook, Robin L	Y	N	(blank)	(blank)
URIPS	0000121296	Pending	10/19/2017	CR	robinlcook	Cook, Robin L	N	N	(blank)	(blank)

Find an Existing Value | Add a New Value

A list of Requisitions will show at the bottom of the screen.

Rearrange this list by clicking on Requisition ID, Requisition Status, Requisition Date, etc.

To view a Requisition, Click on the Requisition ID Number.