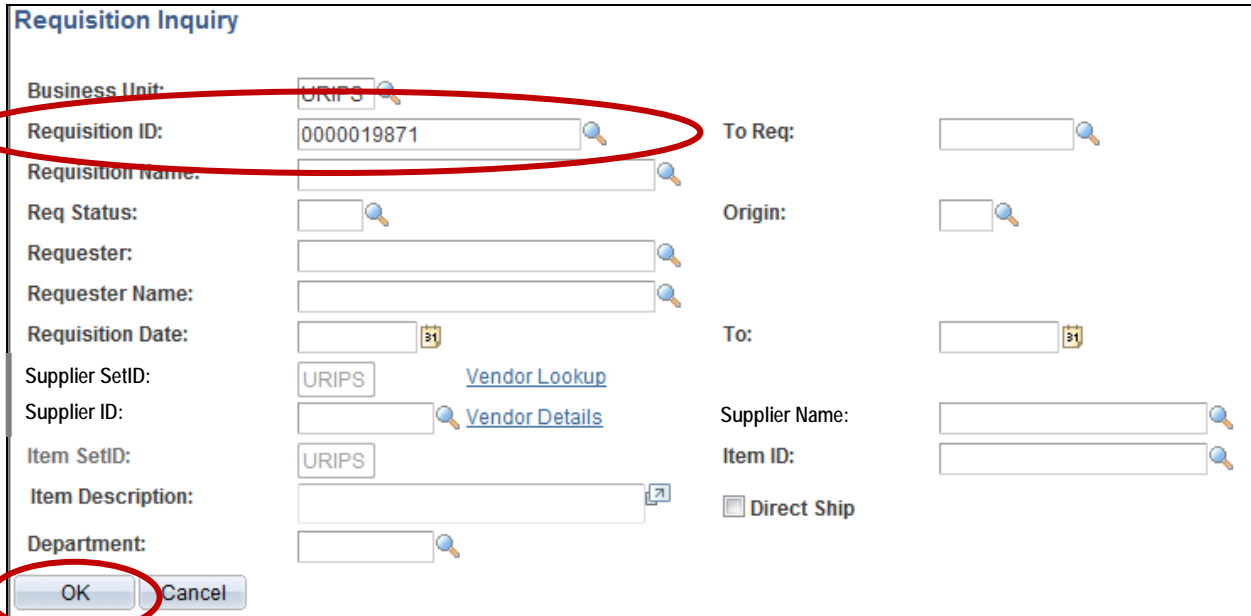


How to Track the Status of a Submitted Requisition

Navigation: Purchasing>Requisitions>Review Requisition Information>Requisitions

1. Enter the Requisition ID and Click  :



Requisition Inquiry

Business Unit: URIPS

Requisition ID: 0000019871

Requisition Name:

Req Status:

Requester:

Requester Name:

Requisition Date:

Supplier SetID: URIPS [Vendor Lookup](#)

Supplier ID: [Vendor Details](#)

Item SetID: URIPS

Item Description:

Department:

To Req:

Origin:

To:

Supplier Name:

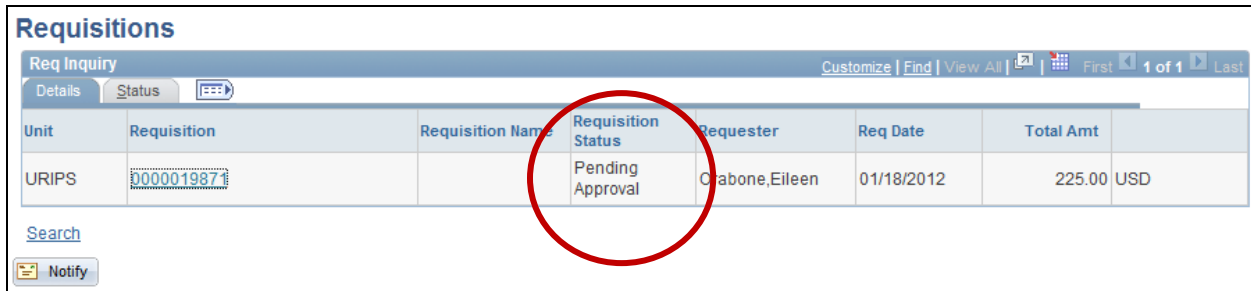
Item ID:

Direct Ship

OK Cancel

2. The Requisition Inquiry screen opens and displays the Requisition Status:

The Status could be: Pending Approval, Approved, Canceled, Denied, Complete, Open, etc.



Requisitions

Req Inquiry

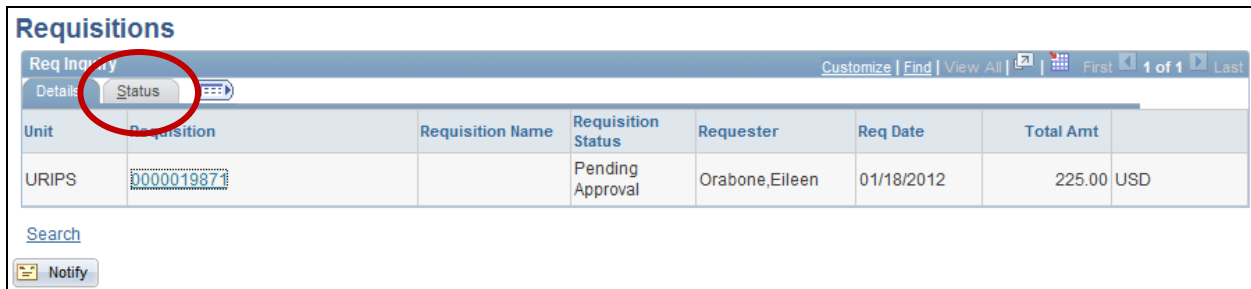
Customize | Find | View All | First 1 of 1 Last

| Unit | Requisition | Requisition Name | Requisition Status | Requester | Req Date | Total Amt | |
|-------|-------------|------------------|--------------------|----------------|------------|-----------|-----|
| URIPS | 0000019871 | | Pending Approval | Orabone,Eileen | 01/18/2012 | 225.00 | USD |

Search

Notify

3. For more information, Click the  tab:



Requisitions

Req Inquiry

Customize | Find | View All | First 1 of 1 Last

Details **Status**

| Unit | Requisition | Requisition Name | Requisition Status | Requester | Req Date | Total Amt | |
|-------|-------------|------------------|--------------------|----------------|------------|-----------|-----|
| URIPS | 0000019871 | | Pending Approval | Orabone,Eileen | 01/18/2012 | 225.00 | USD |

Search

Notify

4. Then Click the Approval Status icon:



5. This screen will show you the current status of the Requisition:

Requisition status information

Business Unit: URIPS Requisition ID: 0000019871
RequisitionType: Internal Vendor Requisition
Requester: Orabone,Eileen
Originator: Orabone,Eileen

Req Status: Pending Approval
App Status: In Process
Budget Status: N Hold: N

You can View Printable Req here

Distribution Approval Levels

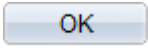
| Line | Sched | Distrib | App Level | App Status | Approved By | Date Approved |
|------|-------|---------|-----------|------------|-------------|---------------|
| 1 | 1 | 1 | 1 | N | | |

Worklist Placement

| Approver | Worklist Status | Approval Level | Date Available | Date Worked | Previous Approver |
|-----------------|-----------------|----------------|----------------------|-------------|--------------------------|
| Orabone,Eileen | Selected | LEVEL1 | 01/18/2012 3:57:46PM | | MIS Operations Scheduler |
| Bakr,Abu R | Selected | LEVEL1 | 01/18/2012 3:57:46PM | | MIS Operations Scheduler |
| Morrissey,Ann M | Selected | LEVEL1 | 01/18/2012 3:57:46PM | | MIS Operations Scheduler |

List of approvers, level of approval and date worked will display here

Buttons: OK, Cancel, Approve, Deny

6. Click  to exit.