

Managing a Requisition

You may check on the status of your requisition at any time. Please note that if you do not see all the option presented in this document, you may need to submit a request with the IT Department to receive access. The link to the Remedy system is: <https://remedy.aug.edu/arsys/apps/remedy/Remedy%20Requester> .

1. Navigation: Home > eProcurement > Manage Requisitions

The screenshot shows the Oracle Manage Requisitions interface. The search criteria are as follows:

Field	Value
Business Unit	27000
Requisition Name	
Requisition ID	
Request Status	
Budget Status	
Date From	
Date To	
Requester	jqwaters
Entered By	
PO ID	

The search results table is as follows:

Req ID	Requisition Name	BU	Date	Status	Budget	Total
0000404114	Legal Issues Travel - A...	27000	12/15/2010	PO(s) Valid Dispatched	69.92USD	
0000404103	Test - Computer	27000	12/14/2010	Complete Valid	0.00USD	
0000404101	Legal issues Travel - Judy	27000	12/14/2010	PO(s) Valid Dispatched	27.83USD	
0000403757	Computer - Test	27000	11/01/2010	Complete Valid	0.00USD	
0000403754	Ambiente	27000	11/01/2010	Partially Valid	JSD	

2. Clear Form and Enter the Business Unit (27000) and your user ID in the requestor field. A list of all requisitions entered will display.

The screenshot shows the Oracle Manage Requisitions interface with the Business Unit field set to 27000 and the Requester field set to jqwaters. The search results table is as follows:

Req ID	Requisition Name	BU	Date	Status	Budget	Total
0000404114	Legal Issues Travel - A...	27000	12/15/2010	PO(s) Valid Dispatched	69.92USD	
0000404103	Test - Computer	27000	12/14/2010	Complete Valid	0.00USD	
0000404101	Legal issues Travel - Judy	27000	12/14/2010	PO(s) Valid Dispatched	27.83USD	
0000403757	Computer - Test	27000	11/01/2010	Complete Valid	0.00USD	
0000403754	Ambiente 15SO Espresso ...	27000	11/01/2010	Partially Valid	11,515.00USD	

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- Select the requisition in which you are inquiring and click on the expand button. At this point, you can click on any icon that is highlighted in the request lifespan to see more information.

Search Requisitions

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

Business Unit: 27000 Requisition Name:

Requisition ID: Request Status: Budget Status:

Date From: Date To:

Requester: jgwaters 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	
0000402888	Lynn's Table	27000	07/13/2010	Received	Valid	318.00 USD	<Select Action... Go
0000402890	Additional Handles for ...	27000	07/13/2010	Received	Valid	30.00 USD	<Select Action... Go

Requester: Judy Q Waters Entered By: Judy Q Waters Priority: Medium

Request Lifespan:

Requisition Approvals Inventory Purchase Orders Change Request Receiving Returns Invoice Payment

Line Information

Line	Description	Status	Price	Curr	Qty	UOM	Vendor
1	Part # 70DA - Handle, D Shap...	Received	15,000	USD	2,000	EA	Modern Business Systems

Note: Carefully review the status for each requisition.

Open: You have not submitted the requisition.

Pending: You have submitted the requisition, but have not been approved.

Approved: The requisition has been approved and is waiting on the buyer to process.

PO Dispatched: The requisition has been sourced into a purchase order and faxed to vendor for ordering if applicable.

Cancelled: The requisition has been cancelled.

- If you have Pending Status and want to view who the requisition is waiting for approval, you can select the expand button in front of the requisition you wish to view.

Manage Requisitions

Search Requisitions

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

Business Unit: 27000 Requisition Name:

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

Date From: 03/11/2010 Date To: 03/18/2010

Requester: jgwaters 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	
0000401852		27000	03/18/2010	Pending	Not Chk'd	USD	<Select Action... Go

Requester: Judy Q Waters Entered By: Judy Q Waters Priority: Medium

Request Lifespan:

Requisition Approvals Inventory Purchase Orders Change Request Receiving Returns Invoice Payment

Line Information

Line	Description	Status	Price	Curr	Qty	UOM	Vendor
1		Pending Approval		USD	1,000	EA	Hawk, Inc.

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5. When you click on Approvals, you can see the approver the requisition is waiting for response for.

The screenshot displays the Oracle Manage Requisitions interface. The left sidebar contains a navigation menu with options like 'My Favorites', 'Add/Update POs', 'Manage Requisitions', and 'Supplier Contracts'. The main content area is titled 'Approval Status' and shows the following details:

- Req Name:** [Redacted]
- Total:** [Redacted]
- Requester:** [Judy Q Waters](#)
- Entered on:** 03/18/2010
- Status:** Pending
- Requester's Justification:** [Redacted]
- Business Unit:** 27000
- Requisition ID:** 0000401652
- Priority:** Medium

Below the 'Approval Status' section, there is a 'Line Information' section and a 'Line Dept and Project Approval' section. The 'Line Dept and Project Approval' section shows 'Line 1: Pending' with a description: 'Pizza oven, conveyor Gass, Lincoln Foodservice Products Model No. 1180-2G. Product requested is to match existing infrastructure and if alt'. A 'Department Approval' section is also visible, showing a 'Pending' status and the name 'Kari J Munsch' with the role 'Req-Dept Mgr-Line Level'. This 'Pending' status and name are highlighted with a red box.

6. If you would like to review the status of another requisition, click on **Return to Manage Requisitions** link and repeat steps 1 – 6 .