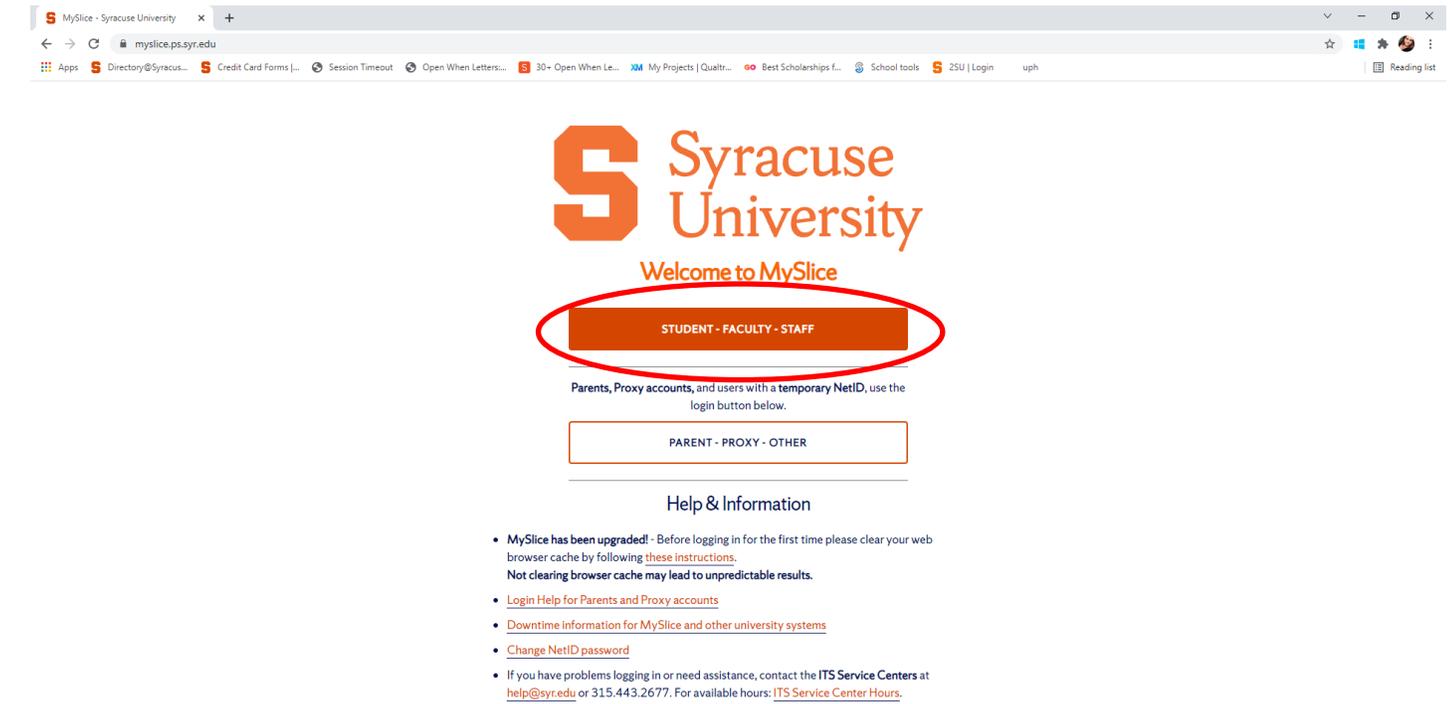
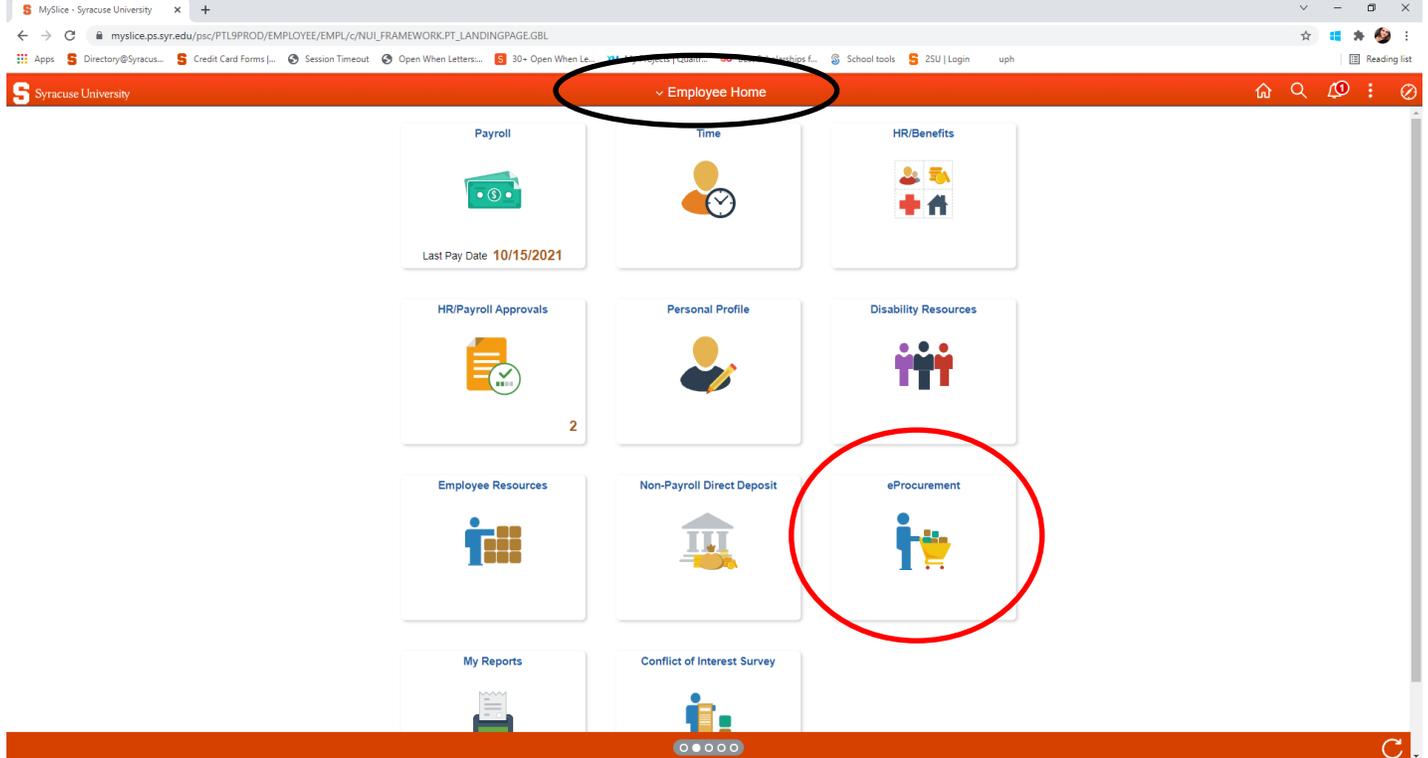


Work Instructions for Manage Requisition functionality in eProcurement

Log in to my slice

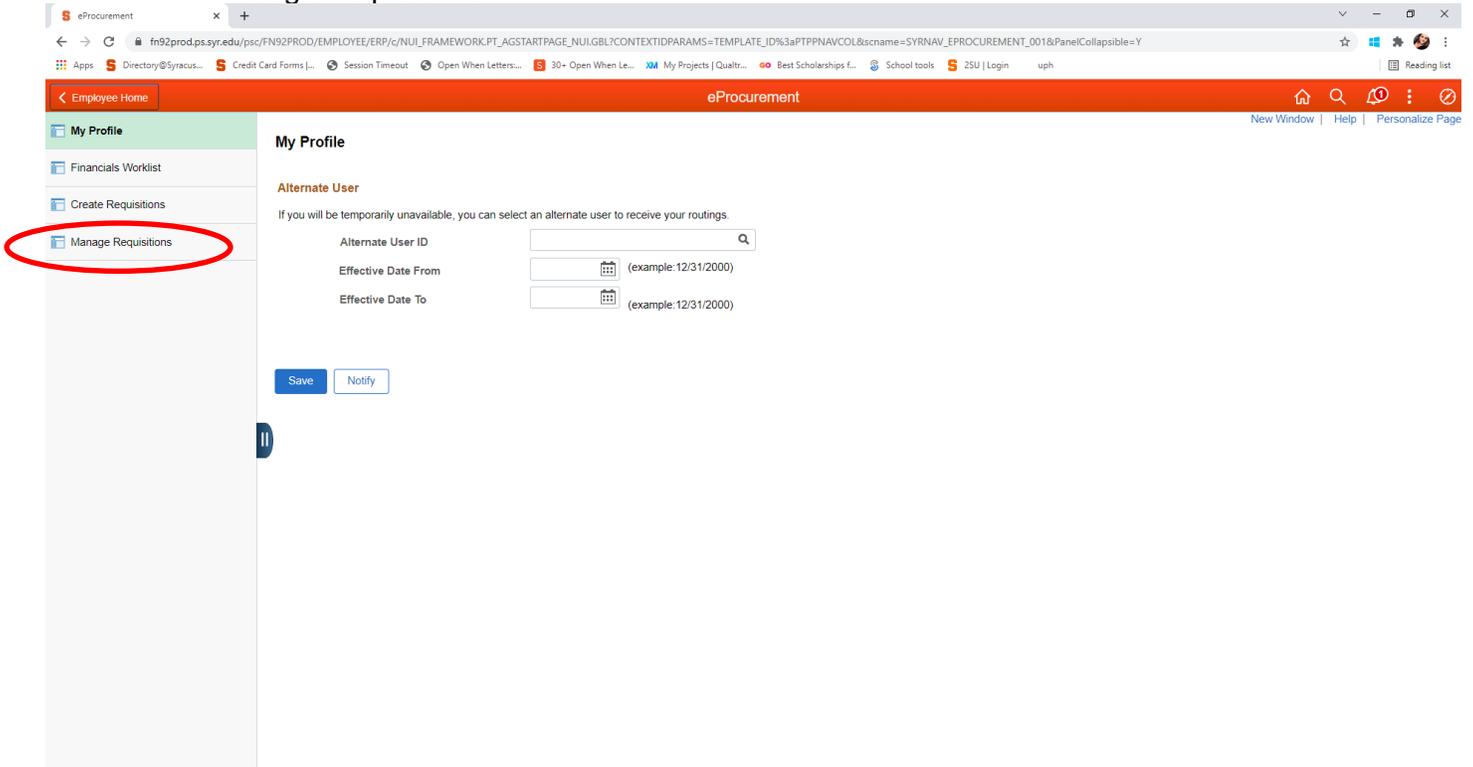


Select Employee Home from your drop down menu list and then click on the eProcurement Icon

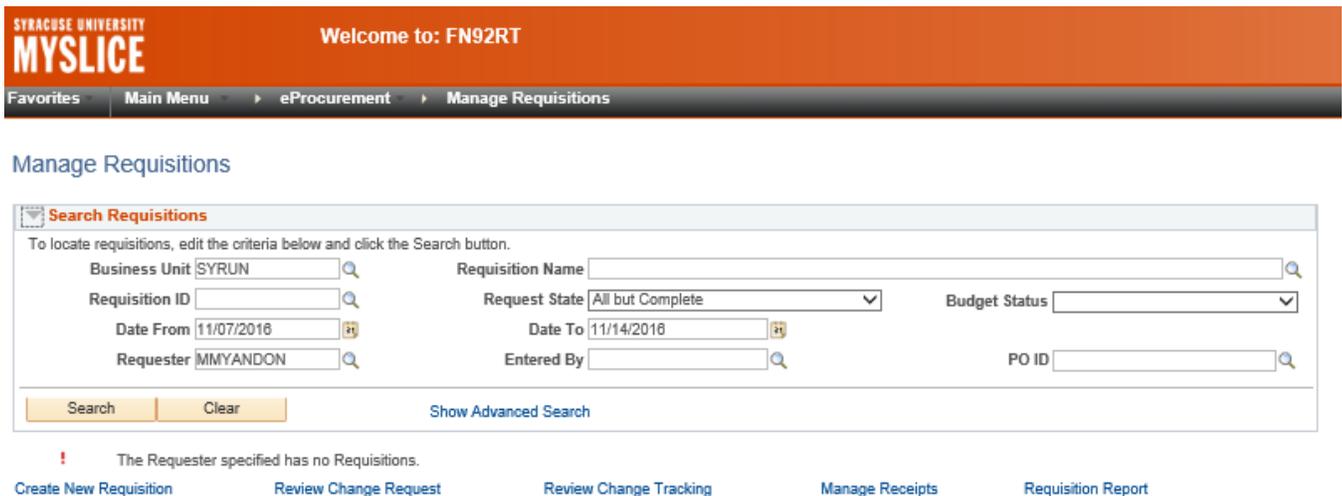


Manage Requisition Training Document

Then Select Manage Requisitions



The following screen will appear



The suggested filters for this screen are as follows

Date From = Remove (leave blank)

Date To = Remove (leave blank)

Requester = Will default to your NetID, if you are looking for a requisition entered by another user use the find feature

Manage Requisition Training Document

on the requester field to select a different user. Note you will only be able to view requisitions that you have chartstring authorization for

Select Search to see your results

SYRACUSE UNIVERSITY MYSlice Welcome to: FN92RT
Favorites Main Menu eProcurement Manage Requisitions

Manage Requisitions

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

Business Unit: SYRUN
Requisition ID:
Date From:
Requester: MMYANDON
Requestion Name:
Request State: All but Complete
Budget Status:
Date To:
Entered By:
PO ID:

Search Clear Show Advanced Search

! The Requester specified has no Requisitions.

Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report

SYRACUSE UNIVERSITY MYSlice Welcome to: FN92RT
Favorites Main Menu eProcurement Manage Requisitions

Manage Requisitions

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

Business Unit: SYRUN
Requisition ID:
Date From:
Requester: MMYANDON
Requestion Name:
Request State: All but Complete
Budget Status:
Date To:
Entered By:
PO ID:

Search Clear Show Advanced Search

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	Request State	Budget	Total	
▶ 0000097374	Test Requisition for Tr...	SYRUN	11/14/2018	Pending	Not Chk'd	4,400.00 USD	[Select Action] Go
▶ 0000097373	0000097373	SYRUN	11/14/2018	Open	Not Chk'd	175.00 USD	[Select Action] Go

Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report

Select the triangle next to your requisition to see the requisition status.

Manage Requisition Training Document

Manage Requisitions

Search Requisitions

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

Business Unit:
 Requisition Name:

Requisition ID:
 Request State:
 Budget Status:

Date From:
 Date To:

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	Request State	Budget	Total		
0000097374	Test Requisition for Tr...	SYRUN	11/14/2016	Pending	Not Chk'd	4,400.00 USD	[Select Action]	Go

Requester: Yandon, Melissa M
Pre-Encumbrance Balance: 0.00 USD
Entered By: Yandon, Melissa M
Priority: Medium



Request Lifespan:

Line Information

Personalize | Find | | First 1-2 of 2 Last

Line	Description	Status	Price	Quantity	UOM	Supplier	
1	Porta Potty Rental	Pending Approval	1000.00000 USD	4.0000	EA	Able-Smith Tent	
2	Porta Potty Cleaning Service...	Pending Approval	100.00000 USD	4.0000	EA	Able-Smith Tent	✖

0000097373	0000097373	SYRUN	11/14/2016	Open	Not Chk'd	175.00 USD	[Select Action]	Go
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- [Create New Requisition](#) |
 [Review Change Request](#) |
 [Review Change Tracking](#) |
 [Manage Receipts](#) |
 [Requisition Report](#)

The requisition status is shown by the highlighted icon flow above. You can select the icon to see more details.

End of instructions.