To see your requisitions, sign into Epro, click on "eprocurement" and then "manage requisitions". here you can edit or see where the approval process is.

Manage Requisitions

▽ **Search Requisitions**

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

Business Unit: 84000 🔍   **Requisition Name:**

Requisition ID: 🔍   **Request Status:**   **Budget Status:**

Date From: 📅   **Date To:** 📅   **Origin** Spe

Requester: amdaniels 🔍   **Entered By:** 🔍   **PO ID:**

[Search]   [Clear]

I like to clear out the dates ranges, and request status, so it will give me all my requisitions.

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle

To edit or perform another action on a requisition, make a selection from the ___ click Go.

If it ever shows "open" you will need to "edit the requisition" to release it for approvals.

	Req ID	Requisition Name	BU	Date			Total	
▷	0000405507	dummy PO	84000	09/18/2012	Open	Not Chk'd	1,600.00 USD	<!
▷	0000405506	Proforma recruit pieces	84000	09/18/2012	Pending	Not Chk'd	5,878.00 USD	&l
▷	0000405505	Crestron repair	84000	09/18/2012	Pending	Not Chk'd	190.00 USD	&l
▷	0000405504		84000	09/18/2012	Pending	Not Chk'd	140.00 USD	&l
▷	0000405503		84000	09/18/2012	PO(s) Dispatched	Valid	300.00 USD	&l
▷	0000405502		84000	09/17/2012	Pending	Not Chk'd	315.00 USD	&l
▷	0000405501	hotel and registration	84000	09/17/2012	PO(s) Dispatched	Valid	615.00 USD	&l
▷	0000405500	hotel Paula Bryant	84000	09/17/2012	Approved	Valid	105.00 USD	<!
▷	0000405499	accreditation fee FY13	84000	09/17/2012	PO(s) Dispatched	Valid	2,400.00 USD	&l
▷	0000405498	GA nursing dues fy13	84000	09/17/2012	PO(s) Dispatched	Valid	150.00 USD	&l
▷	0000405497	Touchnet Maintenance	84000	09/17/2012	PO(s) Dispatched	Valid	11,461.31 USD	&l
▷	0000405496	BCHS YEARBOOK AD 2013	84000	09/17/2012	PO(s) Dispatched	Valid	375.00 USD	&l
▷	0000405495	Partnership freight cha...	84000	09/17/2012	PO(s) Dispatched	Valid	3,398.67 USD	&l
▷	0000405494	freight charges	84000	09/17/2012	PO(s) Dispatched	Valid	6.90 USD	&l
▷	0000405493	0000405493	84000	09/17/2012	Pending	Not Chk'd	128.00 USD	&l
▷	0000405492	0000405492	84000	09/17/2012	PO(s) Dispatched	Valid	445.50 USD	&l

| | Requisition | Approvals | Inventory | Purchase Orders | Change Request | Receiving | Returns | Invoice |

Line Information

Line	Description	Status	Price	Curr	Qty	UOM	Vendor
1	Nintendo Wii - game console ...	Closed	157.310	USD	1.0000	EA	Southern Computer W
2	Nintendo Wii remote plus, bl...	Closed	36.810	USD	1.0000	EA	Southern Computer W
3	Wii fit plus - complete pack...	Closed	91.590	USD	1.0000		er W
4	MLB 2K12 - complete package...	Closed	37.710	USD	1.0000		er W
5	FIFA Soccer 12 - complete pa...	Closed	52.410	USD	1.0000		er W
6	Zimba Fitness - complete pac...	Closed	37.710	USD	1.0000		er W
7	dreamGEAR 7 in 1 fitness bun...	Closed	47.290	USD	1.0000		er W
8	Wii Family Game night bjs	Closed	30.270	USD	1.0000		er W

these will highlight as they are completed. If you click on it, it will show you more information.

▷	0000405319	freight charges	84000	08/06/2012	Complete	Valid	111.06 USD &I
▷	0000405309	storage cabinet - wellnes		2	Complete	Valid	193.00 USD &I
▷	0000405297	copier print overages		2	Complete	Valid	123.61 USD &I
▷	0000405296	lexisnexis invoice		2	Complete	Valid	14.22 USD &I
▷	0000405292	Higher one FY13		2	PO(s) Dispatched	Valid	6,335.00 USD &I
▷	0000405290	FY13 Heart of GA	84000	07/25/2012	PO(s) Dispatched	Valid	329,800.00 USD &I
▷	0000405289	Eastman copier overages	84000	07/25/2012	Complete	Valid	456.52 USD &I
▷	0000405287	fy13 premier elevator	84000	07/24/2012	PO(s) Dispatched	Valid	40,143.60 USD &I
▷	0000405286	FY13 - Mediacom	84000	07/24/2012	PO(s) Dispatched	Valid	16,832.00 USD &I
▷	0000405285	FY13 Orkin pest control	84000	07/24/2012	PO(s) Dispatched	Valid	37,831.60 USD &I
▷	0000405284	FY13 Charter Communicat...	84000	07/24/2012	PO(s) Dispatched	Valid	583.00 USD &I
▷	0000405283	FY13 - birch communicat...	84000	07/24/2012	PO(s) Dispatched	Valid	198.00 USD &I
▷	0000405268	paulk landscaping FY13	84000	07/24/2012	Complete	Valid	201,795.00 USD &I
▷	0000405267	T.Lake FY13	84000	07/24/2012	PO(s) Dispatched	Valid	38,295.60 USD &I
▷	0000405266	Dodge Co FY13	84000	07/24/2012	PO(s) Dispatched	Valid	4,080.00 USD &I
▷	0000405265	pool contract FY13	84000	07/24/2012	PO(s) Dispatched	Valid	18,600.00 USD &I
▷	0000405264	DOAS Insurance FY13	84000	07/24/2012	PO(s) Dispatched	Valid	303,126.89 USD &I
▷	0000405263	final billing copier ov...	84000	07/24/2012	Complete	Valid	586.54 USD &I

if you click on the sideways triangle, it will do a drop down box and show you the stage the requisition is in.

New Window | Help | Customize Page |

Manage Requisitions

▽ **Search Requisitions**

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

Business Unit:	84000 🔍	**Requisition Name:**			
Requisition ID:	🔍	**Request Status:**		**Budget Status:**	
Date From:	📅	**Date To:**	📅	**Origin**	Special Request ◄
Requester:	gcalhoun 🔍	**Entered By:**	🔍	**PO ID:**	🔍

[Search]   [Clear]

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	
▷	0000405083	motor rebuild for golf ...	84000	06/21/2012	Complete	Valid	1,830.00 USD	<Select Action.. [Go]

If you have anything through the GA Marketplace, then this will need to be changed to that. Otherwise "special request" are the ones that you manually put in a requisition for.

Create New Requisition   Inquire Change Request   Inquire Receipts   Requisition Report

if you do the drop down selection, it will give you the option of editing or viewing approvals, then click "go"

"viewing approvals" screen

Approval Status

Req Name: freight charges

Total: 6.90 USD

Requester: Daniels,April M   **Business Unit:** 84000

Entered on: 09/17/2012   **Requisition ID:** 0000405494

Status: Approved   **Priority:**   Medium

Requester's Justification:

No justification entered by requester.

▽ Line Information

	Line	Item Description	Vendor Name	Qty	UOM	Price	Curr	Requester's Comments
☐	1	freight charges for shipment...	FEDEXINC-001	1.0000	DLR	6.90	USD	💬

☐ Select All / Deselect All

📑 View Line Details

if you click here, it will pop out a box, that will show you the account and department information.

▽ Review/Edit Approvers

Department and Proj. Approval

▽ Line 1:Approved
freight charges for shipment from Mitchell Aircraft Products Inc

Department and Proj. Approver

Approved

✔ Hood,Rodney L
Dept-Manager and Dept-Appr
9/17/2012 - 3:20 PM

Buyer Approval - NonCatalog

▽ freight charges:Approved   💬View Comments

Buyer Approval

Bypassed

Horton,Rebecca Marie
Buyer Approval
9/17/2012 - 3:20 PM

▽ Approval Comment History

System at 9/17/2012 - 3:20 PM
Requester (amdaniels) is approver on step number 1, path Buyer Approval, stage 5, which has self-approval disabled! (18130,1031)

Return to Manage Requisitions