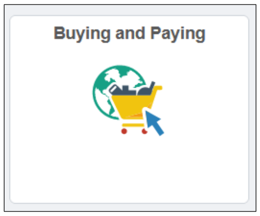
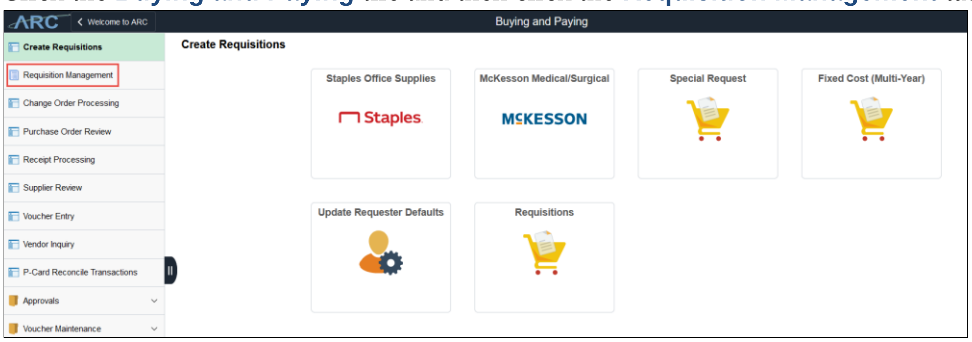
A Requisition is formal request from a department for a Purchase Order for goods or services. Requisitions are used for those purchases that cannot be made using other means such as a Purchasing Card (P-Card). After you submit a Requisition for approval, you can view its status, edit, cancel, or copy it to create a new Requisition. In addition, if you Requisition was approved, you can locate the Purchase Order number and information.

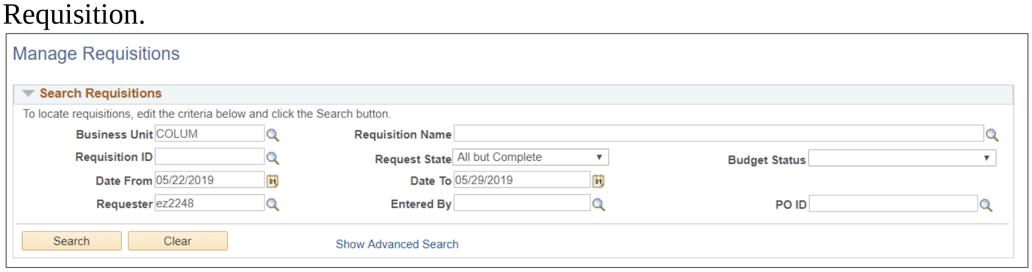
Searching for Requisitions



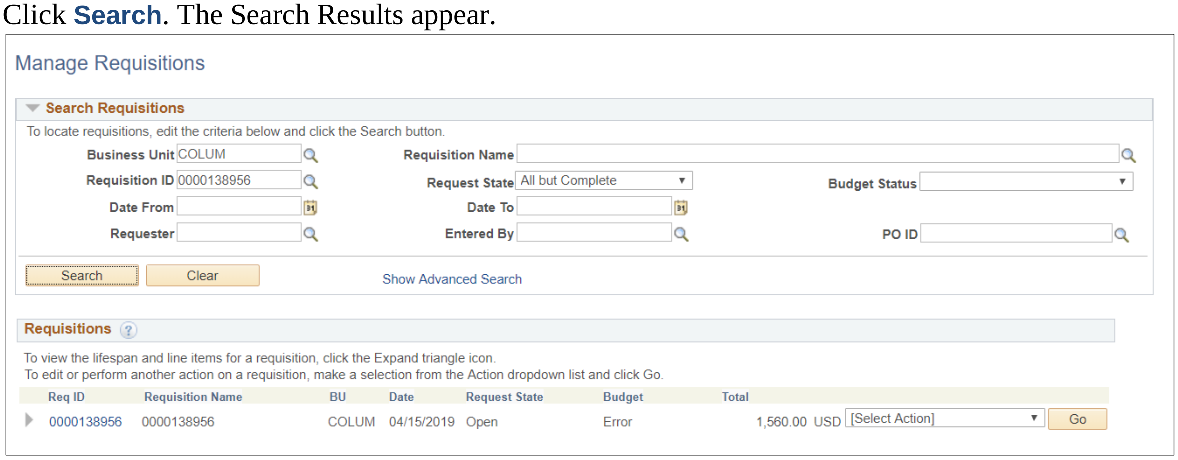
1. Click the **Buying and Paying** tile and then click the **Requisition Management** tab.



Or, click **NavBar** > **Main Menu** >**eProcurement** > **Manage Requisitions** or use the **Navigation Search**. The Manage Requisitions > Search Requisitions page appears. Information entered here applies to all lines on your Requisition.

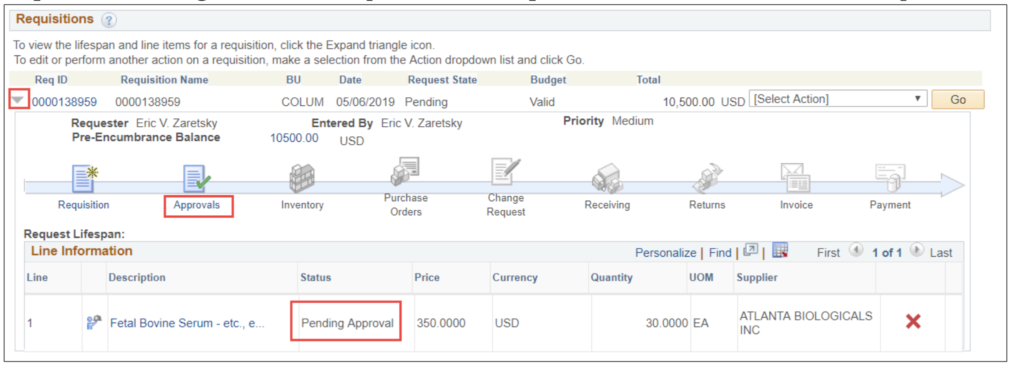


2. Enter a **Requisition ID** or enter other search criteria.
3. Click **Search**. The Search Results appear.



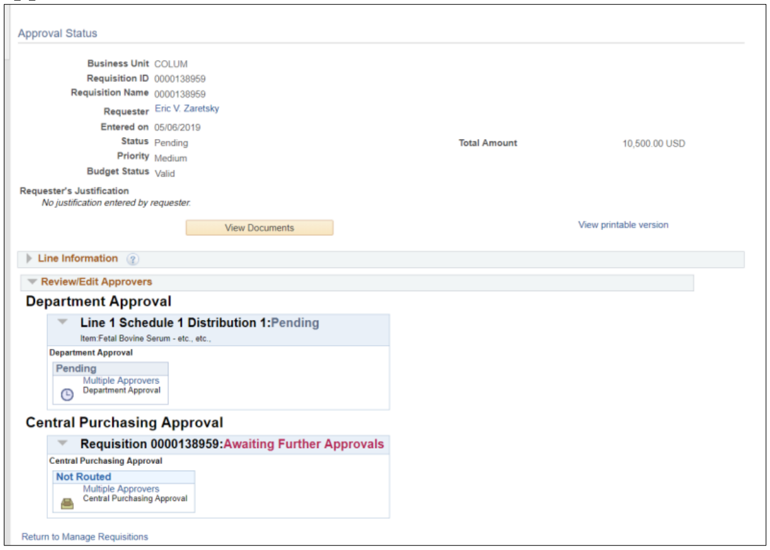
Viewing Requisition Status

1. Expand the triangle icon to Requisition Lifespan that shows the status of Requisition.

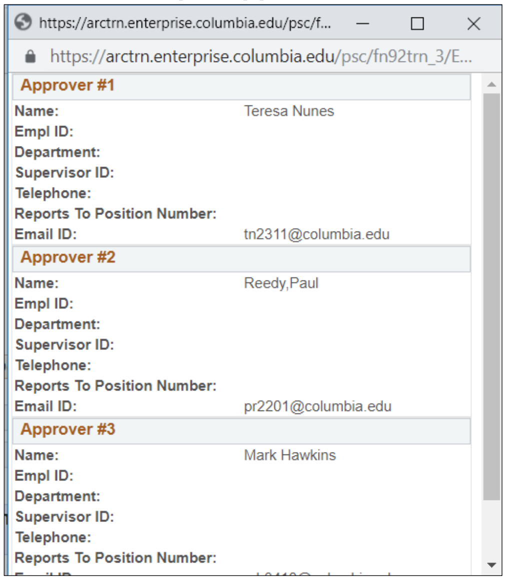


Notice the **Status** column for each line of the Requisition.

2. You can click the **Approvals** link on the lifespan line to view details on Approval Status. The Approval Status page appears.



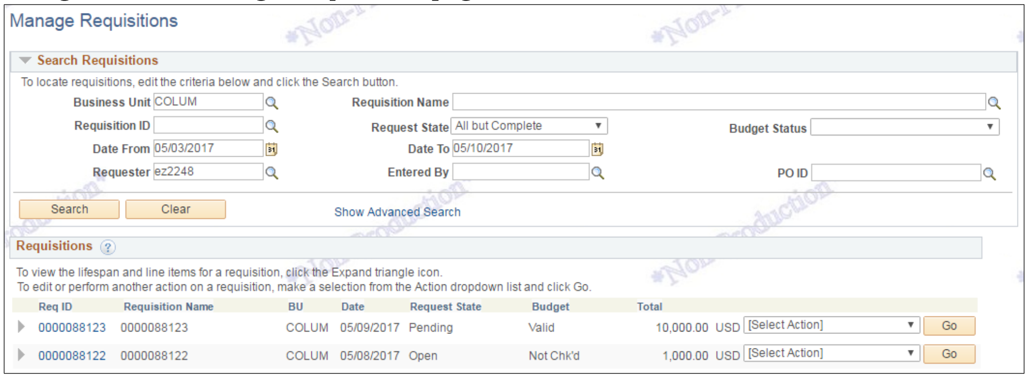
3. Click the **Multiple Approvers** links to view the Approvers list along with contact information.



Editing a Requisition

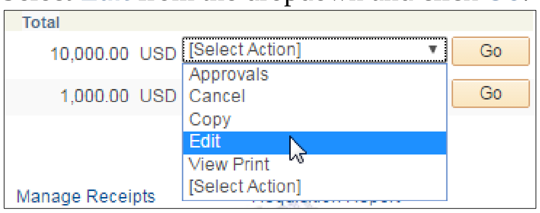
You can modify Requisitions depending on where they are in the approval process. If a Purchase Order has been generated, all actions must be done through a Change Order. Refer to the Change Order Job Aid for more detail.

1. Navigate to the Manage Requisition page.

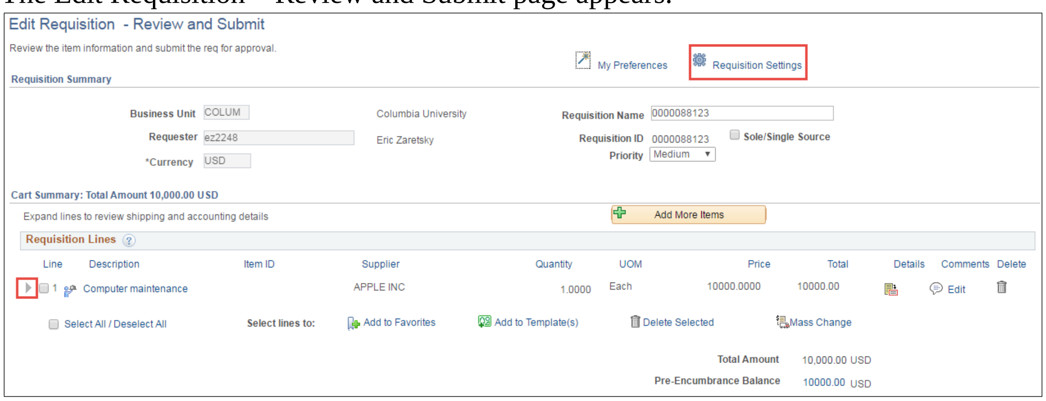


Requisitions that you created appear on the page.

2. You can either work with the Requisitions displayed or enter a **Requisition ID** and click **Search**.
3. Select **Edit** from the dropdown and click **Go**.



The Edit Requisition – Review and Submit page appears.

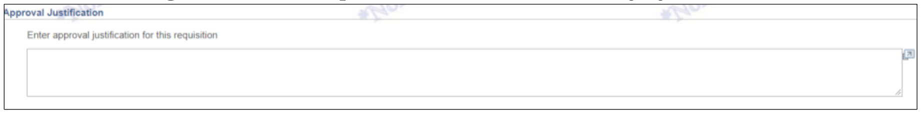


4. You can edit **Requisition Settings** or expand the Line Item to edit the **Requisition Line**.
5. Make the desired edits.
6. Click **Check Budget**.
7. Click **Save and Submit**.

Restarting Requisition Workflow

You may encounter a situation where the approval workflow is terminated and you will need to resubmit the Requisition. Follow the steps below to restart workflow:

1. Navigate to the Manage Requisitions page.
2. Enter a **Requisition ID** and click **Search**.
3. Select **Edit** from the dropdown and click **Go**.
   The Edit Requisition – Review and Submit page appears.
4. If a change is required to the lined details, expand the Line Item to edit the **Requisition Line** and make the necessary changes to the **Quantity** or **Price**.
   Or, if no change is to the Requisition Line is necessary, you can enter **Approval Justification** comments.

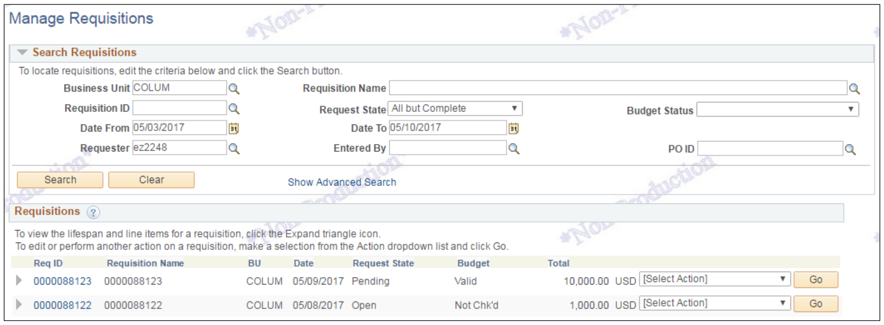


5. Click **Check Budget**.
6. Click **Save and Submit**.

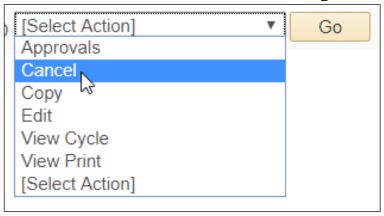
Canceling a Requisition

If you no longer need to make your purchase, you can cancel a Requisition. If a Purchase Order has been generated, all actions must be done through a Change Order.

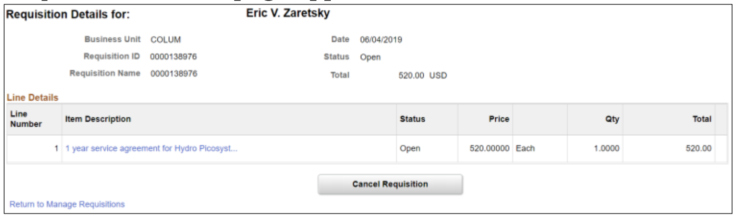
1. Click **Main Menu**>**eProcurement**>**Manage Requisitions**. The Manage Requisitions page appears. You can also use the **Navigation Search**.



   Requisitions that you created appear on the page.
2. You can either work with the Requisitions displayed or enter a **Requisition ID** and click **Search**.
3. Select **Cancel** from the dropdown and click **Go**.



   Requisition Details page appears.

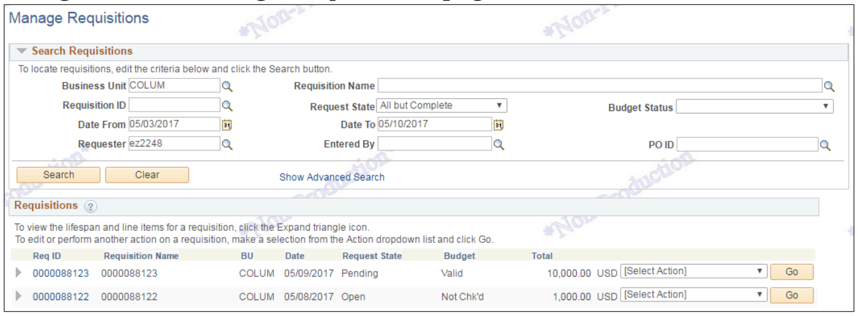


4. Click **Cancel Requisition**.

Copying a Requisition

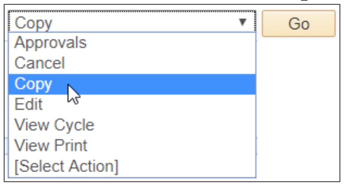
If you need to create a new Requisition that is identical or similar to a previous Requisition, you can copy the previous Requisition, edit it accordingly, and submit it as new.

1. Navigate to the Manage Requisitions page.

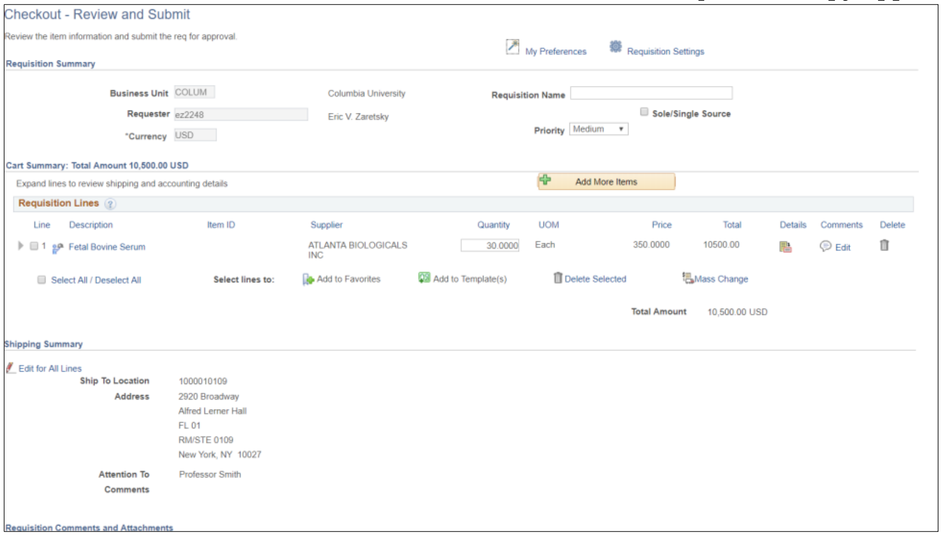


Requisitions that you created appear on the page.

2. You can either work with the Requisitions displayed or enter a **Requisition ID** and click **Search**.
3. Select **Copy** from the dropdown and click **Go**.



The Checkout – Review and Submit screen for the new Requisition copy appears.



4. Edit the Requisition as desired.
5. Follow the procedures for uploading documentation, budget checking and submitting as you would a new Requisition.

Getting Help

Please contact the Finance Service Center

http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now

https://columbia.service-now.com