Searching Requisitions

There are various ways that you can view and manage your requisitions.

My Requisitions

From the shop page under My Requisitions, you can:

- review basic and detailed requisition line information
- view your 5 most recently raised requisitions
- change a requisition (refer to ‘Amending Requisitions’)
- receive your items (refer to ‘Receipting and Returning’)

Requisition Statuses

A requisition can have any of the following statuses at some point during the procurement process. Some statuses are obvious in what they mean:

- Approved
- Rejected
- Incomplete: requisition has been started and not yet checked out
- In process: requisition not yet approved or more information is required by the approver

Reviewing Requisition information

1. Click on either the requisition description or the number and summary information displays.

2. If there is a purchase order number in the far right column then your requisition has been created into a purchase order, if the number is hyperlinked then the order has been approved.
3. To view more information, click on the Details icon for a line. You can view information on the receipt, invoice and also the payment of the item once it has gone through the pay process.

4. Click Return or Shop.

Requisitions Searching Tab

Whether you click on this tab or Full List in My Requisitions the following screen will display.

It displays your 10 most recent requisitions, and to view more you would need to click on Next 10.
Searching Requisitions

Clicking **Search** provides you with more criteria.

You can search in a number of ways use the fields above. Within the requisitions tab, you can view other information:

- **Notifications:** This lists all notifications that are triggered by the system on a Requisition.
- **Approvals:** Lists any requisitions for you to approve and that you have approved.

**To Copy or not to Copy a Requisition**

You may notice a Copy icon on the iProcurement Home Page and a button titled ‘Copy to Cart’ on the requisitions tab. Copying does not work for all requisitions and its success depends on how the lines in the original requisition were generated.

<table>
<thead>
<tr>
<th>If the requisition you are trying to copy contains ........</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketplace item lines</td>
<td>You cannot copy this requisition, an error message will display advising a new requisition must be raised.</td>
</tr>
<tr>
<td>Mixture of Marketplace and Non-Catalog lines</td>
<td>You can copy the requisition, ensuring you update the price and quantity if applicable.</td>
</tr>
<tr>
<td>Non-Catalog item lines</td>
<td></td>
</tr>
</tbody>
</table>