



# Searching Requisitions

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

## My Requisitions

Requisition	Description	Total (GBP)	Status	Copy	Change	Receive
689708	<a href="#">FIRE WARDENS JACKET</a>	32.11	Approved			
689707	<a href="#">Microcentrifuge Tube Conical Polypropylene 1.5ml Fisherbrand</a>	1,397.29	Approved			
689706	<a href="#">FIRE WARDENS JACKET</a>	23.50	Approved			
689705	<a href="#">FIRE WARDENS JACKET</a>	23.50	Approved			
689704	<a href="#">Microcentrifuge Tube Conical Polypropylene 1.5ml Fisherbrand</a>	0.00	Approved			

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 '*Receiving 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.

## Detailed Procedure Searching Requisitions

Shop | Requisitions | Receiving

Requisitions | Notifications | Approvals

Shop: Stores >

Requisition 689707 Copy To Cart

Description **Microcentrifuge Tube Conical Polypropylene 1.5Ml Fisherbrand**

Created By **DARLOW, Mrs. Rebecca**

Creation Date **16-Jan-2014 12:43:16**

Deliver-To **Department of Earth Sciences Downing Street CAMBRIDGE, CB2 3EQ**

Justification

Requisition Status [Approved](#)

Change History **No**

Attachment **None**

Note to Buyer

**Details**

Line	Description	Need-By	Deliver-To	Unit	Quantity	Price	Amount (GBP)	Details	Order
1	Microcentrifuge Tube Conical Polypropylene 1.5Ml Fisherbrand	22-Jan-2014 00:00:00	LB	Pack	1	5.29 GBP	5.29		<a href="#">1739236</a>
2	Centrifuge Tube With Flat Top Cap Polypropylene 15Ml 8400 X G Max Corning	22-Jan-2014 00:00:00	LB	Case	20	69.6 GBP	1,392.00		<a href="#">1739236</a>
<b>Total</b>							<b>1,397.29</b>		

[Return](#) Copy To Cart

- 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.
- Click **Return** or **Shop**.

## Requisitions Searching Tab

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

Shop | Requisitions | Receiving

Requisitions | Notifications | Approvals

Requisitions Search

**Views**

View

Indicates requisition with a pending change request.

Select Object:

Previous 1-10 Next 10

Select	Requisition	Description	Total	Creation Date	Status	Order
<input type="radio"/>	<a href="#">689708</a>	<a href="#">FIRE WARDENS JACKET</a>	32.11 GBP	20-Jan-2014 08:42:20	<a href="#">Approved</a>	Multiple
<input type="radio"/>	<a href="#">689707</a>	<a href="#">Microcentrifuge Tube Conical Polypropylene 1.5Ml Fisherbrand</a>	1,397.29 GBP	16-Jan-2014 12:43:16	<a href="#">Approved</a>	<a href="#">1739236</a>
<input type="radio"/>	<a href="#">689706</a>	<a href="#">FIRE WARDENS JACKET</a>	23.50 GBP	16-Jan-2014 12:41:15	<a href="#">Approved</a>	<a href="#">1739235</a>
<input type="radio"/>	<a href="#">689705</a>	<a href="#">FIRE WARDENS JACKET</a>	23.50 GBP	16-Jan-2014 10:49:30	<a href="#">Approved</a>	<a href="#">1739234</a>
<input type="radio"/>	<a href="#">689704</a>	<a href="#">Microcentrifuge Tube Conical Polypropylene 1.5Ml Fisherbrand</a>	0.00 GBP	15-Jan-2014 14:50:18	<a href="#">Approved</a>	<a href="#">1739233</a>
<input type="radio"/>	<a href="#">689703</a>	<a href="#">Microcentrifuge Tube Conical Polypropylene 1.5Ml Fisherbrand</a>	1,392.00 GBP	15-Jan-2014 14:38:25	<a href="#">Approved</a>	<a href="#">1739232</a>
<input type="radio"/>	<a href="#">689700</a>	<a href="#">two lines</a>	8.61 GBP	15-Jan-2014 13:51:00	<a href="#">Approved</a>	<a href="#">1739229</a>
<input type="radio"/>	<a href="#">689699</a>	<a href="#">two lines</a>	17.45 GBP	15-Jan-2014 13:48:52	<a href="#">Approved</a>	<a href="#">1739228</a>
<input type="radio"/>	<a href="#">689697</a>	<a href="#">Test Tube Rimless Polystyrene 3.5Ml 75 X 12Mm</a>	25.97 GBP	14-Jan-2014 10:49:16	<a href="#">Approved</a>	<a href="#">1739227</a>
<input type="radio"/>	<a href="#">689696</a>		8.84 GBP	13-Jan-2014 15:34:05	<a href="#">Approved</a>	<a href="#">1739226</a>

Select Object:

Previous 1-10 Next 10

This table displays a listing of requisitions, their creation date as well as status.

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.

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