

[Using the Manage Requisitions Page]

Use the Manage Requisitions page in myUFL to research purchasing requisition information such as finding the status of the requisition, whether or not it has been approved or denied and why, whether it has been dispatched as a purchase order, and finding the PO number.

You may also edit a requisition, after which it will reinitialize approval workflow.

- ▶ Log on to myUFL (my.ufl.edu) using your GatorLink username and password
- ▶ Navigate to eProcurement > Manage Requisitions
- ▶ Search for the requisition by date range, status, requisition name, or purchase order number
- ▶ Each search will include the date range and Requester's UFID number displaying
 - ▶ To change the date range, enter the beginning date in the **Date From** field and the ending date in the **Through Date** field, then click the **Go** button

Manage Requisitions for: Gator, Joe

Search and Sort Requisitions
Requisition Name Show Status Requester
Date From Through Date PO

Legend
 Cycle Edit Workflow Submit Cancel Re-Open Change Receive Return

Enter search criteria to find Requisitions.

Use this page to review the status of your Requisitions, Edit/Cancel Requisitions, make a Change Request, Receive a PO, or Return an Item to the Vendor. To see the details of a specific Requisition just click on the Requisition Name link. If a PO has been created for a Requisition you can view the PO information on the details page.

[eProcurement Home](#) [Create New Requisition](#) [Inquire Change Request](#) [Inquire Receipts](#) [Requisition Report](#)

- ▶ To search by status, click the **Show Status** dropdown and select a status, such as Approved, Denied, Canceled, or PO(s) Dispatched, then, click the **Go** button
 - ▶ To search by requisition name, enter the name of your requisition and click the **Go** button
 - ▶ To search by PO number, enter the PO ID number in the **PO** field, then click the **Go** button
- Note: If you cannot find your requisition, check the date range and the Requester's UFID number. It may not have been created in the date range displayed.
- ▶ The results will display requisitions by row, with each Requisition Name, Business Unit, Date, Status, and Total Amount, and will display certain icons on each row
 - ▶ The **Red Pencil** icon is to further edit the requisition and reinitialize approval workflow
 - ▶ The **Yellow Box** displays approval status and assigned approvers, and any approver messages



Created in conjunction with
Training & Organizational Development

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Req. Name	Bus. Unit	Date	Status	Total Budget				
Laboratory Supplies...	2903	01/24/2006	Canceled	1,473.50	Valid			
Universal Data Soluti...	2903	03/09/2006	Denied	51,750.00	Valid			
Tritech-Bloom	2903	05/25/2006	Denied	655.00	Valid			
Long - Bioengineering...	2903	05/26/2006	PO(s) Dispatched	200.00	Valid			

To edit a requisition:

- ▶ Click the **Red Pencil** icon
 - ▶ If no Red Pencil icon displays for the requisition, it may be canceled or dispatched as a PO
 - ▶ At the message on reinitializing the Approval Process, click the **Continue** button
 - ▶ From there, the original requisition screen will appear for editing
 - ▶ Make changes needed, and then, click the **Save and Submit** button
- ▶ The system will resave the requisition and resubmit to the approval workflow

To cancel a requisition:

- ▶ Click the **Red X** icon for that requisition

To view the approval workflow and approvers, including any approver messages:

- ▶ At the Manage Requisitions page results list, click the **Yellow Box** in the row for your requisition
- ▶ The system displays the **Requisition Approval Status** page
 - ▶ The page displays a map of the approvers and what type of approvers they are, such as Departmental Approvers or Buyer Approvers
 - ▶ For each approver, the system displays whether or not the requisition has been approved or denied - the desk symbol by the approver will thus display a green check for approved, or a red x for denied
 - ▶ **Move your mouse over** the desk to read the reason for denial, displayed as a tooltip
 - ▶ To return to the Manage Requisitions Page, click the **Return to Manage Requisitions** link

To view the Purchase Order number for your requisition:

- ▶ At the Manage Requisitions page results list, find the name of your requisition. If needed, click the column heading, "**Req. Name,**" to sort the list of requisition names
- ▶ **Click the link** of your requisition's name
 - ▶ At the Requisition Details screen, find the light blue bar entitled **PO Information**, with a small triangle beside it
 - ▶ Click the **small triangle** to open the box
 - ▶ Purchase Order information such as PO Number, PO Status, Vendor and Receipt Status are displayed, as well as each PO Line with information such as Ship To, Quantity and Price for that line

For further assistance, please contact University Purchasing at 392-1331 or email Purchasing@ufl.edu