
PO.060.110 – REVIEWING REQUISITION ACTIVITY

Purpose	<ul style="list-style-type: none"> • To identify the information on the Requisition Activity Summary page • To access the Requisition Summary page.
Description	The Requisition Inquiry page provides information such as the requisition status, line description, comment(s), and Chartfields as well as the purchase order, receipt and voucher associated with the requisition, if one exists.
Security Role	BOR_EP_INQUIRY
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to review the activity summary on a Requisition.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Purchasing link.
4.	Click the Requisitions link.
5.	Click the Review Requisition Information link.
6.	Click the Requisitions link.
7.	Enter or search for the requisition ID in the Requisition ID field.
8.	Click the OK button. The system navigates to the Requisitions page and defaults to the Details tab.
9.	Users can review each tab individually or view the information on all tabs by clicking the Expand All triangle.
10.	Review any of the information under the Requisition ID Details header. Fields specific to the header include: <ul style="list-style-type: none"> • Business Unit • Requester • Requisition Date • Requisition Status • Req ID • Merchandise Amount • Pre-encumbrance Balance

Step	Action
11.	<p>To review the Requisition Line Details, click the Details tab. Here users can review the following information:</p> <ul style="list-style-type: none"> • Line • Status • Item Description • Supplier ID • Supplier • Requisition Quantity • UOM • Merchandise Amount • If the Amount Only checkbox is checked • Line Comments icon: provides a link to view Line Comments which include the Retrieve Active Comments Only checkbox, the Sort Method, the Sort Sequence, Comment status, Send to Supplier checkbox, Shown at Voucher checkbox, Shown at Receipt checkbox, Approval Justification checkbox and attachments. • Line Schedule Details icon: provides a link to view the Schedule Details including the Schedule Line, Status, Due Date, Ship To, Ship Via Code, Freight Terms, One Time Address (if used), Price, Price Adjustment icon, Requisition Quantity, Merchandise Amount, and Distribution Details icon
12.	<p>To view the receiving details for the item(s), click the More tab. Users can review the following information:</p> <ul style="list-style-type: none"> • Buyer • Category Code (NIGP Code) • Short Description
13.	<p>To view the receiving details for the item(s), click the Contract tab. Users can review the following information:</p> <ul style="list-style-type: none"> • SetID • Contract ID • Contract Version • Contract Line Number • Category Line Number • Contract Reference Type