Managing Requisitions

Use CUNYfirst’s eProcurement module to manage your requisitions. In this module, you can view, edit or cancel requisitions.

1. Log into CUNYfirst.
2. Navigate to Financials Supply Chain > eProcurement > Manage Requisitions and Enter the following information:

   - **Business Unit:** BCCPR
   - **Requisition Name:** optional, leave blank or enter the name of your requisition if known
   - **Requisition ID:** optional, leave blank or enter the 10-digit Requisition ID (00000xxxx)
   - **Request Status:** optional, leave blank or select a status from the dropdown menu
   - **Budget Status:** optional, leave blank or select a status from the dropdown menu
   - **Date From:** enter the start date for your search. To search from the beginning of fiscal year 2018, enter 07/01/2017
   - **Date To:** enter the ending date for your search
   - **Requester:** optional, leave blank or enter the requester’s ID or CUNYfirst Empl ID
   - **Entered By:** optional, leave blank or enter the creator’s ID, or CUNYfirst Empl ID al
   - **PO ID:** optional, leave blank or enter the 10-digit PO ID (000000xxxx)

To view a single requisition:

To view a list of requisition by requester:

![Image]

Create New Requisition  Inquire Change Request  Inquire Receipts  Requisition Report

![Image]

Create New Requisition  Inquire Change Request  Inquire Receipts  Requisition Report
3. After completing step 3, Click on the search button. If you are viewing a list of requisitions, they will be listed by creation date with the most recently created requisitions listed first. You can click on any column heading to sort the list of requisitions by that field name.

4. Click on the triangle in the first column for a detailed status report.

You can continue clicking on any hyperlink to see additional information.
5. Depending on the requisition status, the following options are available in the “select action” box

- Check budget
- Change request
- Copy requisition
- Cancel requisition
- Edit requisition
- Receive order
- Return to Vendor
- View approvals