

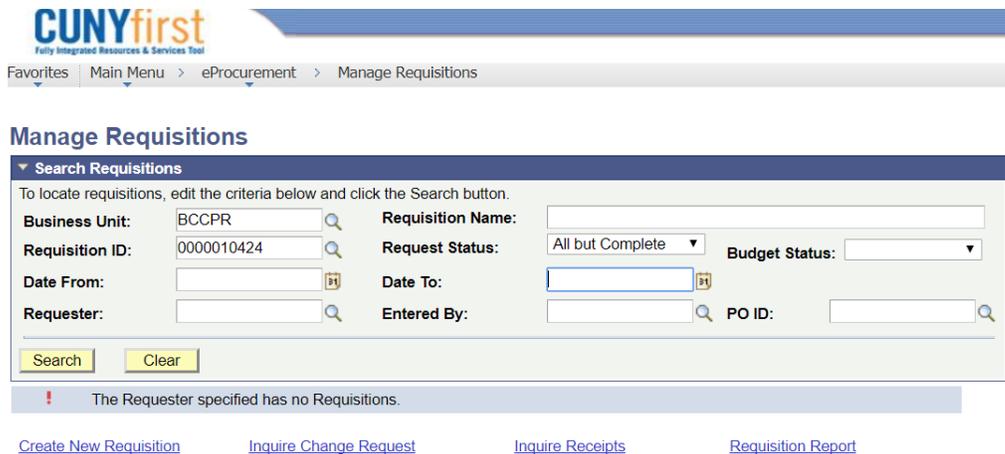
Managing Requisitions

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:

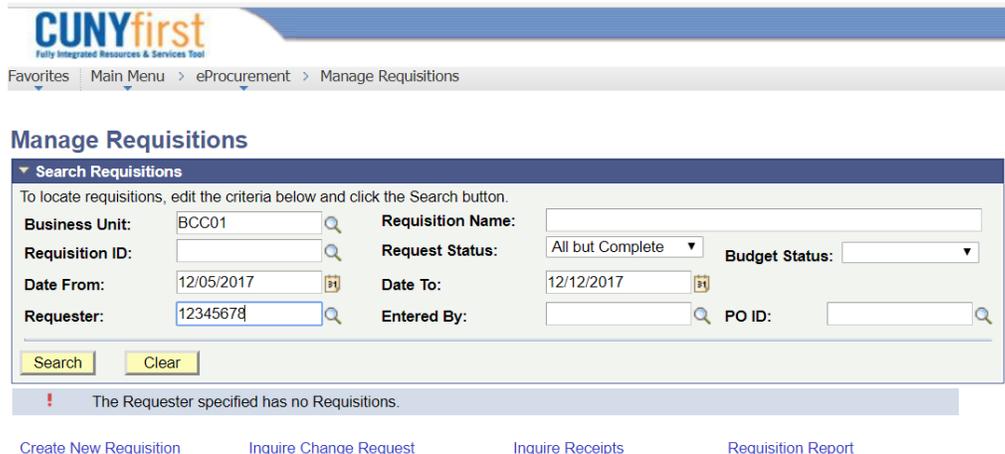
Business Unit: BCCPR
Requisition Name: optional, leave blank or enter the name of your requisition if known
Requisition ID: optional, leave blank or enter the 10-digit Requisition ID (00000xxxxx)
Request Status: optional, leave blank or select a status from the dropdown menu
Budget Status: optional, 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:



The screenshot shows the CUNYfirst eProcurement interface. The breadcrumb trail is: Favorites | Main Menu > eProcurement > Manage Requisitions. The page title is "Manage Requisitions". Below the title is a "Search Requisitions" section with a dropdown arrow. The instructions state: "To locate requisitions, edit the criteria below and click the Search button." The search criteria are: Business Unit: BCCPR, Requisition ID: 0000010424, Request Status: All but Complete, Budget Status: (empty), Date From: (empty), Date To: (empty), Requester: (empty), Entered By: (empty), and PO ID: (empty). There are "Search" and "Clear" buttons. Below the search form, a message box displays: "The Requester specified has no Requisitions." At the bottom, there are four links: "Create New Requisition", "Inquire Change Request", "Inquire Receipts", and "Requisition Report".

To view a list of requisition by requester:



The screenshot shows the CUNYfirst eProcurement interface. The breadcrumb trail is: Favorites | Main Menu > eProcurement > Manage Requisitions. The page title is "Manage Requisitions". Below the title is a "Search Requisitions" section with a dropdown arrow. The instructions state: "To locate requisitions, edit the criteria below and click the Search button." The search criteria are: Business Unit: BCC01, Requisition ID: (empty), Request Status: All but Complete, Budget Status: (empty), Date From: 12/05/2017, Date To: 12/12/2017, Requester: 12345678, Entered By: (empty), and PO ID: (empty). There are "Search" and "Clear" buttons. Below the search form, a message box displays: "The Requester specified has no Requisitions." At the bottom, there are four links: "Create New Requisition", "Inquire Change Request", "Inquire Receipts", and "Requisition Report".

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

CUNYfirst
Fully Integrated Resources & Services Tool

Favorites | Main Menu > eProcurement > Manage Requisitions

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: Requisition Name:

Requisition ID: Request Status: Budget Status:

Date From: Date To:

Requester: Entered By: PO ID:

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon: ▾

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
▾ 0000010424	Piano Tuning- Fiscal Year	BCCPR	09/20/2017	PO(s) Dispatched	Valid	3,300.00USD	<Select Action... ▾ Go

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

You can continue clicking on any hyperlink to see additional information.

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon: ▾

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
▾ 0000010424	Piano Tuning- Fiscal Year	BCCPR	09/20/2017	PO(s) Dispatched	Valid	3,300.00USD	<Select Action... ▾ Go

Requester: Stephanie Jimenez **Entered By:** Stephanie Jimenez **Priority:** Medium

Request Lifespan:

Requisition → Approvals → Inventory → Purchase Orders → Change Request → Receiving → Returns → Invoice → Payment

Line Information

Line	Description	Status	Price	Curr	Quantity	UOM	Vendor
1	Piano tunings for fiscal yea...	PO Dispatched	3,300.00000	USD	1.0000	EA	VINCENT AGUSTINOVICH

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

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

Requisitions

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Req ID	Requisition Name	BU	Date	Status	Budget	Total	
0000010424	Piano Tuning- Fiscal Year	BCCPR	09/20/2017	PO(s) Dispatched	Valid	3,300.00USD	<Select Action...>

Requester: Stephanie Jimenez **Entered By:** Stephanie Jimenez **Priority:** Medium

Request Lifespan:

Line Information

Line	Description	Status	Price	Curr	Quantity	UOM	Vendor
1	Piano tunings for fiscal yea...	PO Dispatched	3,300.00000	USD	1.0000	EA	VINCENT AGUSTINOVICH

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