EPRO – MANAGE REQUISITION

PURPOSE

To monitor requisition status, see approvals and view a Purchase Order number

STEPS

Navigation: eProcurement > Manage Requisition

Be aware of the “Date From” and “Date To” – change, if necessary, to include the correct requisition dates

View the Requisition information

1. To view the detail associated with a requisition, click to expand and view the requisition information.

Names of Approvers

Requisition

Purchase Order Number

2. Click “Select Action” to

- Cancel Requisition – Before the requisition has been approved
- Copy Requisition
- Edit Requisition
- View Approvals
- View Printable Version – Not to be used as official document