

Checking the Status of a Requisition

Selecting the Check Requisition Status Option



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Home Requisitioning Purchasing Sourcing Inventory Invoicing Reporting Navigator Options System Adr

Venus Local
Staples
3.1.3 HF2 QA Catalog
Unicco Catalog
VWR (Lab Supplies)
Affordable Care Test Catalog
Cintas Uniforms
Family Dollar Catalog
Auto Nation Catalog
3.5.3 QA Catalog
Cisco Test Catalog
NEU Test catalog
Hot Lists
Inventory Master
Quick Req
Copy Existing Requisition
My Open Requisitions
Search Requisitions
My Shop Cart

Items in your shopping cart 1168 Requisitions in process
Purchase Orders 23 Requirements in Buyer's Queue 2483 PO

er Analysis Hide Options

Buyer All Supplier All Commodity All Ship Cer All

Priority	Number	Value
	3,977	\$1,528,554,586.01
	5,181	\$1,529,145,900.18
	122	\$1,528,373,444.17
	94	\$1,529,145,900.18
	2,218	\$1,308,950,122.67
Approval	46	\$8,029,267.00
Approval	1,650	\$213,567,476.67
ed	593	\$185,196,275.40

- + From the **Search Requisitions** option under the **Requisitioning** tab on the Procure+ Home page you can obtain an up-to-date status of your placed orders, record the receipt of an order, or copy an order to create a new order.

This includes the ability to review summary and line item detail of an order, as well as the workflow detail information associated with an order.

The Workflow detail information enables you to see who has approved your placed order and where your order is in the approval (workflow) process.

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Order Analysis Hide Options

Buyer All Supplier All Commodity All

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Approval	46	\$6,029,267.00
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+ Click the Search Requisitions option

The Order List page displays populated with your open orders.

Checking the Status of a Requisition

Finding the Requisition



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Search

Search Requisitions

Search for Requisitions using the following criteria

Header Lines

Requisition Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Requester Name:	<input type="text"/>		
Date Entered:	From	To	
	<input type="text"/>	<input type="text"/>	
Originator Name:	<input type="text"/>		
Ship-to Center:	<input type="text"/>		
Requisition Status:	<input type="text"/>		
Work Order No.:	<input type="text"/>	<input type="text"/>	
Purchase Order Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Line	<input type="text"/>

+ To search for an order of another user, click **Search**. The Search Orders page displays prompting you to enter your search criteria.

After you enter your search criteria, the Order List page redisplay populated with the orders matching your search criteria.

The **Requester Name** field in the Search Orders page enables you to search for an order by the name of the user who requested the order.

The **Originator Name** field enables you to search for an order by the name of the user who entered the order. If you place orders for other users, use this field to search for your orders and any orders you have placed for other users.

Checking the Status of a Requisition



Finding the Requisition

- + The **Requisition** and **Line** fields in the Search Orders page enable you to search for an order by requisition and line item number.

If you search by Item Number, the Item History page displays. The page lists the requisitions for the item(s) matching your search criteria.

The page enables you to review the existing requisitions for an item. The Item History page displays the date a requisition was created, the amount, and the price paid for an item.

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Requisitions

Requisition Number	Ship to Center	Bill to Center	Requester Name	Originator Name	Date Due	Status	Total
AA-1-0	Test CMC warehouse 1	Test CMC warehouse 1	Test User	Test User	2/15/2008	READY TO PROCESS	5,1
AA-2-0	Test Warehouse 1	WHOUSE TECH QA RIT	USER QA RIT	USER QA RIT	1/19/2009	PENDING ACTION	5,5
AA-3-0	CENTERY	CENTERY	EPLUS ACCESS ONLY	EPLUS ACCESS ONLY	2/15/2010	REQUISITION DENIED	5,1
AA-4-0	CENTERY	CENTERY	EPLUS ACCESS ONLY	EPLUS ACCESS ONLY	2/17/2010	CANCELLED	
AA-5-0	Test CMC warehouse 1	Test CMC warehouse 1	Test User	EPLUS ACCESS ONLY	12/17/2010	NOT SUBMITTED	5,1
AA-6-0	Test CMC warehouse 1	Test CMC warehouse 1	Test User	EPLUS ACCESS ONLY	12/21/2010	NOT SUBMITTED	5,1
AA-7-0	Test CMC warehouse 1	Test CMC warehouse 1	Test User	EPLUS ACCESS ONLY	12/21/2010	READY TO PROCESS	5,1

Checking the Status of a Requisition

Viewing Order Detail



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Requisitions

Requisition Number	Ship to Center	Bill to Center
AA-1-0	Test CMC warehouse 1	Test CMC warehouse 1
Approvals		WHOUSE TECH QA RIT
Status		CENTER Y
View Detail		CENTER Y
Copy		
Receive		Test CMC warehouse 1
AA-6-0	Test CMC warehouse 1	Test CMC warehouse 1
AA-7-0	Test CMC warehouse 1	Test CMC warehouse 1
AA-8-0	Test CMC warehouse 1	Test CMC warehouse 1
AAA-1-0	WHOUSE TECH QA RIT	WHOUSE TECH QA RIT
AAA-2-0	WHOUSE TECH QA RIT	WHOUSE TECH QA RIT
AAA-3-0	WHOUSE TECH QA RIT	WHOUSE TECH QA RIT

- + To view detail information for the requisition, mouse over the requisition number, and then select **View Detail**. Depending on the status of the order you can update it; update the charge back accounts (cost centers) charged for it; update order notes; update purchase card information; update attachments; and, add an explicit approver to the existing approval process of the order.

Checking the Status of a Requisition

Viewing Order Detail



+ From the Requisition Detail page you can modify the order, select **Modify**. To print the order, select **Print**.

[Modify](#) | [Accounting](#) | [Notes](#) | [Print](#) | [Attachments](#) | [View Approvals](#) | [Transaction Summary](#) | [Advanced](#) | [Exit](#)

Requisition Detail

[Header](#) | [Address](#) | [Additional Info](#) | [Items](#)

Requisition Header

Requisition Number: AA-1
Requisition Status: READY TO PROCESS
Date Due: 02/15/08 **Contract Requisition:**

Requisition Items

Item Number	Description	Quantity	U/M	Unit Price
1 ▼ TST	tst	100.0000	EA	1.0000
2 ▼ TST ITEM	tst	25.0000	EA	200.0000

Requis

Checking the Status of a Requisition

Viewing the Status of the Order



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Requisitions

Requisition Number	Ship to Center	Bill to Center	Requester Name
AA-1-0	Test CMC warehouse 1	Test CMC warehouse 1	Test User
Approvals			
Status		WHOUSE TECH QA RIT	USER QA RIT
View Detail		CENTERY	EPLUS ACCESS ONLY
Copy		CENTERY	EPLUS ACCESS ONLY
Receive		Test CMC warehouse 1	Test User
AA-6-0	Test CMC warehouse 1	Test CMC warehouse 1	Test User
AA-7-0	Test CMC warehouse 1	Test CMC warehouse 1	Test User
AA-9-0	Test CMC warehouse 1	Test CMC warehouse 1	Test User
AAA-1-0	WHOUSE TECH QA RIT	WHOUSE TECH QA RIT	USER QA RIT
AAA-2-0	WHOUSE TECH QA RIT	WHOUSE TECH QA RIT	USER QA RIT
AAA-3-0	WHOUSE TECH QA RIT	WHOUSE TECH QA RIT	USER QA RIT

- + To view the status of an order, mouse over the Requisition number and select **Status**.

The Requisition Status page displays.

Checking the Status of a Requisition

Viewing the Status of the Order



+ This page displays each step of the requisition process, from creation, to approval, purchase, and receipt.

Each step displays a date to indicate whether the order has reached and has been completed for each step.

A date appears under the Approved step only after each step in the approval (workflow) process the order is assigned to has approved the order.

If an order is denied, no date displays for the Approved step.

The Purchased date displays the date the purchase order was printed/sent to the vendor for fulfillment.

In the grid in the bottom of the page you can view the audit history of the approval process for the order.

Exit

Requisition Status

Requisition Number: AA-1

Created 02/15/08 Approved 02/15/08 Purchased Received

02/15/08	Requisition created. Number of Lines: 2 Requestor: Test User
02/15/08	Approved by: Test User
02/15/08	The Requisition was fully approved.
02/19/08	Item: TST PO Number: PO-871 Line Number: 1 Buyer: Test PRP User 1
02/19/08	Item: TST ITEM PO Number: PO-871 Line Number: 2 Buyer: Test PRP User 1

Checking the Status of a Requisition

Viewing the Approvals of the Order



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Requisitions

Requisition Number	Ship to Center	Bill to Center	Requester Name
AA-1-0	Test CMC warehouse 1	Test CMC warehouse 1	Test User
Approvals		WHOUSE TECH QA RIT	USER QA RIT
Status		CENTERY	EPLUS ACCESS ONLY
View Detail		CENTERY	EPLUS ACCESS ONLY
Copy			
Receive		Test CMC warehouse 1	Test User
AA-6-0	Test CMC warehouse 1	Test CMC warehouse 1	Test User
AA-7-0	Test CMC warehouse 1	Test CMC warehouse 1	Test User
AA-8-0	Test CMC warehouse 1	Test CMC warehouse 1	Test User
AAA-1-0	WHOUSE TECH QA RIT	WHOUSE TECH QA RIT	USER QA RIT
AAA-2-0	WHOUSE TECH QA RIT	WHOUSE TECH QA RIT	USER QA RIT

- + To view where the order is in the approval process, mouse over the Requisition Number, and then select **Approvals**.

The Approvals page displays.

Checking the Status of a Requisition

Viewing the Approvals of the Order



- + This page lists each step of the approval (workflow) process the order is assigned to. Each step is color-coded to indicate whether the order was approved at each step.

Click the **Exit** link to return to the Order List page.

Requisition Approvals Requisition : AA-1

Key:



Approved



Awaiting Approval



Rejected



Awaiting Notification

Approvals Required:



Test User



Approval Status:

Transaction Approved



Checking the Status of a Requisition Receiving Order Items or Copying the Order



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Requisitions

Requisition Number	Ship to Center	Bill to Center	Requester Name
AA-1-0	Test CMC warehouse 1	Test CMC warehouse 1	Test User
Approvals		WHOUSE TECH QA RIT	USER QA RIT
Status		CENTER Y	EPLUS ACCESS ONLY
View Detail		CENTER Y	EPLUS ACCESS ONLY
Copy			
Receive		Test CMC warehouse 1	Test User
AA-6-0	Test CMC warehouse 1	Test CMC warehouse 1	Test User
AA-7-0	Test CMC warehouse 1	Test CMC warehouse 1	Test User
AA-8-0	Test CMC warehouse 1	Test CMC warehouse 1	Test User
AAA-1-0	WHOUSE TECH QA RIT	WHOUSE TECH QA RIT	USER QA RIT
AAA-2-0	WHOUSE TECH QA RIT	WHOUSE TECH QA RIT	USER QA RIT
AAA-3-0	WHOUSE TECH QA RIT	WHOUSE TECH QA RIT	USER QA RIT

- + To record the receipt of the order, mouse over the Requisition Number and select **Receive**.
- The Requisition Status page displays.
- Select the **Receive All** tab.
- + All items are received.