

eProcurement – Check Status, Edit, Copy, Cancel or Print a Requisition

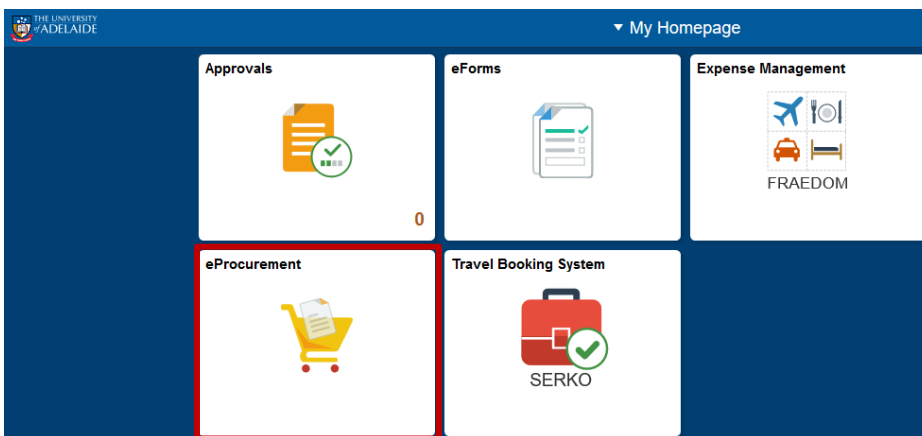
Introduction

Follow this guide to review, edit and manage your requisition. Refer to each of the headings below to receive further instructions for the specific tasks of, Check Status, Edit, Copy, Cancel or Print a requisition.

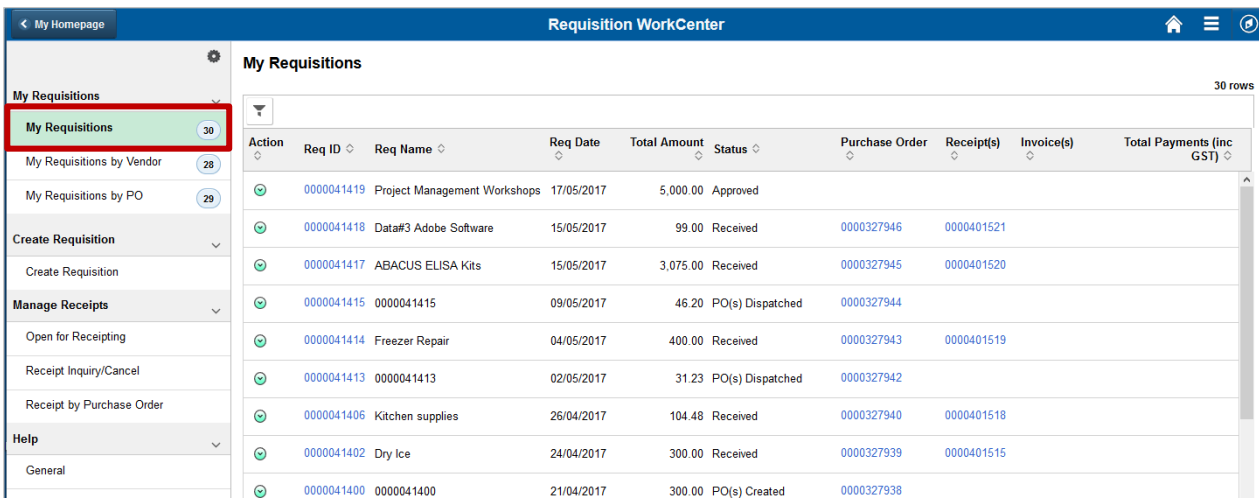
Procedure

Access a requisition

1. From My Homepage click the **eProcurement** tile



2. You will be able to access your requisitions from the **Requisition WorkCenter**



Action	Req ID	Req Name	Req Date	Total Amount	Status	Purchase Order	Receipt(s)	Invoice(s)	Total Payments (inc GST)
	0000041419	Project Management Workshops	17/05/2017	5,000.00	Approved				
	0000041418	Data#3 Adobe Software	15/05/2017	99.00	Received	0000327946	0000401521		
	0000041417	ABACUS ELISA Kits	15/05/2017	3,075.00	Received	0000327945	0000401520		
	0000041415	0000041415	09/05/2017	46.20	PO(s) Dispatched	0000327944			
	0000041414	Freezer Repair	04/05/2017	400.00	Received	0000327943	0000401519		
	0000041413	0000041413	02/05/2017	31.23	PO(s) Dispatched	0000327942			
	0000041406	Kitchen supplies	26/04/2017	104.48	Received	0000327940	0000401518		
	0000041402	Dry Ice	24/04/2017	300.00	Received	0000327939	0000401515		
	0000041400	0000041400	21/04/2017	300.00	PO(s) Created	0000327938			

Check Status

You can review the status of your requisitions from the Requisition WorkCenter.

A summary of each status is:

- **Open** – The requisition can be opened, edited and submitted by you. The purchasing team is not able to process the requisition until it is submitted
- **Pending Approval** – The requisition needs to be approved by someone with buying permission. The requisition can be edited or cancelled
- **Approved** – The requisition has been approved by someone with buying permission. The requisition is able to be edited or cancelled
- **PO(s) Created** – The requisition has been processed through the Procurement team and has been approved for purchasing
- **PO(s) Dispatched** – A Purchase Order has been sent to the relevant business or service provider
- **Received** – The good/s or service has been provided and the university will process the payment for the good/s or service/s
- **Partially Received** – Some of the service or goods have been received but the University
- **Complete** – Invoice/s have been matched to the Purchase Order and paid
- **Cancelled** – The requisition was cancelled

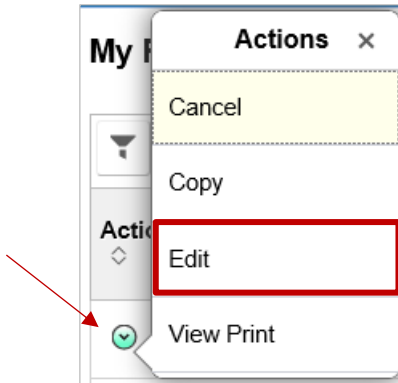
The screenshot shows the 'My Requisitions' section of the Requisition WorkCenter. The table lists various requisitions with columns for Action, Req ID, Req Name, Req Date, Total Amount, Status, Purchase Order, Receipt(s), Invoice(s), and Total Payments (inc GST). The 'Status' column is highlighted with a red box.

Action	Req ID	Req Name	Req Date	Total Amount	Status	Purchase Order	Receipt(s)	Invoice(s)	Total Payments (inc GST)
👍	0000041419	Project Management Workshops	17/05/2017	5,000.0	Approved				
👍	0000041418	Data#3 Adobe Software	15/05/2017	99.0	Received	0000327946	0000401521		
👍	0000041417	ABACUS ELISA Kits	15/05/2017	3,075.0	Received	0000327945	0000401520		
👍	0000041415	0000041415	09/05/2017	46.2	PO(s) Dispatched	0000327944			
👍	0000041414	Freezer Repair	04/05/2017	400.0	Received	0000327943	0000401519		
👍	0000041413	0000041413	02/05/2017	31.2	PO(s) Dispatched	0000327942			
👍	0000041406	Kitchen supplies	26/04/2017	104.4	Received	0000327940	0000401518		
👍	0000041402	Dry Ice	24/04/2017	300.0	Received	0000327939	0000401515		
👍	0000041400	0000041400	21/04/2017	300.0	PO(s) Created	0000327938			

Edit your requisition

You can edit a requisition until the Purchasing team at the University have processed the Purchase Order.

1. Click the green arrow in line with the requisition you want to modify and click **Edit**

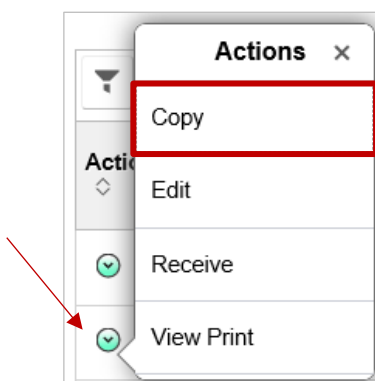


2. Edit your requisition as required. This could include:
 - The shipping details
 - The project code
 - Removing an item
 - Adding a new item
 - Adding an attachment
3. Click **Save and Submit** from the Review & Submit screen

Copy

A requisition should only be copied for Special Request items and **not for online catalogue purchases**

1. Click the green arrow of the item you want to copy and click **Copy**



2. Review the Requisition details.
3. Attach documents as required. Click **Save and Submit**

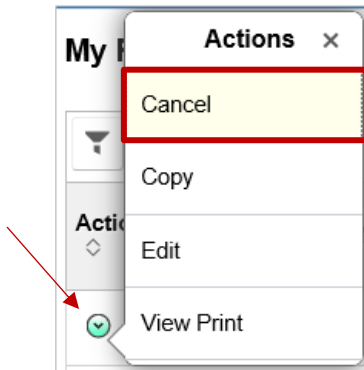
Favourites - do not add items from online catalogues to favourites list, as it will not punchout to Supplier and update new pricing for the requisition.

Cancel

You can cancel a requisition from the Requisition WorkCenter as long as a purchase order has not been created

Note: If the requisition has been sourced to a Purchase Order, please contact the purchasing team

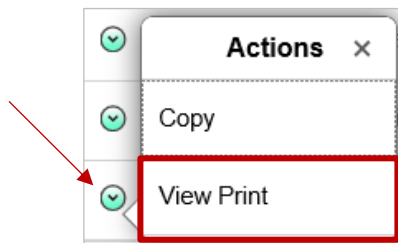
1. Click the green arrow in line with your requisition and click **Cancel**



Print

You can print or save your requisition as a PDF from the Requisition WorkCenter.

1. Click the green arrow in line with the requisition you want to Print or Save as a PDF. Click **View Print**



Contact Us

For further support or questions, please contact the Finance and Procurement Support Team.
Telephone: +61 8 8313 3414 Email finprosupport@adelaide.edu.au