Instructions to Search & Review Requisitions

Step 1: Once logged in, select the link for "Financial Supplies Chain" in the menu box.
Note: Contact your system administrator if you do not see the Financial Supplies Chain link, as you may not have access to this module. If you have access to this module and you don't know the requisition number, you can search by the requester ID.

Step 2 Click the link for "e-Procurement."
Step 3 Click the link for "Manage Requisitions."
Step 4 Fill out the following required fields in **blue**:

If you know the requisition number, enter the following:
      Business Unit: Change from YRK**01** to YRK**PR**
      Requisition ID: 000000xxxx (x ='s the 10-digit requisition #)
      Date From: To (select year **2013** then change the month & date to **July 1st**)
      Date To: Leave as current date

Or

If you don't know the requisition number, search by requestor EMPL ID:
      Business Unit: Change from YRK**01** to YRK**PR**
      Date From: To (select year **2013** then change the month & date to **July 1st**)
      Date To: Leave as current date
      Requestor: xxxxxxx   (x ='s the 8- digit requestor ID #)

Step 5 Click the Search button.
Step 6 Click the link for the requisition.