Manage Requisitions

The Manage Requisitions component is where Requesters:

- View requisitions to track their progress
- Copy requisitions to create a new requisition
- Edit an existing requisition. Active requisitions that have not been sourced and do not have a status of Complete or Canceled can be edited. Requisitions are considered sourced when a purchase order has been created to satisfy the requisition and that purchase order is saved in CUNYfirst.
- Monitor progress in the Approvals process
- Budget check or
- Cancel requisitions.

Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • Enter your Username and Password and click the **Log In** button. • From the **Enterprise Menu**, select the **Financials Supply Chain** link.
2.	Navigate to: ***eProcurement > Manage Requisitions***.
3.	On the **Manage Requisitions** page in the **Search Requisitions** section, enter or look up a **Business Unit**. ***Note: By default, the Business Unit based on the User's profile displays.***
4.	Enter any additional known search criteria.
5.	Click the **Search** button.
6.	In the **Requisitions** section, click the expand icon to view the Request Lifespan and line items for a requisition.
7.	When the **Request Lifespan** displays, you may view available documents by selecting the icon or link for that document. Click a **Req (Requisition) ID** to view details of that requisition. ***Note: If the corresponding Purchase Order has been created, then the Purchase Order link becomes active to go to the PO Inquiry page.***
8.	Click the **Description** link to view an item's description.
9.	Click the **Requisition Schedule and Distribution** link to view the line details, schedule, and Chartfields information.
10.	Click the **Return to Manage Requisitions** link.
11.	On the far right of a row for a Requisition on a **Select Action** dropdown menu. Select an option and then click the **Go** button to perform that action. ***Note: The User's security access and the statuses of a Requisition determine what actions may be taken.***
12.	Select **Copy Requisition** and then click the **Go** button to use the data from this requisition as the basis for a new requisition. ***Note: The 1. Define Requisition page displays to create a new Requisition.***
13.	Select **Edit Requisition** and then click the **Go** button to change any of the data.

14.	This message may display – "This requisition is pending approval. Editing this requisition may reinitialize the approval process." Click the **OK** button. ***Note: If the requisition has had any approvals and a line price, quantity or Chartfield is changed, then the approvals process for the Requisition will start over.***
15.	Select **View Approvals** and then click the **Go** button to monitor the progress of the Requisition through the approvals process. The **Approval Status** page displays.
16.	Select **Return to Manage Requisitions** link. ***Note: Refer to Budget Check Requisition (Manual) and Cancel Requisition step sheets for other actions available through the Manage Requisitions component.***
	End of Procedure.

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