**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.

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<th>Step</th>
<th>Action</th>
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| 1.   | Enter [https://home.cunyfirst.cuny.edu](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.**