Viewing Requisition Workflow

Navigate to the My Requisitions widget at the bottom of the shopping homepage. This will display your requisitions in a list or a graph form.

View as a Graph

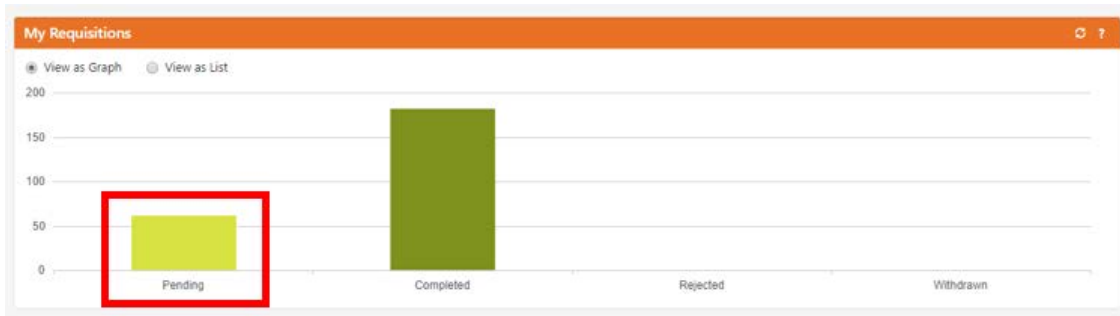1. Select the appropriate graph icon based on what type of requisition you are searching (Figure 1).

Figure 1

2. This will display a list of the pending, completed, rejected, or withdrawn requisitions based on what graph icon you selected. Select the desired requisition by clicking directly on the requisition number (Figure 2).

Figure 2

3. On the requision page, select the "PR Approvals" tab (Figure 3).

Figure 3

4. The "PR Approvals" Will take you to the workflow process where you can view which step your Requisitions is in, and who has it in their queue (Figure 4).
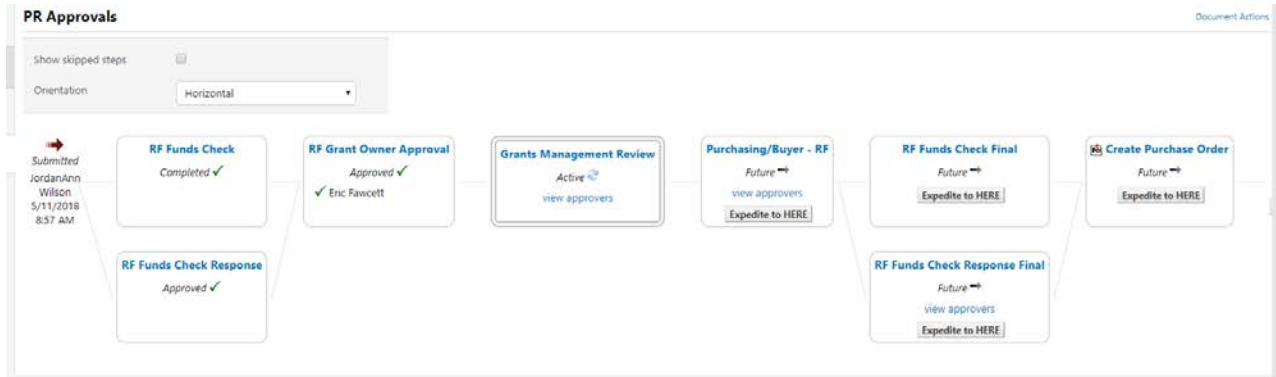

Figure 4

View as a List

1. Select the desired requisition by clicking on the requisition number (Figure 5).

Figure 5

2. On the requisition page, select the "PR Approvals" tab (Figure 6).

Figure 6

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3. The "PR Approvals" Will take you to the workflow process where you can view which step your Requisitions is in, and who has it in their queue (Figure 7).
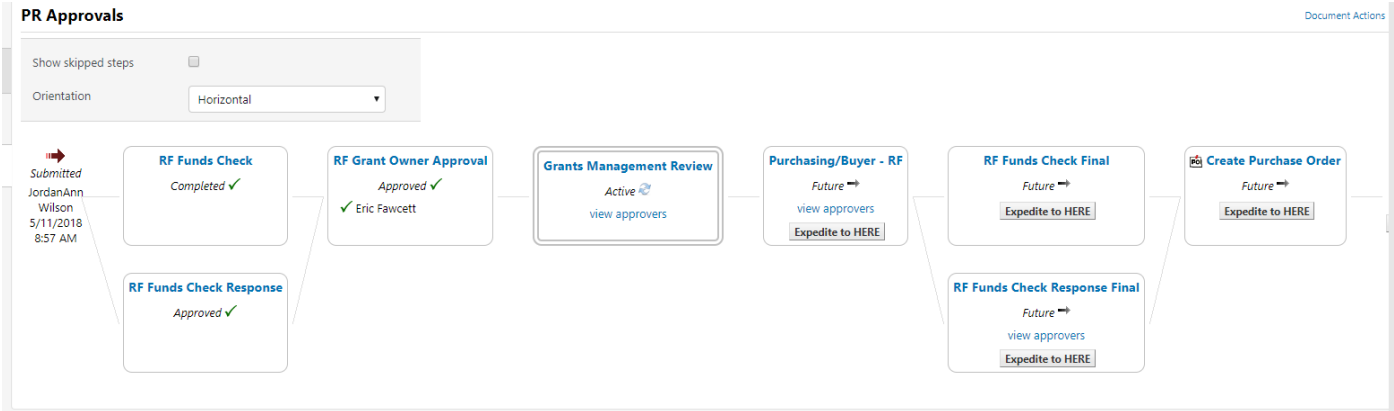

Figure 7