

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).

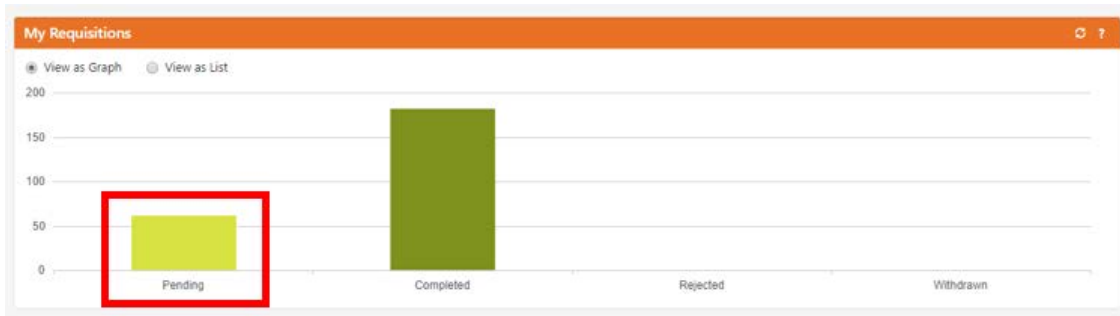


Figure 1

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 This will display a list of the pending, completed, rejected, or withdrawn requisitions based on what graph icon you selected.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).

Showing 1 - 13 of 13 Results Last 90 days (4/5/2018-7/3/2018)

Results Per Page: 20 Sort by: Best match Page 1 of 1

Requisition No.	Supplier(s)	Requisition Name	Requisitioner	Requisition Date/Time	Requisition Total
2308208	AMERICAN ARBITRATION ASSOC	2018-06-27 daltonho 01	DALTON HOLLER	6/27/2018 1:10 PM	869.23 USD
2296121	Prentice Office Environments	2018-06-15 daltonho 10	DALTON HOLLER	6/15/2018 1:54 PM	276.40 USD
2296120	Abcam Incorporated	2018-06-15 daltonho 09	DALTON HOLLER	6/15/2018 1:53 PM	187.50 USD

Figure 2

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

Requisition: 2296121

2018-06-15 daltonho 10

Status: Pending
Document Total: 276.40 USD

Requisition

Summary

- General
- Shipping
- Billing
- Purchasing Information
- RF Approval Certification
- Accounting Codes
- Internal Notes and Attachm...
- External Notes and Attachm...
- Supplier Information
- PR Approvals**
- Business Purpose / Comm...
- Attachment Overview
- PO Preview

Summary

General

Shipping

Ship To

Attn: Dalton Holler
University at Buffalo
Bldg: Crofts Hall
Room: 224
North Campus
Buffalo, NY 14260
United States

Delivery Options

Ship Via	Best Carrier-Best Way
Requested Delivery Date	6/17/2018
F.O.B.	DESTINATION
Freight Terms	Freight charges NOT allowed Supplier pays freight

Billing

Bill To

Figure 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 4).

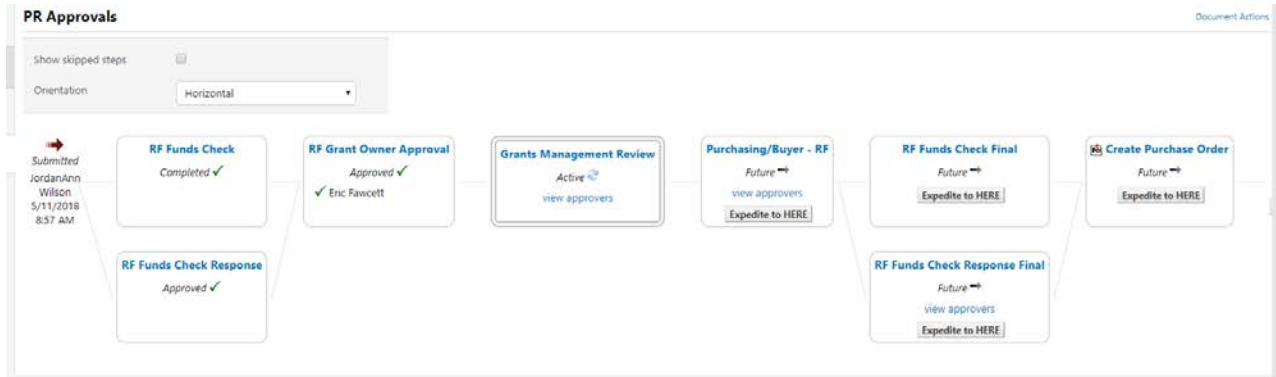


Figure 4

View as a List

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

My Requisitions					
Number	Requisition	Requisitioner	Date	Total	
2308208	2018-06-27 daltonho 01	DALTON HOLLER	6/27/2018	869.23 USD	
2296121	2018-06-15 daltonho 10	DALTON HOLLER	6/15/2018	276.40 USD	
2296120	2018-06-15 daltonho 09	DALTON HOLLER	6/15/2018	187.50 USD	

Figure 5

- On the requisition page, select the “PR Approvals” tab (Figure 6).

Requisition: 2296121
2018-06-15 daltonho 10

Status: Pending
Document Total: 276.40 USD

Requisition

Summary

- General
- Shipping
- Billing
- Purchasing Information
- RF Approval Certification
- Accounting Codes
- Internal Notes and Attachm...
- External Notes and Attachm...
- Supplier Information
- PR Approvals**
- Business Purpose / Comm...
- Attachment Overview
- PO Preview

Summary

General

Shipping

Ship To
Attn: Dalton Holler
University at Buffalo
Bldg: Crofts Hall
Room: 224
North Campus
Buffalo, NY 14260
United States

Delivery Options

Ship Via: Best Carrier-Best Way
Requested Delivery Date: 6/17/2018
F.O.B.: DESTINATION
Freight Terms: Freight charges NOT allowed
Supplier pays freight

Billing

Bill To

Figure 6

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).

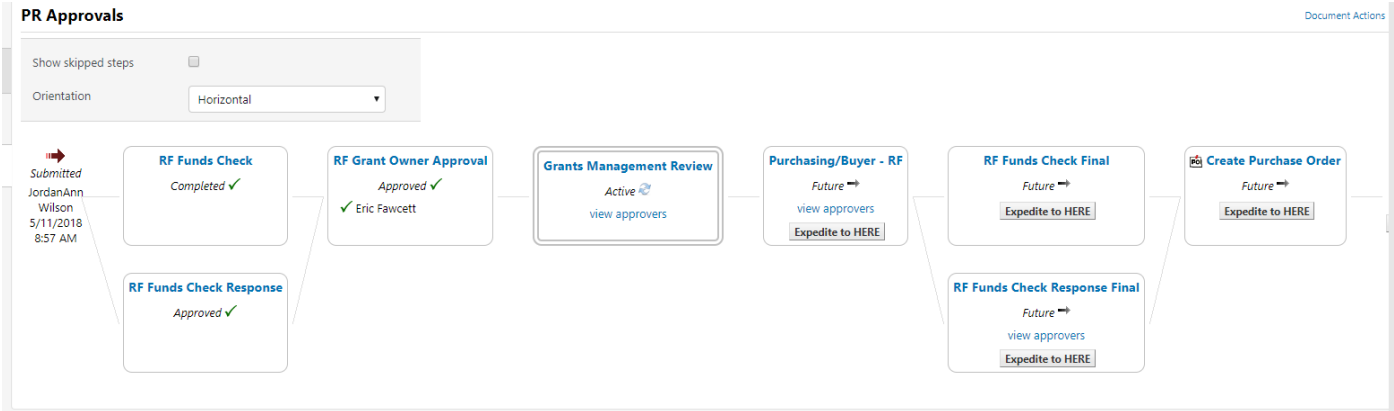


Figure 7