Viewing Requisition Workflow

1. 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 Graph**

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

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 This will display a list of the pending, completed, rejected, or withdrawn requisitions based on what graph icon you selected.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

3. On the requisition page, select the “PR Approvals” tab.
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.

View as List

1. Select the desired requisition by clicking on the requisition number.

2. On the requisition page, select the “PR Approvals” tab.
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.