

ORACLE
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Manage Requisitions

Search Requisitions
To locate requisitions, edit the criteria below and click the Search button.

Business Unit: MDJUD Requisition Name: Request Status: PO(s) Created Budget Status: Requester: Entered By: PO ID:

Date From: 11/04/2013 Date To: 12/11/2013

Search Clear

Requisitions
To view the lifespan and line items for a requisition, click the Expand triangle icon:
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
000000493	Task Chairs	MDJUD	11/27/2013	PO(s) Created	Valid	990.48 USD	<Select Action> Go

Requester: LAMONICA ANNETTA Entered By: LAMONICA ANNETTA Priority: Medium
Pre-Encumbrance Balance: 990.48 USD

Request Lifespan:
Requisition Approvals Inventory **Purchase Orders** Change Request Receiving Returns Invoice Payment

Line Information

Line	Description	Status	Price	Quantity	UOM	Vendor	
1	HON Model No. HIWM8 "Ignition" Task Chair...	PO Created	495.24000 USD	2.0000	EA	DOURON INC	X

000000490 ADR Communication MDJUD 11/26/2013 PO(s) Created Valid 3,200.00 USD <Select Action> Go
000000470 Contract Renewal K13-00... MDJUD 11/19/2013 PO(s) Created Valid 41,613.00 USD <Select Action> Go
000000452 Sharp Copier Maintenance MDJUD 11/13/2013 PO(s) Created Valid 29,564.00 USD <Select Action> Go

[Create New Requisition](#) [Review Change Request](#) [Review Change Tracking](#) [Manage Receipts](#) [Requisition Report](#)

5) Click the Purchase Orders hyperlink.

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Purchase Order Inquiry

Business Unit: MDJUD

Requisition information
Requisition ID: 000000493 Line Number: 1

PO information
PO Number: 0000041929 Buyer: ROBIN.SMITH Change Order:
PO Date: 12/04/2013 Vendor ID: 0000005044 Terms: NET00 PO Status: Denied

Line	Item ID	Description	Merchandise Amt	UOM	PO Qty	Status	Line Details
1		HON Model No. HIWM8 "Ignition" Task Chair. wk, mid-back, pneu syn tilt, back tilt, adjustable arms, black frame and base. PER QUOTE DATED 11/26/13	990.48 USD	EA	2.0000	Denied	

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6) View the Buyer's Name associated to the Purchase Order. This is the Buyer assigned to the Requisition.