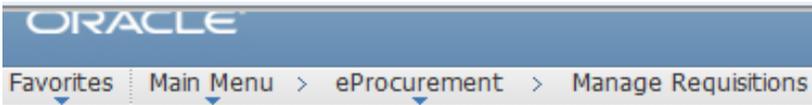


Updated: 09/09/2014

General Information

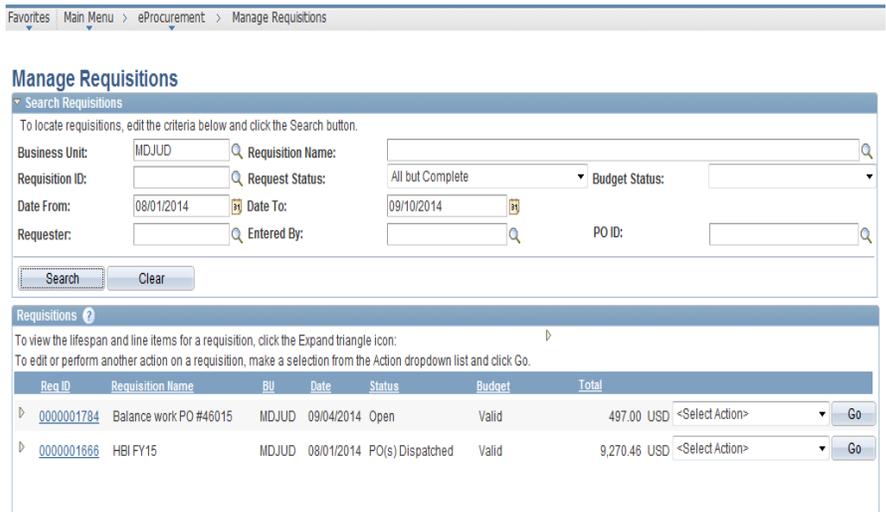
Task	Process Information
<p>How to Find the Buyer Assigned to your Requisition (after the PO has been issued by DPCA)</p>	<p>When a requisition is created, the buyer is not immediately assigned. A requisition will have a buyer assigned if/when:</p> <ul style="list-style-type: none"> • The requisition is fully approved and • A contract and/or purchase order is created by Purchasing (DPCA). <p>If the requisition is never approved, or is cancelled, a buyer is not assigned.</p>

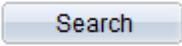
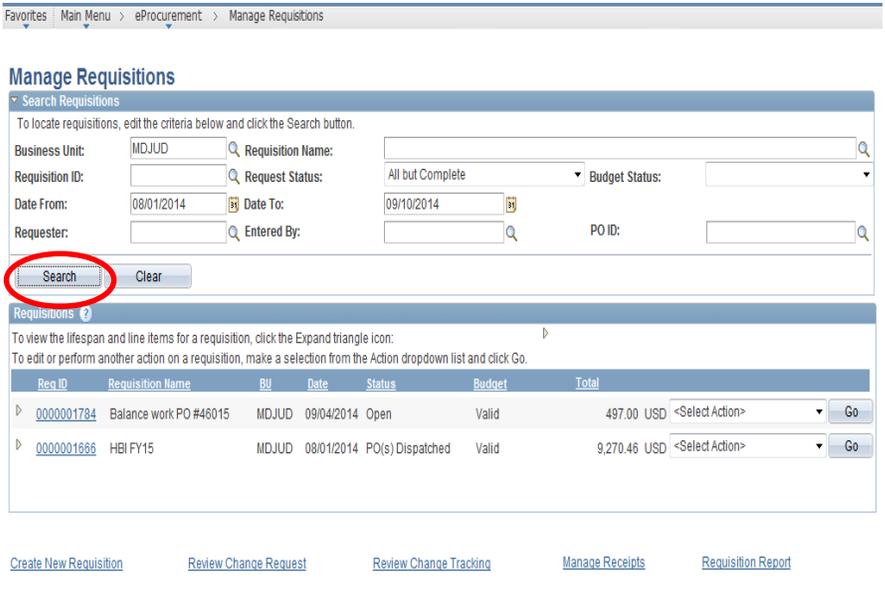
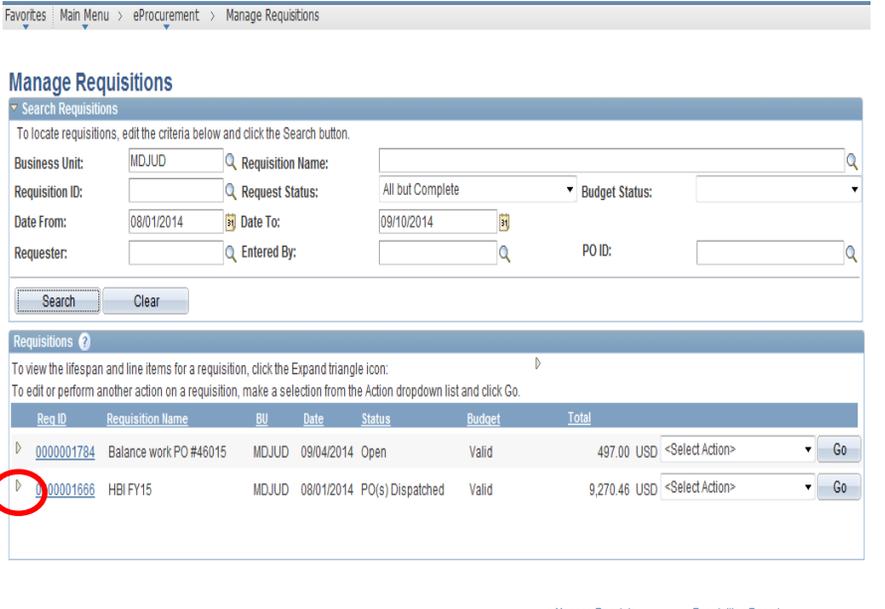
GEARS Navigation

<p>Main Menu > eProcurement > Manage Requisitions</p>	
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1.0 Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS																								
<p>1.</p>	<p>Enter desired search criteria such as:</p> <ul style="list-style-type: none"> • Business Unit -- MDJUD • Requisition ID • Request Status -- PO(s) Created, PO(s) Dispatched, PO(s) Canceled, Received • Date From/To • Requester 	 <p>Manage Requisitions</p> <p>Search Requisitions</p> <p>To locate requisitions, edit the criteria below and click the Search button.</p> <p>Business Unit: MDJUD Requisition Name: Request Status: All but Complete Budget Status: Date From: 08/01/2014 Date To: 09/10/2014 Requester: Entered By: PO ID:</p> <p>Search Clear</p> <p>Requisitions</p> <p>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.</p> <table border="1"> <thead> <tr> <th>Req ID</th> <th>Requisition Name</th> <th>BU</th> <th>Date</th> <th>Status</th> <th>Budget</th> <th>Total</th> <th></th> </tr> </thead> <tbody> <tr> <td>0000001784</td> <td>Balance work PO #46015</td> <td>MDJUD</td> <td>09/04/2014</td> <td>Open</td> <td>Valid</td> <td>497.00 USD</td> <td><Select Action> Go</td> </tr> <tr> <td>0000001666</td> <td>HBI FY15</td> <td>MDJUD</td> <td>08/01/2014</td> <td>PO(s) Dispatched</td> <td>Valid</td> <td>9,270.46 USD</td> <td><Select Action> Go</td> </tr> </tbody> </table> <p>Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report</p>	Req ID	Requisition Name	BU	Date	Status	Budget	Total		0000001784	Balance work PO #46015	MDJUD	09/04/2014	Open	Valid	497.00 USD	<Select Action> Go	0000001666	HBI FY15	MDJUD	08/01/2014	PO(s) Dispatched	Valid	9,270.46 USD	<Select Action> Go
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<p>2.</p>	<p>Click the  button.</p>	 <p>Manage Requisitions</p> <p>Search Requisitions</p> <p>To locate requisitions, edit the criteria below and click the Search button.</p> <p>Business Unit: MDJUD Requisition Name: <input type="text"/></p> <p>Requisition ID: <input type="text"/> Request Status: All but Complete Budget Status: <input type="text"/></p> <p>Date From: 08/01/2014 Date To: 09/10/2014</p> <p>Requester: <input type="text"/> Entered By: <input type="text"/> PO ID: <input type="text"/></p> <p>Search Clear</p> <p>Requisitions</p> <p>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.</p> <table border="1"> <thead> <tr> <th>Req ID</th> <th>Requisition Name</th> <th>BU</th> <th>Date</th> <th>Status</th> <th>Budget</th> <th>Total</th> <th></th> </tr> </thead> <tbody> <tr> <td>0000001784</td> <td>Balance work PO #46015</td> <td>MDJUD</td> <td>09/04/2014</td> <td>Open</td> <td>Valid</td> <td>497.00 USD</td> <td><Select Action> Go</td> </tr> <tr> <td>0000001666</td> <td>HBI FY15</td> <td>MDJUD</td> <td>08/01/2014</td> <td>PO(s) Dispatched</td> <td>Valid</td> <td>9,270.46 USD</td> <td><Select Action> Go</td> </tr> </tbody> </table> <p>Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report</p>	Req ID	Requisition Name	BU	Date	Status	Budget	Total		0000001784	Balance work PO #46015	MDJUD	09/04/2014	Open	Valid	497.00 USD	<Select Action> Go	0000001666	HBI FY15	MDJUD	08/01/2014	PO(s) Dispatched	Valid	9,270.46 USD	<Select Action> Go
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<p>3.</p>	<p>Click the Expand button to view the Requisition Lifespan.</p>	 <p>Manage Requisitions</p> <p>Search Requisitions</p> <p>To locate requisitions, edit the criteria below and click the Search button.</p> <p>Business Unit: MDJUD Requisition Name: <input type="text"/></p> <p>Requisition ID: <input type="text"/> Request Status: All but Complete Budget Status: <input type="text"/></p> <p>Date From: 08/01/2014 Date To: 09/10/2014</p> <p>Requester: <input type="text"/> Entered By: <input type="text"/> PO ID: <input type="text"/></p> <p>Search Clear</p> <p>Requisitions</p> <p>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.</p> <table border="1"> <thead> <tr> <th>Req ID</th> <th>Requisition Name</th> <th>BU</th> <th>Date</th> <th>Status</th> <th>Budget</th> <th>Total</th> <th></th> </tr> </thead> <tbody> <tr> <td>0000001784</td> <td>Balance work PO #46015</td> <td>MDJUD</td> <td>09/04/2014</td> <td>Open</td> <td>Valid</td> <td>497.00 USD</td> <td><Select Action> Go</td> </tr> <tr> <td>0000001666</td> <td>HBI FY15</td> <td>MDJUD</td> <td>08/01/2014</td> <td>PO(s) Dispatched</td> <td>Valid</td> <td>9,270.46 USD</td> <td><Select Action> Go</td> </tr> </tbody> </table> <p>Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report</p>	Req ID	Requisition Name	BU	Date	Status	Budget	Total		0000001784	Balance work PO #46015	MDJUD	09/04/2014	Open	Valid	497.00 USD	<Select Action> Go	0000001666	HBI FY15	MDJUD	08/01/2014	PO(s) Dispatched	Valid	9,270.46 USD	<Select Action> Go
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<p>4.</p>	<p>Click the Purchase Orders hyperlink.</p>	<p>The screenshot shows the 'Manage Requisitions' page. At the top, there are search filters for Business Unit, Requisition ID, Date From, Requester, Requisition Name, Request Status, Date To, Entered By, and PO ID. Below the filters is a table of requisitions. The second requisition is expanded, showing a 'Requester Lifespan' diagram with icons for Requisition, Approvals, Inventory, Purchase Orders (circled in red), Change Request, Receiving, Returns, Invoice, and Payment. Below the diagram is a 'Line Information' table with two rows of requisition lines.</p>																
<p>5.</p>	<p>View the Buyer's Name associated with the PO/Requisition.</p>	<p>The screenshot shows the 'Purchase Order Inquiry' page. It displays details for a requisition and a purchase order. The 'Buyer' field is circled in red. Below the details is a table of lines for the purchase order.</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Item ID</th> <th>Description</th> <th>Merchandise Amt</th> <th>UOM</th> <th>PO Qty</th> <th>Status</th> <th>Line Details</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>Courier for the term July 1, 2014-September 30, 2014 at the daily rate of \$35.68</td> <td>2,283.52 USD</td> <td>DAY</td> <td>64.0000</td> <td>Approved</td> <td></td> </tr> </tbody> </table>	Line	Item ID	Description	Merchandise Amt	UOM	PO Qty	Status	Line Details	1		Courier for the term July 1, 2014-September 30, 2014 at the daily rate of \$35.68	2,283.52 USD	DAY	64.0000	Approved	
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Important

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer the appropriate User Procedures and/or online references for any corresponding policies regarding this process.