



Business Process Document

PS FIN Purchasing: Viewing Requisition Information

Department	
Responsibility/Role	
File Name	Viewing Requisition Information_BUSPROC.doc
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Viewing Requisition Information

Trigger:

Required Field(s)	Comments

Output - Results	Comments

Additional Information

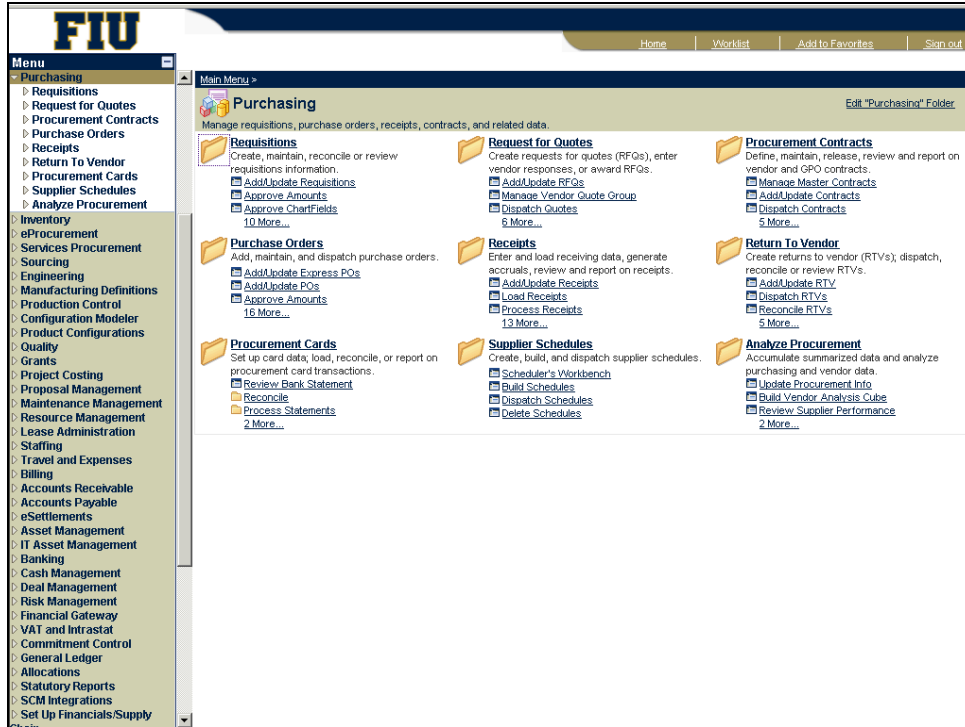
Procedure

A requisition can have the status: approved, canceled, complete, open, or pending approval. You can at any time review canceled or approved requisitions.

In this topic, a requisition for two items has been entered and approved. You will review information about the requisition.



Step	Action
1.	Click the Purchasing link. Purchasing

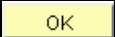


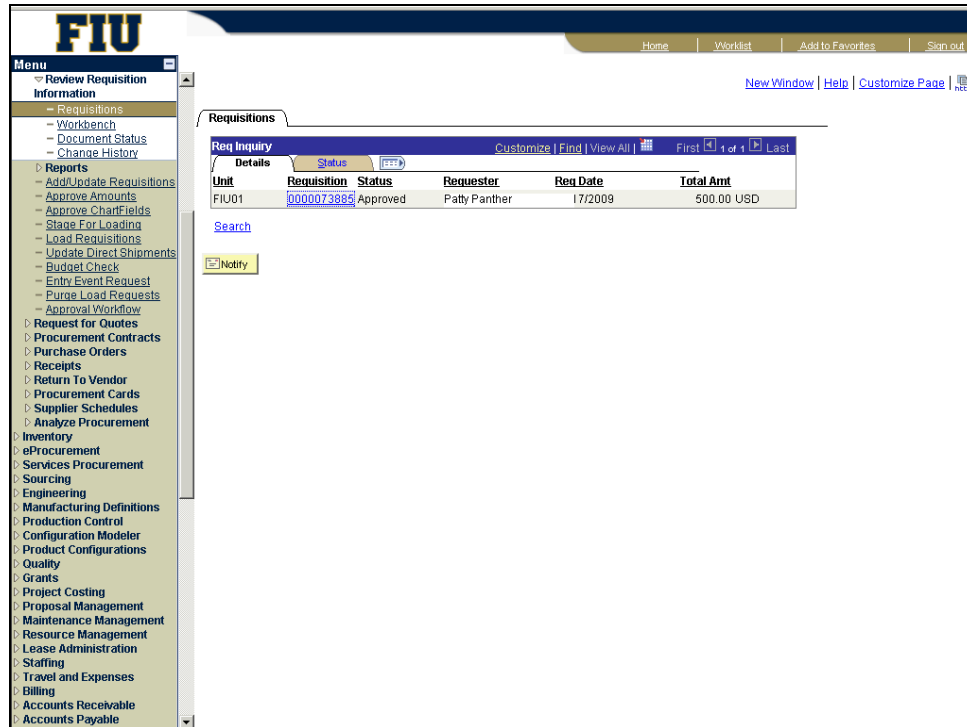
Step	Action
2.	Click the Requisitions link. Requisitions
3.	Click the Review Requisition Information link. Review Requisition Information
4.	Click the Requisitions link. Requisitions






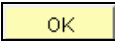
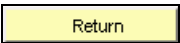
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Step	Action
5.	Enter the desired information into the Requisition ID: field. Enter " 000073885 ".
6.	Click the OK button. 




Step	Action
7.	Click the Status tab to review requisition information. 
8.	Click the 0000073885 link to further view information regarding this requisition. 
9.	Click the Horizontal button of the scrollbar. 
10.	Click the Schedule Details button to view shipment schedule information about a requisition line. 
11.	Notice that the Shipment Details page here displays the ship to location for the schedule line, the item price, the requisition quantity, and the total amount for the requisitioned items.
12.	Click the Central Rec link under the Ship To location to access the 'Requisition Ship To Address' page. You can view the ship to address, including a one-time address for this requisition within this page. 
13.	Click the OK button. 
14.	Click the Return button. 

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Step	Action
15.	Click the Home link. 
16.	Congratulations. You have successfully Viewed Requisition Information. End of Procedure.