

# Requisition Guide for Requesters

---

## PeopleSoft Financials 9.1 Requisition Guide For Requesters



# Requisition Guide for Requesters

---

## Table of Contents

1.0 Entering a Requisition .....	3
OVERVIEW .....	3
BASIC STEPS FOR REQUISITIONING .....	4
ADDING A REQUISITION .....	5
HEADER DEFAULTS .....	6
REQUISITION DEFAULTS .....	7
VENDOR LOOK UP .....	8
MARK ALL .....	9
NEW VENDOR INFORMATION .....	10
ADDING ATTACHMENTS .....	12
ADDING LINES .....	15
SCHEDULE .....	16
DISTRIBUTION (ACCOUNTING) .....	17
SAVING THE REQUISITION .....	19
HOLD – UNTIL COMPLETE .....	20
APPROVAL .....	21
BUDGET CHECK .....	22
2.0 Copying a Requisition from a Previous Requisition .....	23
3.0 Canceling a Requisition .....	25
4.0 Inquiry/Tracking a Requisition .....	26

# Requisition Guide for Requesters

## 1.0 Entering a Requisition

### Overview

A requisition is the first step in the procurement process. The format of a requisition within the system is made up of 4 basic parts, Header, Line, Schedule, and Distribution.

The requester fills out the requisition for the supplies/equipment/services required for their department or project. After the requisition has been filled out completely, the department approver must approve it. Following approval, the budget checking process will be run to verify that budget exists and a pre-encumbrance will be created for the requisition. Staff in purchasing, who will create a purchase order, will then pick up the requisition.

### Requisition Layout

<b>Header</b> – Used for the entire Requisition
<b>Form</b> – Requester, Req Date, Origin, Acct Dt, Hold Flag
<b>Header Defaults</b> (override)– Vendor, Buyer, Ship To, Due Dt, Distribution
<b>Header Comments</b> – Vendor, Receipts, Voucher

<b>Line</b> – Each item requested
<b>Form</b> – Description, Qty, UOM, Category, Price, Ship To, Status

<b>Schedule</b> – Delivery: Ship To, Due Date, Qty, Price
<b>Distribution</b> – Account/Dept/Prog/Fund, Delivery Location, %

<b>Line</b> – Each item requested
<b>Form</b> – Description, Qty, UOM, Category, Price, Ship To, Status

<b>Schedule</b> – Delivery: Ship To, Due Date, Qty, Price
<b>Distribution</b> – Account/Dept/Prog/Fund, Delivery Location, %

<b>Schedule</b> – Delivery (each line will have 1 or more schedules)
<b>Distribution</b> – Account/Dept/Prog/Fund, Delivery Location, %
<b>Distribution</b> – Account/Dept/Prog/Fund, Delivery Location, %

**Gray areas indicate that multiple schedules and distributions are permitted for each line.**

# Requisition Guide for Requesters

---

## Basic steps for Requisitioning

### Header

1. Add a new requisition to the system
2. Select the recommended vendor on the Header Defaults
3. Select a Ship To location on the Header Defaults
4. Verify that the Default Distribution has been brought in successfully

### Line

5. Enter a Description for the item to be requested
6. Enter the quantity, unit of measure, category, and price
7. Verify the Ship To location from the Header Defaults

### Schedule

8. Verify that the schedule information has been defaulted in from the Header and Line correctly
9. Insert any additional schedules that are required (normally only one schedule is required)

### Distribution

10. Verify that the Default Distribution has been brought in successfully
11. If distribution needs to be changed,
  - Account: select the Account from the dropdown
  - Department: use the SpeedChart dropdown to select a valid Dept/Program/Fund

### Following Entry

12. Click the [**Approval**] button

# Requisition Guide for Requesters

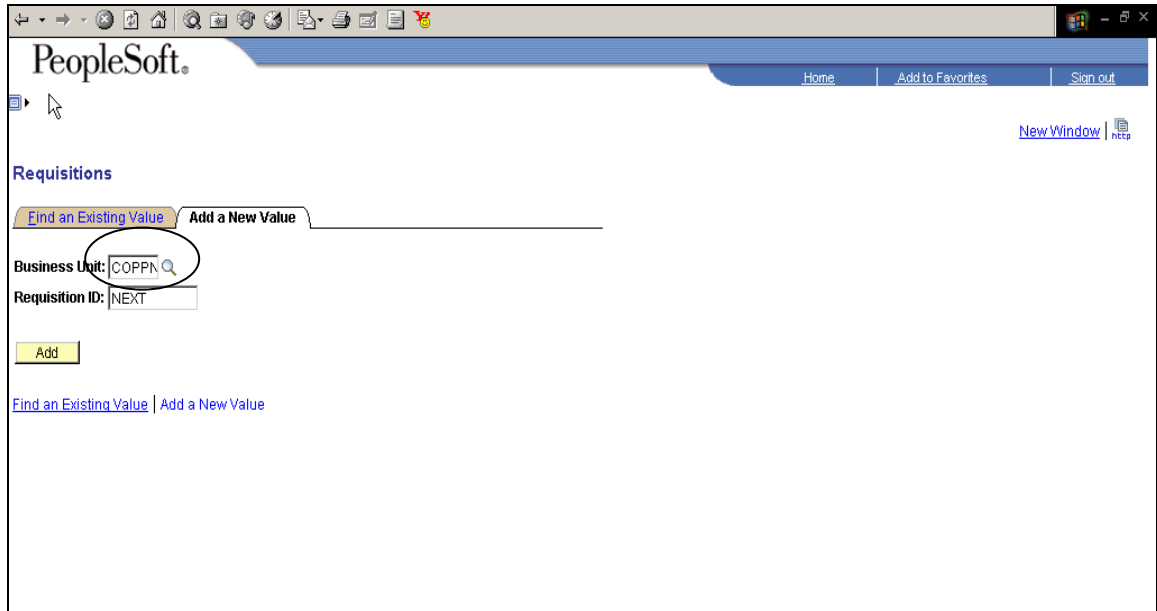
## Adding a Requisition

Navigation

***Purchasing > Requisitions > Add/Update Requisitions***

Business Unit: Enter **COPPN** or select from the Lookup.

Click **Add**.



The screenshot shows the PeopleSoft web interface for adding a new requisition. The page title is "Requisitions" and the sub-tab is "Add a New Value". The "Business Unit" field contains "COPPN" and is circled in red. The "Requisition ID" field contains "NEXT". A yellow "Add" button is visible below the fields. The page also includes navigation links for "Find an Existing Value" and "Add a New Value" at the top and bottom.

**Requisition Id: NEXT** – the word **NEXT** informs PeopleSoft to assign the next available requisition number.

# Requisition Guide for Requesters

## HEADER DEFAULTS

The **Form** screen should appear:

The screenshot shows the 'Maintain Requisitions' form in the EagleLINKS system. The header information includes Business Unit: COPPN, Requisition ID: NEXT, Status: Pending, Budget Status: Not Chk'd, and an option to Hold From Further Processing. The 'Requester' field is set to 'thdawson' (Thomas Dawson). A menu is open over the 'Requester' field, with 'Requisition Defaults' highlighted. Other fields include Requisition Date: 04/22/2014, Origin: ONL (ONLINE ENTRY), Currency Code: USD (Dollar), and Accounting Date: 04/22/2014. The Total Amount is 0.00 USD. Below the header is the 'Add Items From' section with links for Purchasing Kit, Catalog, and Item Search. A table with one line item is visible, showing a quantity of 0.0000 and a merchandise amount of 0.00 USD. The form includes buttons for Save, Notify, Refresh, Add, and Update/Display.

The information at the top of this screen is Header information and pertains to the entire Requisition.

**Requester:** Defaults to user's ID. It should contain your name

**Req Date:** Defaults in as current date. DO NOT CHANGE THIS DATE

**Origin:** For Office of Procurement use only

**Currency:** **USD** – will always be USD

**Accounting Date:** Defaults to the current date. May be revised if the Accounting period is closed

Click: [Requisition Defaults](#)

# Requisition Guide for Requesters

## Requisition Defaults

The header defaults screen allows the user to enter data that will be applied to each line, schedule, or distribution of the requisition line after the requisition has been create.

### DEFAULT ACTIONS:

Click the *Override* radio button

**Vendor:** see vendor look up information.

**Ship To:** Click on the Magnifying Glass and select a Ship To location

**Distributions** this is the default and will be applied to every Line on the Requisition. By entering the last four numbers of a **DEPTID** or **PROJECTID** in the **SPEEDCHART BOX**, the complete charfield number combination will populate the appropriate boxes

Click on the **Vendor Lookup** link. [Vendor Lookup](#)

# Requisition Guide for Requesters

## Vendor Lookup

The screenshot shows the EagleLINKS web application interface. The browser address bar displays the URL: [https://eaglefn.coppin.edu/psp/csf/prd/EMPLOYEE/ERP/c/REQUISITION\\_ITEMS.REQ](https://eaglefn.coppin.edu/psp/csf/prd/EMPLOYEE/ERP/c/REQUISITION_ITEMS.REQ). The page title is "EagleLINKS" and the breadcrumb trail is "Favorites | Main Menu > Purchasing > Requisitions > Add/Update Requisitions".

The main content area is titled "Maintain Requisitions" and "Requisition Defaults". It shows the following information:

- Business Unit: COPPN
- Requisition ID: NEXT
- Requisition Date: 04/22/2014
- Status: Pending

Under "Default Options", there are two radio buttons: "Default" (selected) and "Override".

The "Line" section contains several input fields with magnifying glass icons:

- Buyer: [ ]
- Vendor: [ ]
- Category: [ ]
- Unit of Measure: [ ]
- Vendor Location: [ ]
- Vendor Lookup: [ ]

The "Schedule" section contains:

- Ship To: RECV CENTRAL RECEIVING
- Due Date: [ ]
- Ultimate Use Code: [ ]
- Attention To: [ ]
- \*Distribute By: Quantity

The "Distribution" section contains a "SpeedChart" and a "Distributions" table. The table has columns: Dist, Percent, GL Unit, Dept, Project, Account, Program, Fund, Bud Ref, Budget Date, Location, and IN Unit. The first row shows: 1, [ ], COPPN, [ ], [ ], [ ], [ ], [ ], [ ], 04/22/2014, [ ], [ ].

At the bottom of the page, there are buttons for "OK", "Cancel", and "Refresh".

**Name:** Find Vendors by clicking on the **magnifying glass**. A search by can be done by entering the vendor name or vendor ID number.

**Wildcard:** % - can be used to lookup vendor names without knowing how the vendor name starts **%HOPK%** - above will display any vendor that has HOPK in their name. However this is case sensitive, but Coppin is all **CAPS**



# Requisition Guide for Requesters

Unit: COPPN Req ID: NEXT

For the distribution specific defaults, Select 'Apply' to apply changes to the Distrib Line value. For example, if you select Apply for Distrib Line 3, the change is applied to each Distrib Line 3 on the requisition. Select 'Apply to All Distributions' to apply changes to all distribution lines on the requisition.

[Mark All](#)  [Unmark All](#)

Apply	Distrib Line	Field Name	Field Value	Apply to All Distributions
<input checked="" type="checkbox"/>		Ship To	RECV	
<input checked="" type="checkbox"/>	1	Budget Date	2004-06-04	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	Location	PROC	<input type="checkbox"/>

OK Cancel Refresh

**Defaults:** If you want to use the values that were just selected on the Header Default page. This will set the Vendor, Ship To, Location, etc... on every line of the requisition.

Click [Mark All](#)

Click .

# Requisition Guide for Requesters

## New Vendor Info

The screenshot shows the EagleLINKS web application interface for maintaining requisitions. The page title is "Maintain Requisitions" and the sub-page is "Requisition". The requisition details are as follows:

- Business Unit: COPPN
- Requisition ID: NEXT
- Requisition Name: [Empty field] [Copy From](#)
- Status: Pending
- Budget Status: Not Chk'd
- Hold From Further Processing:

The "Header" section contains the following information:

- \*Requester: thdawson Thomas Dawson [Requester Info](#)
- \*Requisition Date: 04/22/2014 [Requester Info](#)
- Origin: ONL ONLINE ENTRY [Requester Info](#)
- \*Currency Code: USD Dollar
- Accounting Date: 04/22/2014
- Total Amount: 0.00 USD

There are several links in the "Header" section: [Requisition Defaults](#), [Add Comments](#) (circled in red), [Requester Info](#), [Requester Activities](#), and [Amount Summary](#). An arrow points from the "Add Comments" link to the text below.

The "Add Items From" section includes links for [Purchasing Kit](#), [Catalog](#), [Item Search](#), and [Requester Items](#).

The "Line" table has the following columns: Line, Item, Description, Quantity, \*UOM, Category, Price, Merchandise Amount, Status. The table contains one line item with a quantity of 0.0000 and a status of Pending.

At the bottom of the page, there are buttons for [Save](#), [Notify](#), [Refresh](#), [Add](#), and [Update/Display](#). There is also a "Go to" dropdown menu with a "More..." option.

**When to use:** Vendors that can not be found by doing the Vendor Lookup.

**Vendor Info:** Vendor Information can be sent to the Buyer within the Requisition. Simply click the [Add Comments](#) icon to enter the vendor information.

**A screen will appear to allow the user to enter information the buyer should know about:**

# Requisition Guide for Requesters

## Header Comments

Business Unit: COPPN      Requisition Date: 04/22/2014  
Requisition ID: NEXT      Status: Pending

\*Sort Method: Comment Time Stamp      \*Sort Sequence: Ascending      Sort

Comments      Comment Status: Active      Inactivate +

Send to Vendor       Show at Receipt  
 Show at Voucher

Associated Document  
Attachment:      Attach      View      Delete      Email

From -> REQ COPPN-NEXT

OK      Cancel      Refresh

Enter the information the buyer will need to know to add a new vendor to PeopleSoft prior to creating the PO.

### Required Information:

- Federal Tax ID (SSN or TIN) A W-9 is required for all new vendors
- Name
- Address
- City, State & Zip
- Telephone & Fax numbers
- Email Address (optional)

When finished entering the information you would like the buyer to know:

**Be careful: If you click these buttons this information will be passed to those people!!**

- Send to Vendor     Shown at Receipt     Shown at Voucher

Clicking these boxes will pass your comments on to those people.

Click **OK**.

# Requisition Guide for Requesters

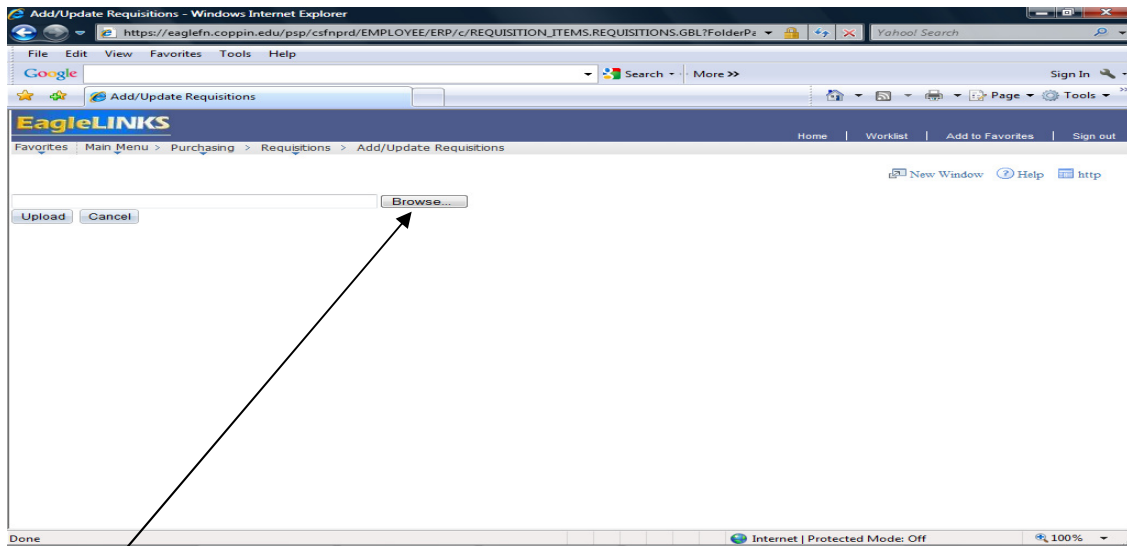
## ADDING ATTACHMENTS

TO ADD ATTACHMENTS, on the Maintain Requisitions page, click on Add Comments

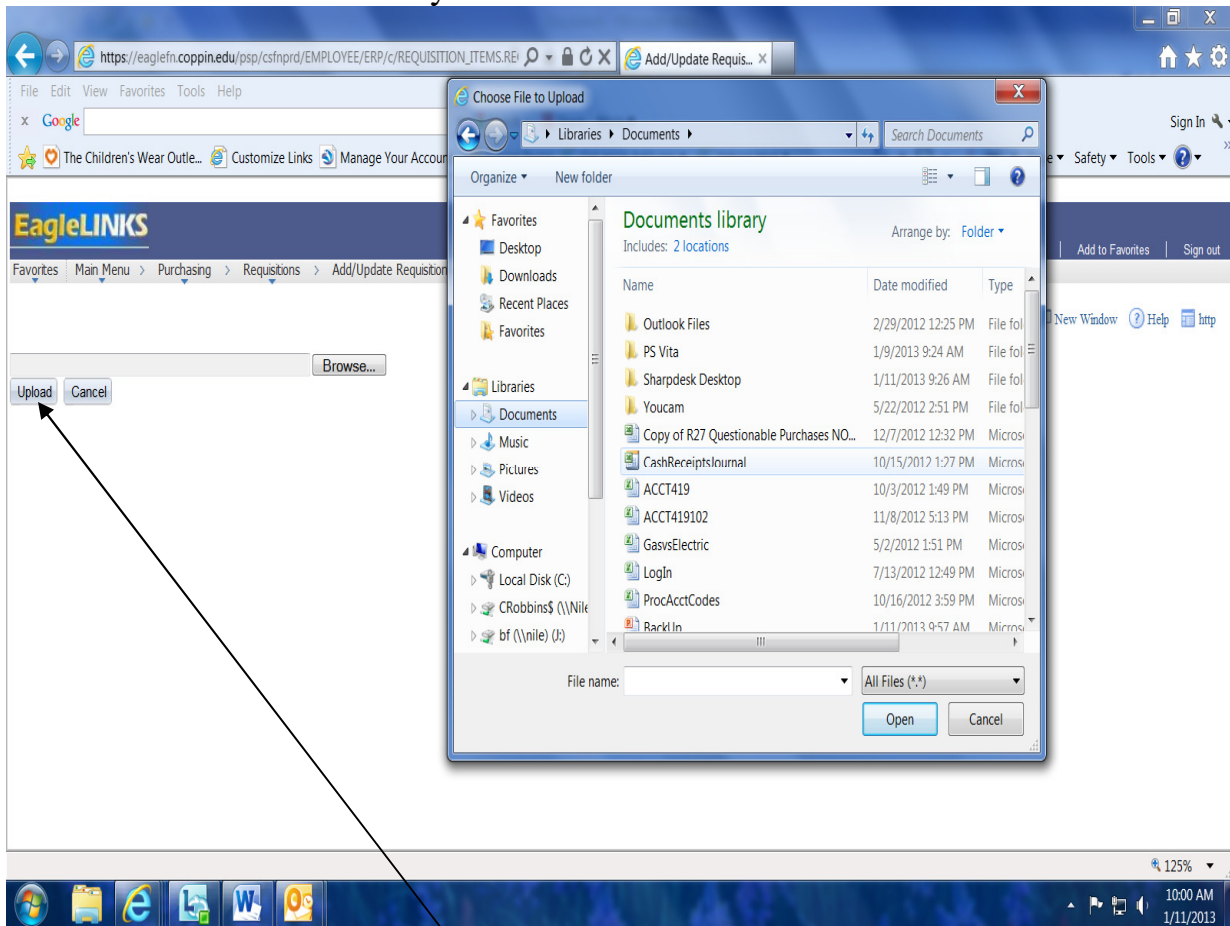
The image consists of two screenshots from the EagleLINKS web application. The top screenshot shows the 'Maintain Requisitions' page for requisition ID 'NEXT'. The 'Requester' is Charlytta Robbins. The 'Add Comments' link is highlighted with a blue bar and an arrow pointing to it. The bottom screenshot shows the 'Header Comments' page for the same requisition. The 'Attach' button in the 'Associated Document' section is highlighted with a blue bar and an arrow pointing to it. The 'Attachment' field contains the text 'From -> REQ COPPN-NEXT'.

Click **Attach**

# Requisition Guide for Requesters



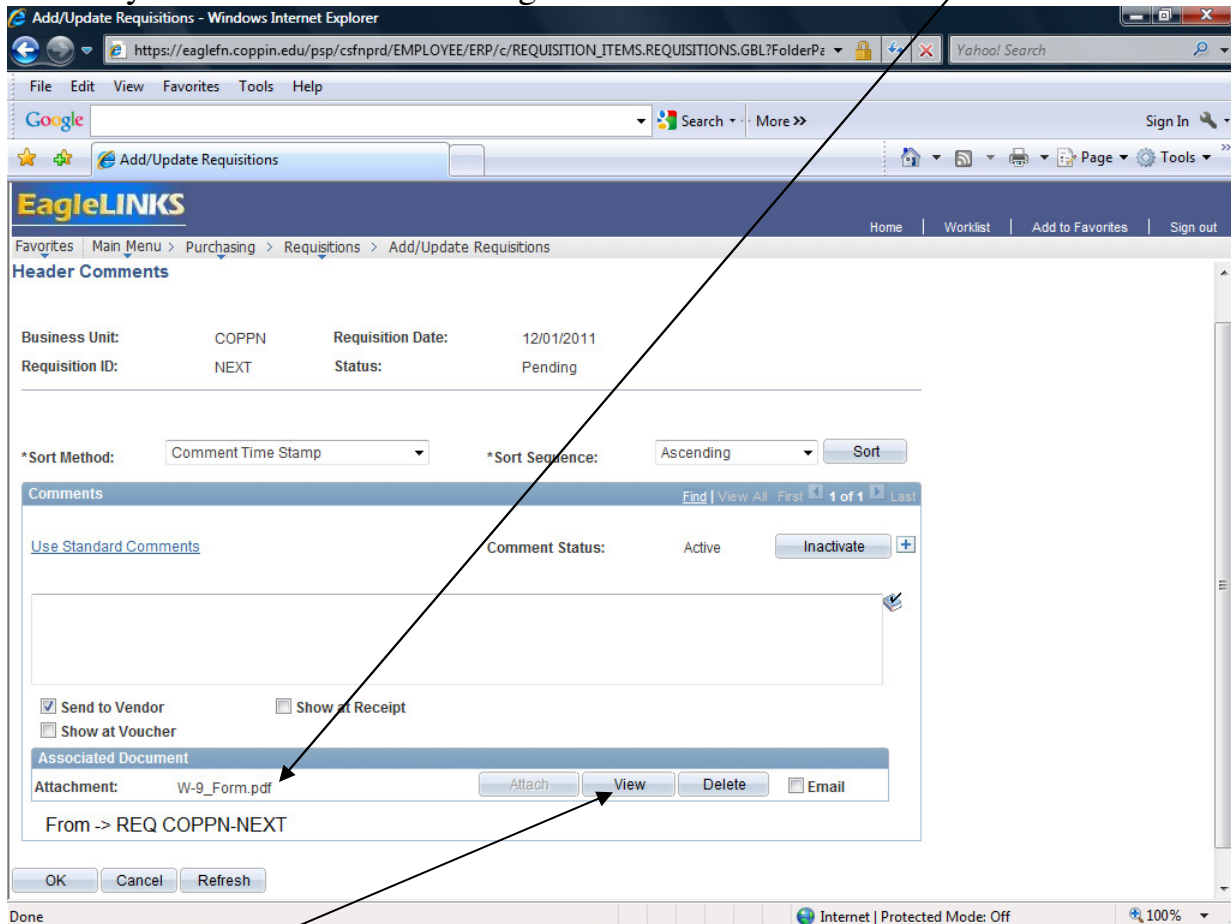
Select **Browse** to search for your file



After selecting your file, click **Upload** to attach it to the requisition.

# Requisition Guide for Requesters

Be sure your attachment is showing at the bottom of the **Header comments** section



Click on **View** to see the attachment Click **OK** to return to the **maintain requisitions** page. Once you have finished entering your requisition and attaching your supporting documents, you may save your requisition. **DO NOT CLICK SAVE UNTIL YOU HAVE COMPLETED THE REQUISITION AND ATTACHED YOUR DOCUMENTS; you will not be able to attach once you have saved.** You have now attached your “back-up” to your requisition. You may now continue with the requisition process.

# Requisition Guide for Requesters

## Adding Lines

The screenshot shows the 'Maintain Requisitions' page in the EagleLINKS system. The requisition is for Business Unit COPPN, Requisition ID NEXT, and Status Pending. The header includes fields for Requester (thdawson), Requisition Date (04/22/2014), Origin (ONL), Currency Code (USD), and Accounting Date (04/22/2014). The total amount is 0.00 USD. Below the header is a table with one line item. The table columns are Line, Item, Description, Quantity, UOM, Category, Price, Merchandise Amount, and Status. The first line item has a quantity of 0.0000 and a price of 0.00. Arrows from the text below point to the Item, Description, Quantity, UOM, Category, and Price columns in the table.

**Item ID:** Not Required to be entered.

**Description:** Enter a description of the item to be requested.

**Req Qty:** Enter the full quantity of the item to be requested.


**Unit Of Measure:** Should default from header defaults. However, if the UOM is different for this item from the header defaults, use the drop down and select a different UOM that better describes the UOM for ordering and receiving. This will be done if the number of items is large and they vary in type.

**Category:** Click on the drop down for a full list of Item Categories. FYI: supplies begin with 09; services 08;


**Price:** Enter the Price for each UNIT, not the total price of the items, but rather the individual cost of each item. The system will multiply the Qty \* Price to arrive at the Total Cost. In order to get the exact price of items that are sold in lots, you need to extend out the use of decimal places.

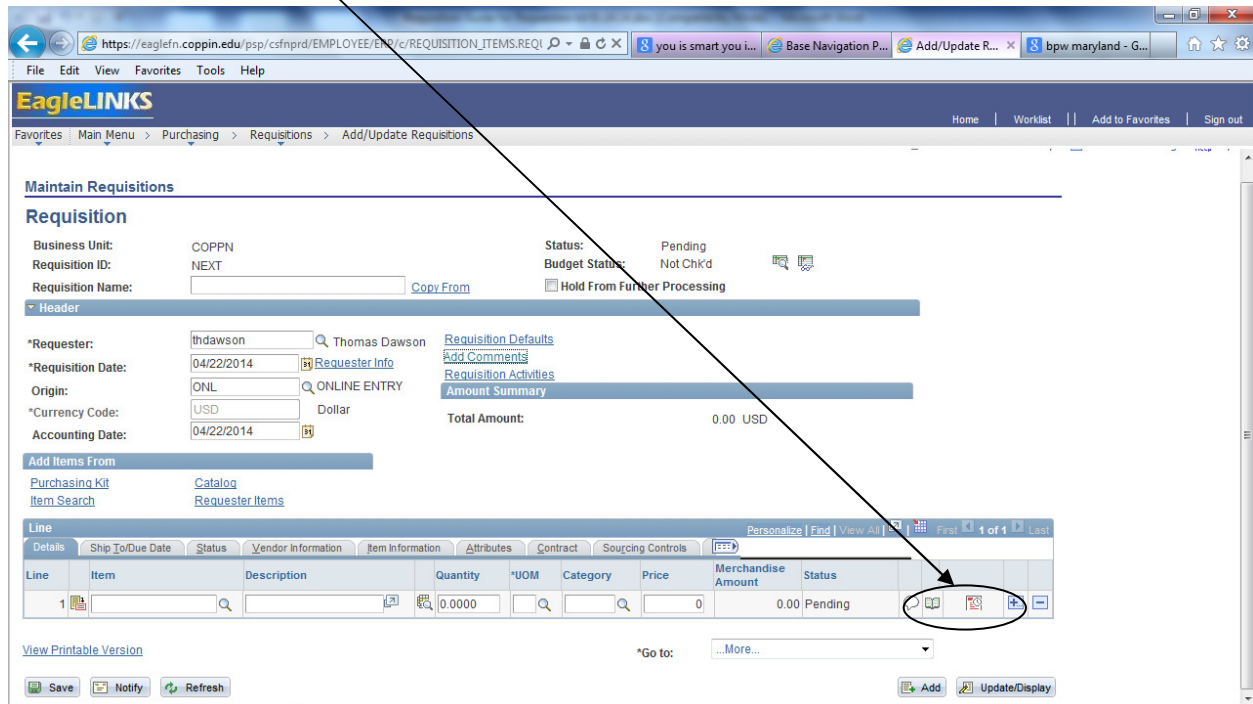
# Requisition Guide for Requesters

## Additional Lines

In order to add additional lines you simply click on the  key and you will be prompted to enter the number of rows to add.


## Schedule

Click on the  icon at the bottom top of the screen.



The screenshot shows the 'Maintain Requisitions' interface. At the bottom of the table, there is a row of icons: a plus sign, a calendar icon, a minus sign, and a refresh icon. The calendar icon is circled, and an arrow points to it from the text above.

Verify that the Schedule data has defaulted from the User ID or the Header Defaults. Click **View All** to display all lines entered on Form tab.

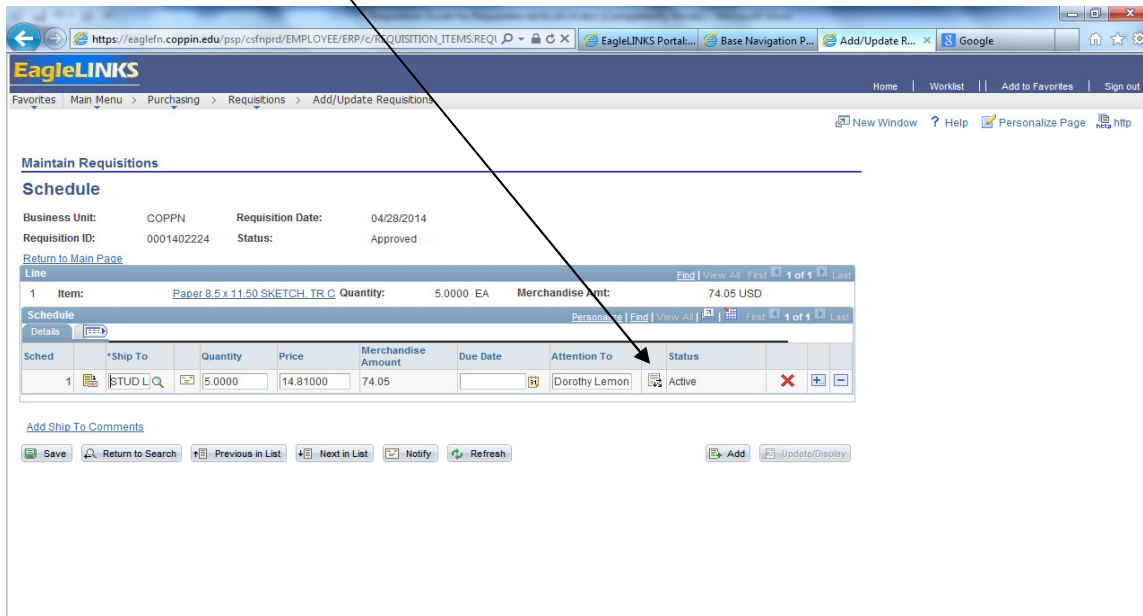
In order to add additional lines you simply click on the  key and a new row will appear. If additional lines are added the sum of the schedule lines **MUST** be equal to the total quantity entered on the **Form** screen.

The use of schedules is rare unless you are making large orders for materials to be delivered over time. This usually involves things like construction projects.

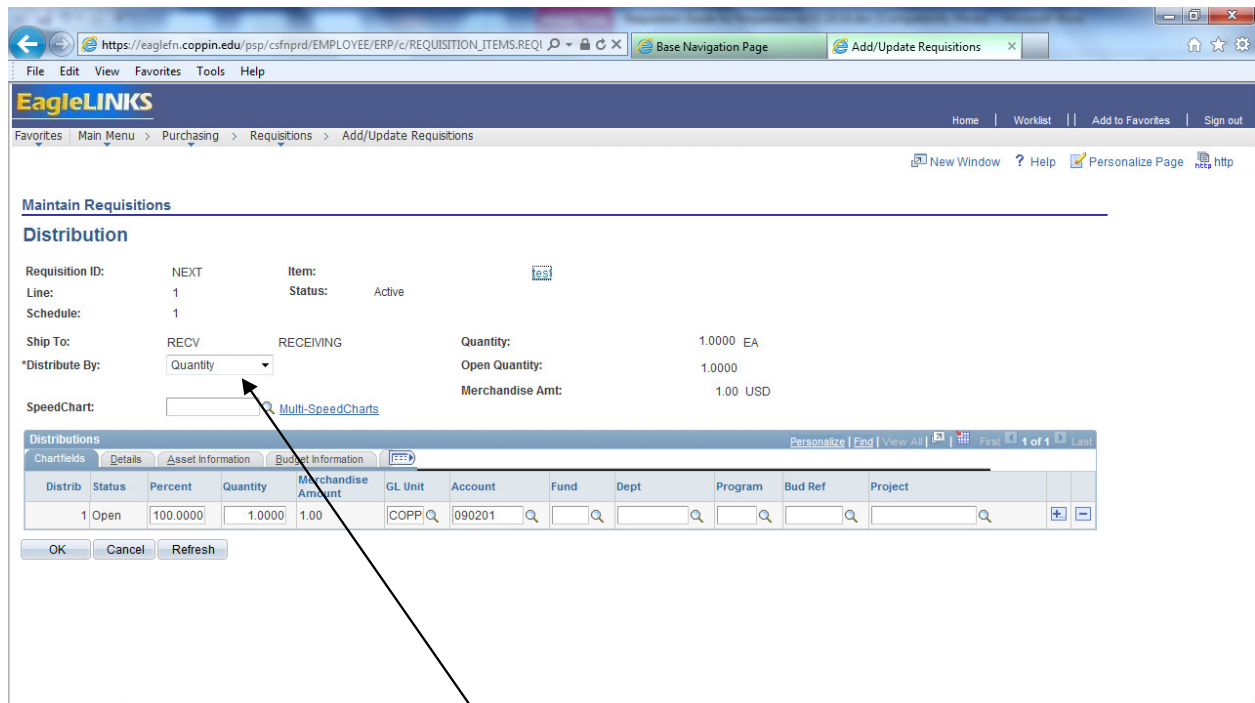


# Requisition Guide for Requesters

Click on the [Distribution](#) link to review the Accounting information.



## Distribution (Accounting)



**Distributions** – this Distribution is the accounting information for only this LINE. Selecting **\*Distribute by:**  allows the Accounts Payable dept to make payments if this item is invoiced across more than one invoice.

# Requisition Guide for Requesters

---

- Percent:** This is the percentage of each line that will be charged to the Account/Department that is listed on the same line.
- GL Unit:** **COPPN** – is always COPPN
- Account:** The GL account to which the items on the line are being charged. (Note: copy the account before using speedchart, the speedchart will blank out the account number)
- Department:** Use the Speed Chart field to populate the department/program/fund combination.
- Speed Chart:** Abbreviation of a combination of Dept/Program/Fund. This will enable the user to select a valid Dept/Program/Fund without having to enter each field separately.
- Location:** This field should default from your User ID. This field is the delivery location of the person making the request. Will be **RECV**, unless every campus location has been identified and attached to each requester.

Click  .

# Requisition Guide for Requesters

## Saving the Requisition


The screenshot shows the EagleLINKS interface for adding or updating a requisition. Key elements include:

- Business Unit:** COPPN
- Requisition ID:** NEXT
- Status:** Pending
- Requester:** thdawson
- Requisition Date:** 04/24/2014
- Origin:** ONL
- Currency Code:** USD
- Accounting Date:** 04/24/2014
- Total Amount:** 0.00 USD

The 'Save' button is highlighted with a red circle. Arrows point from the 'Save' button to the 'Status' field and the 'Requisition ID' field.

Click  Save.

The requisition does NOT exist in PeopleSoft until you click the  Save button.

Once you click the  Save button, the requisition is saved in PeopleSoft and the word **NEXT** in **Req ID**: is assigned the next available number.

The **Status**: should be **Open** or **Pending** depending on what security has been set up for each user.

# Requisition Guide for Requesters

## Hold – until complete

The screenshot shows the 'Maintain Requisitions' page in the EagleLINKS system. The page displays a requisition with the following details:

- Business Unit: COPPN
- Requisition ID: NEXT
- Requisition Name: [Empty field]
- Status: Pending
- Budget Status: Not GR44
- Requester: thdawson (Thomas Dawson)
- Requisition Date: 04/24/2014
- Origin: ONL (ONLINE ENTRY)
- Currency Code: USD (Dollar)
- Accounting Date: 04/24/2014
- Total Amount: 0.00 USD


The 'Hold From Further Processing' checkbox is circled in red. Below the requisition details, there is a table with the following columns: Line, Item, Description, Quantity, UOM, Category, Price, Merchandise Amount, and Status. The table contains one row with the following data:

Line	Item	Description	Quantity	UOM	Category	Price	Merchandise Amount	Status
1			0.0000			0	0.00	Pending

At the bottom of the page, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

If the Requisition you are entering is not ready to be sent to the Approver for any reason you can set the Requisition to HOLD so that no further action can be taken by the Approver nor the Buyer. For instance, the Requisition is only partially entered or there is some question about the Requisition that needs to be clarified prior to processing it.

Click on the **Hold from Further Processing** checkbox to **HOLD** the Requisition.

The **HOLD** does NOT take effect until you click the  **Save** button.

To take the HOLD off you simply click the **Hold from Further Processing** again.

Don't forget to Click  **Save** after you take the **HOLD** off.

# Requisition Guide for Requesters

---

You are now ready to **Notify** the Approver that the Requisition is complete and ready for Approval.

## **REQUISITION IS NOW READY FOR APPROVAL (APPROVERS PLEASE REFER TO THE PEOPLESOFT FINANCIALS 9.1 REQUISITION GUIDE FOR APPROVERS)**

**Save your requisition and record the requisition number. Required detail must be scanned and attached to requisitions if your department has this ability. Information to be attached:** *a quote for supplies, service contract, and invoice and/or a necessary W-9 or Substitute W-9.*

After the requisition has been completed, it must be **approved and budget checked** by the department's *Requisition Approver* **BEFORE** it will be processed into a Purchase Order by Procurement.

Computer related items (computers, laptops, scanners, printers, software, etc.) must be approved by the OIT Department (Acct No. 092609). Requisitions charged to Title III must be approved by the *Title III Grants Administrator*.

Requisitions are usually pulled from the PeopleSoft system twice per day – 11:00 am and 3:00 pm. The requisition is then assigned to a Buyer for processing into a Purchase Order. Additional bids or procurement related documents may be requested. Once completed, the Purchase Order is faxed or emailed to the vendor. Where applicable, the Visa p-card is used to pay qualified purchase orders. All purchase orders and related documents are alphabetically and numerically filed.

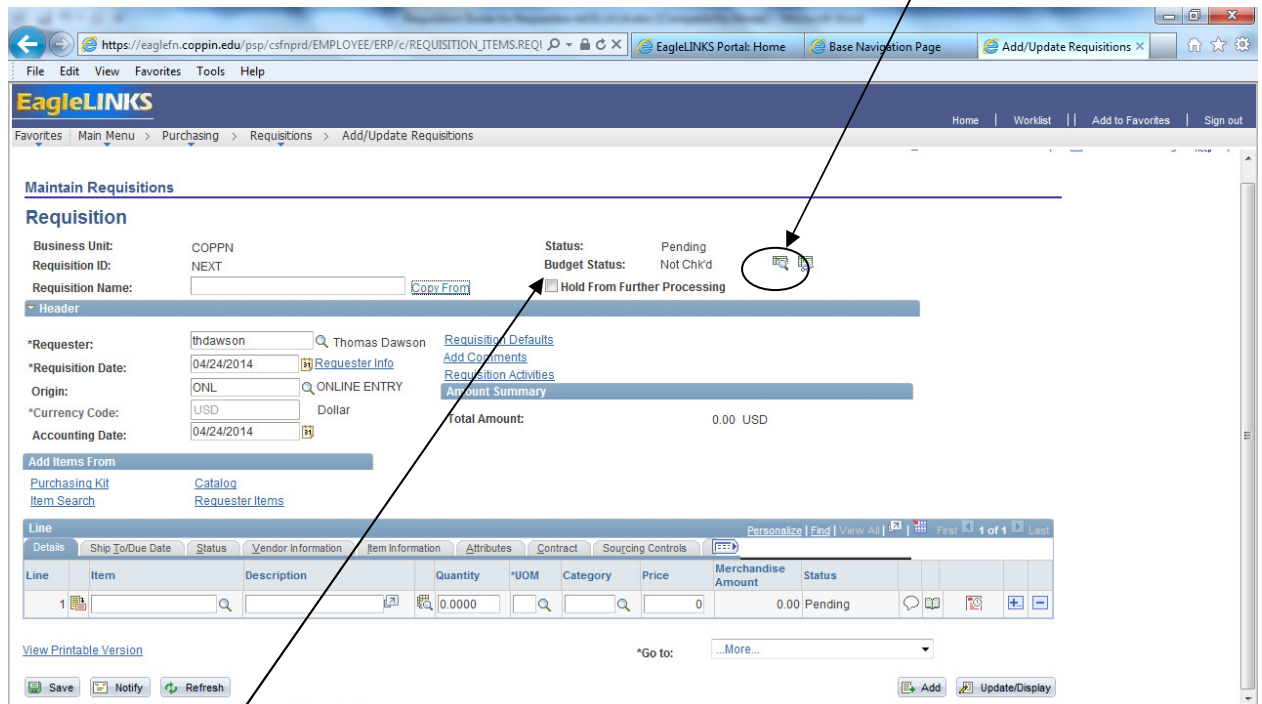
# Requisition Guide for Requesters

## Budget Check

In order to Budget Check, you must be looking at the Requisition you want to Budget Check. **Navigation: Purchasing>Requisitions>Add/Update Requisitions**

**The Requisition must be Approved before Budget Checking.**

Click the  **Budget Check** button (looks like a spreadsheet with magnifying glass)



The **Budget Status**: should change to **Valid**

The Budget Check does an automatic save but it never hurts to Click 

# Requisition Guide for Requesters

## 2.0 Copying a Requisition from a Previous Requisition

**Navigation**

***Purchasing > Requisitions > -Add/Update Requisitions***

The screenshot shows the 'Maintain Requisitions' page in the EagleLINKS system. The 'Copy From' link is highlighted with a blue circle and an arrow pointing to it from the text below. The page displays various fields for requisition details, including Business Unit, Requisition ID, Requisition Name, Status, Budget Status, and a 'Hold From Further Processing' checkbox. A 'Header' section contains fields for Requester, Requisition Date, Origin, Currency Code, and Accounting Date. A 'Line' table is visible at the bottom with columns for Line, Item, Description, Quantity, UOM, Category, Price, Merchandise Amount, and Status. The table shows one line item with a quantity of 0.0000 and a status of Pending.

The **Copy From** option allows you to use an already existing Requisition to create a new Requisition. Much of the data from the original Requisition is copied into the new Requisition, however, the Approval & Budget Statuses are NOT.

Click [Copy From](#).

The Copy From screen appears.

# Requisition Guide for Requesters

The screenshot shows the 'Copy Requisition' form in the EagleLINKS system. The form is titled 'Maintain Requisitions' and 'Copy Requisition'. It has a 'Header' section with various input fields. The 'Business Unit' is set to 'COPPN'. The 'Requisition ID' field has a magnifying glass icon. The 'Req Status' field also has a magnifying glass icon. The 'Requester' field has a magnifying glass icon. The 'Requisition Date' field has a calendar icon. The 'Vendor SetID' is 'COPPN' and there are links for 'Vendor Lookup' and 'Vendor Details'. The 'Item SetID' is 'COPPN'. The 'Item Description' field has a magnifying glass icon. The 'Department' field has a magnifying glass icon. There are also fields for 'Origin', 'To', 'Vendor Name', and 'Item ID'. A 'Search' button is located below the form. Below the form is a table with columns: 'Sel', 'Req ID', 'Requisition Name', 'Status', 'Origin', and 'Requester'. The table contains one row with a checkbox in the 'Sel' column. At the bottom are 'OK', 'Cancel', and 'Refresh' buttons.

It simply asks you which Requisition you'd like to copy.

Enter the **Requisition ID**: or click the Lookup button to find the Requisition

Click .

When the OK button is clicked the data from the original Requisition is copied into the new requisition.

Make any other changes to Header, Line, Schedule or Distribution information.

Click .

Follow the normal process for Approval and Budget Checking.



# Requisition Guide for Requesters

## 3.0 Canceling a Requisition

Navigation

**Purchasing > Requisitions > -Maintain Requisitions**

The screenshot shows the EagleLINKS web interface for maintaining a requisition. The requisition ID 0001402112 is circled in red. The status is 'Approved' and the budget status is 'Valid'. A red 'X' icon is circled in red, representing the cancel button. The 'Update Display' button is also visible at the bottom right of the form.

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1		Quote# SQ0208629 - Item# CE958#BGJ - LASER JET PRO 400 COLOR (M451DV) PRINTER	1.0000	EA	SUP PRINTR	450.00000	450.00	Approved

Verify that the Requisition in front of you is the Requisition you wish to delete.

Click on the **Update Display** button to change the mode.

Click the Cancel button (X)

The **Status:** should change to **Cancelled**

The Cancel takes effect the minute you click Cancel.

**\*\* Note \*\*** - Only certain users have the security to Cancel Requisitions

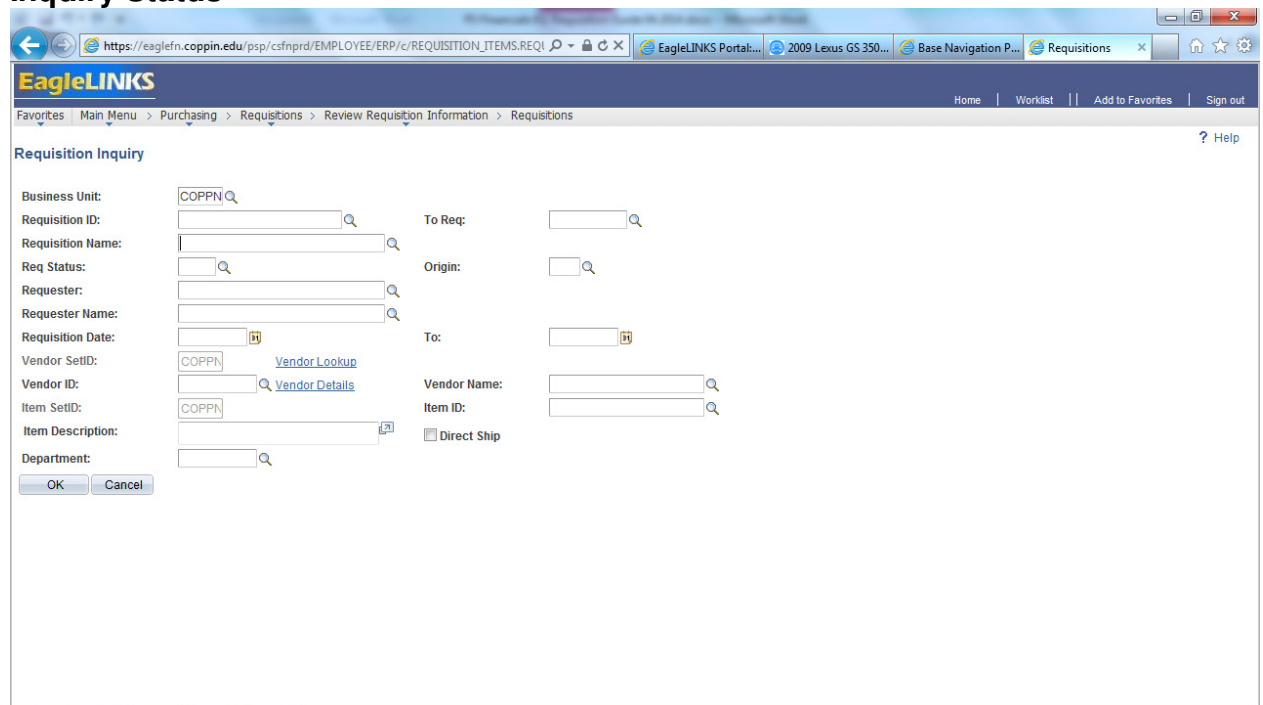
# Requisition Guide for Requesters

## 4.0 Inquiry/Tracking a Requisition

As the Requester you can review the Requisition or track the status of that Requisition.

**NAVIGATION: *Purchasing>Requisitions>Review Requisition Information>Requisitions***

### Inquiry Status



Enter the Requisition Number in the Requisition ID box or If you click OK you will get a list of ALL Coppin Requisitions.

This may be a big list that can be narrowed down by entering as many of the fields that you'd like to specify which requisition you would like to review.

Click on the Requisition (blue) that you would like to view or work on.

Click

# Requisition Guide for Requesters


The screenshot shows the EagleLINKS interface for reviewing requisitions. The 'Status' tab is selected, displaying a table with the following data:

Unit	Requisition	Requisition Name	Change Order	On RFQ	On PO	Direct Ship from Vendor	Received	On MSR	On Voucher	Use Procurement Card			
COPPN	<a href="#">0001400150</a>	0001400150	↓								📄	📧	💬
COPPN	<a href="#">0001400166</a>	0001400166	↓								📄	📧	💬
COPPN	<a href="#">0001401868</a>	0001401868	↓		Y						📄	📧	💬
COPPN	<a href="#">0001400274</a>	0001400274	↓								📄	📧	💬
COPPN	<a href="#">0001400250</a>	0001400250	↓								📄	📧	💬
COPPN	<a href="#">0001400097</a>	0001400097	↓								📄	📧	💬
COPPN	<a href="#">0001402112</a>	0001402112	↓		Y		Y				📄	📧	💬
COPPN	<a href="#">0001400036</a>	0001400036	↓		Y						📄	📧	💬

The Inquiry Details screen shows you all the requisitions selected. It gives very brief information about each requisition.

The columns on the **Status** tab show the progression of the Requisition. If there is a Y next to the Requisition ID: then this requisition has been progressed further along the procurement path.

You can inquire on the **RFQ**, **PO**, **Received**, and **Voucher** by clicking on the **Y** (blue).

The yellow box with the arrow in it  shows you both screens at once when it is clicked.