Viewing Requisition Status and Detail

This document provides users with instructions on how to view and interact with requisitions throughout their respective lifecycle. The Manage Requisitions functionality provides the University efficiencies by pushing relevant information to the University community, reducing time spent by all parties on status calls, requests for changes, etc.

If you have any questions, please contact the Purchasing Office (509-963-1001) or email purchasing_office@cwu.edu.

1. Log in to MyCWU

2. Click on Main Menu on MyCWU Dashboard

   Navigation: Main Menu > Financial Management > Employee Self Service > Procurement > Manage Requisitions
Helpful hints for the Search Page: Modify the **Date From** field and **Request State** field to assist in finding your requisition.

Certain search criteria will default for you, including business unit, status, date range, and requestor. However, you can change any of these defaults and add additional criteria to refine your search results.

![Search Page Screenshot]

3. Select the triangle on the left side on your desired returned search result. This will expand the line for you to view high level line detail as well as a pictorial ‘life cycle’ of the requisition.

In the below snapshot, notice that the points in the lifecycle that your requisition has reached (icons) are highlighted and those that it has not remain grey. You can click on any highlighted icon along the lifecycle to drill down for additional detail.
In the below example for viewing the Approvals icon, you can see that the transaction has been approved by IT and also the Project Manager. The Buyer approval is awaiting review and approval.

Click the Return to Manage Requisitions hyperlink at the bottom of the page to return to the main page.
Click the Drop Down list on the right side of the page. You have various options such as Cancel, Copy, Edit, View Print. Pick the option you would like and click Go button.

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