

Viewing Attachment Requisition Information

This document provides users with instructions on how to view approved requisition attachment information using the eProcurement Menu area if it has not been submitted.

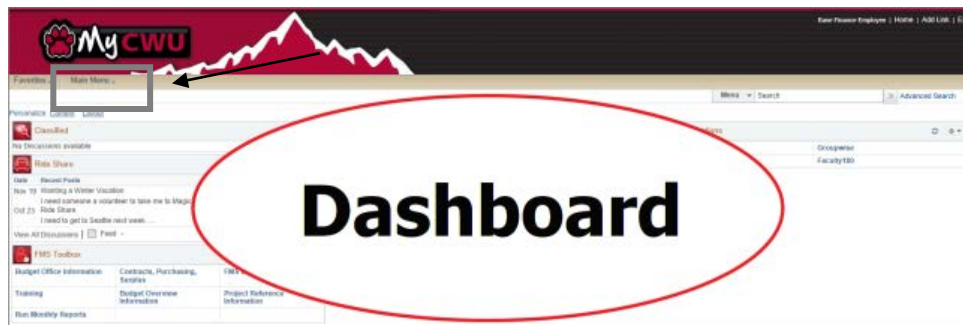
1.

Log into 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

The screenshot shows the 'Manage Requisitions' search page. A red box highlights the search criteria fields: 'Date From' (12/02/2013), 'Date To' (01/02/2014), and 'Requester' (GHORTT). The breadcrumb navigation at the top reads: 'Main Menu > Financial Management > Employee Self-Service > Procurement > Manage Requisitions'. The search interface includes a 'Search Requisitions' section with a 'Search' button and a 'Show Advanced Search' link.

3.

Manage Requisitions

Requisition Search Keyword Search

▼ Search Requisitions

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

Business Unit: CWUID Requisition Name: _____

Requisition ID: _____ Request State: All but Complete Budget Status: _____

Date From: 12/02/2013 Date To: 01/02/2014

Requester: _____ Entered By: _____ PO ID: _____

Search Clear Show Advanced Search

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 | Request State | Budget | Total | |
|--------------|----------------------|-------|------------|------------------|-----------|------------|-----------------|
| ▶ 0000000649 | SHORTT Test Computer | CWUID | 12/12/2013 | Pending | Not Chk'd | 550.00 USD | [Select Action] |
| ▶ 0000000648 | TESTING17 | CWUID | 12/12/2013 | PO(s) Dispatched | Valid | 700.00 USD | [Select Action] |
| ▶ 0000000647 | 000000647 | CWUID | 12/11/2013 | PO(s) Created | Valid | 400.00 USD | [Select Action] |

Find your requisition. Click on the next to Requisition ID link (see above screenshot). To see the Request Lifespan. Click on the Requisition item.

▼ 0000000520 CDW - Brother printer -... CWUID 11/04/2013 Received Valid 237.59 USD [Select Action]

Requester: Star Heger Entered By: Star Heger Priority: Medium

Pre-Encumbrance Balance: 0.00 USD

Request Lifespan:

4.

Click the paperclip icon under the line description.

Requisition Details

Requisition Summary

| Requisition Name | Requisition ID | Unit | Date | Status | Total |
|-------------------------------|----------------|-------|------------|----------|----------|
| CDW - Brother printer - 11/13 | 0000000520 | CWUID | 11/04/2013 | Received | 237.59 |
| Pre-Encumbrance Balance | | | | | 0.00 USD |


Requisition Lines

| Line | Item Description | Source Status | Amount Only | Qty | Price | Status |
|------|--------------------------------|---------------|-------------|-------------|---------------|----------|
| 1 | QUOTE: BROTHER MFC-7460DN M... | Complete | No | 1.0000 Each | 237.59000 USD | Approved |

Line Comments:

Comment 1: << Printer for Sara Carroll. Paid from Summer funds.>>

▶ PO Information




Line Attachments Help

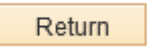
Business Unit CWUID
 Requisition ID 0000000520
 Line Number 1

Line Attachments Personalize | Find | View All | [Print] | [Calendar] First 1-2 of 2 Last

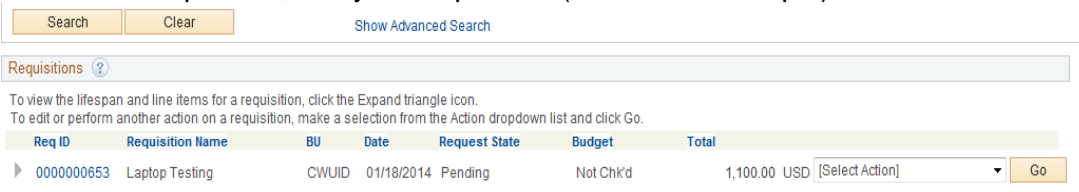
| Comment Line | Attachment Number | Attached File | View |
|--------------|-------------------|---|------|
| | 1 | CDW-G_-_approval_-_printer_for_Carroll.pdf | View |
| | 1 | 1 CDW-G_-_Brother_-_printer_for_Carroll.pdf | View |

Return

Click on the View button  to view the attachments for the requisition. A new window will open showing the attachment. After viewing the attachment, close your browser window.

Click on the Return Button  to return to the Requisitions Details page.

To Print a Requisition, find your requisition (see below example).



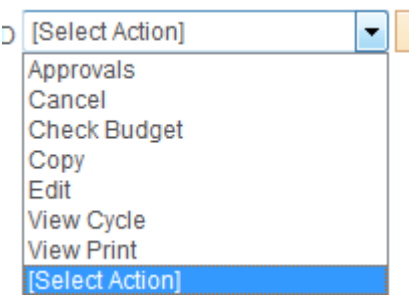
Search Clear Show Advanced Search

Requisitions ?

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| Req ID | Requisition Name | BU | Date | Request State | Budget | Total | |
|------------|------------------|-------|------------|---------------|-----------|--------------|--------------------|
| 0000000653 | Laptop Testing | CWUID | 01/18/2014 | Pending | Not Chk'd | 1,100.00 USD | [Select Action] Go |

Under the (Select Action Field) click the drop-down and choose View Print and Click the Go button.

5. 

You will be prompted with the below question.

Message

Do you want to print the requisition with distribution details ? (18036,11614)

Answer either Yes or No depending upon if you would like the distribution details.

Close the new browser window that the system opened after you print what you need.

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