


Quick Guide for the Requisition Manager Page

This document provides users with what requisition information they can find or what actions (edit, copy, cancel, etc) on the Manage Requisitions page.

1.	Log into MyCWU
2.	<p>Click on Main Menu on MyCWU Dashboard</p> <p>Navigation: Main Menu > Financial Management > Employee Self Service > Procurement > Manage Requisitions</p> <p>Or On Employee Link -- Click the link for Purchase Requisitions in the FMS Toolbox pagelet</p> <p>Helpful hints for the Search Page: <i>Modify the Date From field and Request State field</i></p>
3.	<p>This page can be used to show available information or to perform an action (edit, copy, cancel, etc. regarding requisitions. The most common parameters to search requisitions are the following:</p> <ol style="list-style-type: none"> 1. <u>Requisition ID</u> – This number is assigned to a requisition upon submittal. Entering the requisition number must be inclusive of all ten digits including the Zeros, example: 0000007313. 2. <u>Requester</u> –Search by an individual requestor to view requisitions they have submitted (note: the majority of users can only see their own) 3. <u>Request State:</u> ‘All but Complete’ is used as the default option here because it can mean any state other than ‘Complete’. A useful way to think of it is “Complete” means closed or finalized. 4. <u>Date:</u> This range (Date From and Date To) can show requisitions created within the selected time period. By default the Date To will be the current date unless otherwise specified. <p>Note: Certain search criteria will default for you, including business unit, status, date range, and requestor. However, you can change any of these defaults except for business unit and add additional criteria to refine your search results.</p>
4.	<p>To view your requisition lifecycle information, click on the arrow next to the requisition number.</p>  <p>The screenshot shows a table with two columns: 'Req ID' and 'Requisition Name'. The first row contains the value '0000007198' under 'Req ID' and 'Test Requisition' under 'Requisition Name'. A small square icon with a right-pointing arrow is positioned to the left of the '0000007198' value.</p>

5. To edit, copy, or cancel a requisition, use the **“Select Action”** field drop-down and click Go button.
6. To view information in the requisition lifecycle, click on any icons that are highlighted (see above example).

If you have any questions, please contact the Purchasing Office (509-963-1002) or email purchasing_office@cwu.edu.