

Step	Action										
Navig	ation: eProcureme	ent - Requisition									
1	Peoplesoft requi the requisition is and Cancelled. I funding. Marketplace req	sitions that have bee not going to be resu Denied requisitions st uisitions cannot be ca	n denied may be edi bmitted for approval, till encumber Departi ancelled.	ited and resubmitted , the requisition need ment funds and canc	for approval. However, s to be Budget Checke elling them releases the	if d e					
2	Login to People	soft and select the	eProcurement tile.								
	▼OU Homepage 🏫 : 🕑										
s	ervice Unit Request (OUHSC)	Accounts Payable	Approvals	eProcurement							
R	eports and Query Viewer	Cash Receipts	Cost Transfer	P-Card							
		•••		•0•							
3	Navigate to Mar of Normn or OL	nage Requisitions of JHSC. Select the Design of the Design	on the left navigation the	on. Select Clear , en Request State drop	ter your <mark>Business Un</mark> down and then selec	ıit xt					
	Search.										
	Annage Requisition Requisition Requester Setup Activity Summary Print POs	Manage Requisitions Search Requisitions To locate requisitions To locate requisitions Business Unit NORMN Requisition Date From Requester Search Clear	Requisition Name Requisition Name Request State Deme Date for 00020 Entered By Show Advanced Search	id v e 2022 🖲 Origin Q Q Supplier	New 1						
4	Requisitions th Chk'd' or 'Error	at have a valid bud r' status must be up	get can be cancelle	ed immediately. Re budget checked an	quisitions with a 'Not d the result must be	t					



	equisitions 🕜									
То	view the lifespa	n and line items for a requisit	ion, click the E	xpand triangle	e icon.					
То	edit or perform	another action on a requisitio	n, make a sele	ection from the	e Action dropdown	list and click Co				
	Req ID	Requisition Name	BU	Date	Request State	Budget	Total	[Coloct Action]		0.
	0000015535	2021-08-25 405592 01	NORMN	08/25/2021	Denied	Not Chk'd	299.9 USD	[Select Action]		Go
	0000015497	2021-08-24 405592 01	NORMN	08/24/2021	Denied	Valid	299.99 USE	[Select Action]	~	Go
	0000015380	BECKER - 217149	NORMN	08/23/2021	Denied	Valid	1,846.20 USE	[Select Action]	~	Go
▶	0000015276	PreETS desktops	NORMN	08/19/2021	Denied	Valid	5,442.00 USE	[Select Action]	~	Go
	Once t	he Budget is V	/alid, se	elect Ca	ancel in th	ne <mark>Select A</mark>	ction drop do	own and se	lect <mark>Go</mark> .	
	Once t A new	he Budget is V screen will ap	valid, se	lect Ca Cancel at disp	lancel in th	requisition	Ction drop do Go Information.	At the bot	lect <mark>Go</mark> . tom of tl	he
	Once t A new screer	the Budget is V screen will ap a, select the Ca	pear th	Cancel at disp	lancel in th	requisition	ction drop do	At the bot	lect <mark>Go</mark> . tom of tl	he
De	Once t A new screer	the Budget is V screen will ap a, select the Ca 229.	pear th ncel Re	Cancel at disp equisition Each	lays the r	requisition	✓ Go information.	At the bot	tom of tl	he 4