



























Step	Action								
1	After logging into PeopleSoft Financials, you will access Requisition Inquiry via the Homescreen under eProcurement and then click on Requisition Inquiry . You can also get to the screen via Nav Bar > Navigator > Purchasing > Requisitions >> Review Requisition Information >> Requisitions								
<p style="text-align: center;">▼ OU Homepage</p> <table border="1"><tr><td data-bbox="159 485 475 730"><p>Accounts Payable</p></td><td data-bbox="475 485 808 730"><p>Approvals</p></td><td data-bbox="808 485 1141 730"><p>Cash Receipts</p></td><td data-bbox="1141 485 1474 730"><p>Cost Transfer</p></td></tr><tr><td data-bbox="159 730 475 989"><p>eProcurement</p></td><td data-bbox="475 730 808 989"><p>P-Card</p></td><td data-bbox="808 730 1141 989"><p>Reports and Query Viewer</p></td><td data-bbox="1141 730 1474 989"><p>Service Unit Request (OUHSC)</p></td></tr></table>		<p>Accounts Payable</p> 	<p>Approvals</p> 	<p>Cash Receipts</p> 	<p>Cost Transfer</p> 	<p>eProcurement</p> 	<p>P-Card</p> 	<p>Reports and Query Viewer</p> 	<p>Service Unit Request (OUHSC)</p> 
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<p>eProcurement</p> 	<p>P-Card</p> 	<p>Reports and Query Viewer</p> 	<p>Service Unit Request (OUHSC)</p> 						
2	The Requisition Inquiry screen allows users to search for requisitions for departments that they have access to. The Requisition ID field is a required field although users can search by a range of requisitions.								



Requisition Inquiry

Business Unit:

Requisition ID: To Req:

Requisition Name:

Req Status: Origin:

Requester:

Requester Name:

Supplier SetID: [Supplier Lookup](#)

Supplier ID: [Supplier Details](#) Supplier Name:

Item SetID:

Org: Direct Ship

Look Up Requisition ID X

[Help](#)

Requisition ID:

Requisition Status:

Origin:

Requester:

3

To review the requisition header and line comments, click on the **Status** tab. Under the **Details** section, click **Details**.

Unit	Requisition	Requisition Name	Change Order	On RFQ	On PO	Direct Ship from Supplier	Received	On MSR	On Voucher	Use Procurement Card	Details
OUHSC	0000010761	0000010761									Details



4 The Header Comment Attachments can be found using the paperclip icon next to the **Header Comments** field. The Line Comment Attachments can be found using the paperclip icon next to the **Line Comments** field.

Requisition Details

Requisition Summary

Business Unit	OUHSC	Requisition Name	0000010761
Date	04/21/2022	Requisition ID	0000010761
Request State		Total Amount	1.00 USD
Requested For		Pre-Encumbrance Balance	Not Available
Header Comments	Comment 1: Testing for Req Comments on Summary		Header Custom Fields

Expand lines to review shipping and accounting details

Requisition Lines

Line	Item Description	Source Status	Amount Only	Quantity	Price	Status	Total
1	Testing for attachments Line Comments Comment 1: Comments on Header Line Custom Fields	Not Source	Yes	1.00 Batch Lot	1.00 USD	Pending	1.00

5 To review more detailed information, click on the **Requisition #** that is hyper-linked under the **Requisition** field on the **Details** tab.

Details | Status | ||

Unit	Requisition	Requisition Name
OUHSC	0000010761	0000010761

6 The Details tab has information regarding the Supplier ID, Requisition Quantity, Unit of Measure, Merchandise Amount, Amount Only and Schedule Details. To find the detailed chartfield spread information, click on the **Schedule Details** icon which is located to the far right and is the last icon on the line item details.

Supplier ID	Supplier	Req Qty	UOM	Merchandise Amt	Amount Only	Custom Fields		
9100011975	AMERISOURCEBERGEN DRUG CORPORATION	1.0000	Batch Lot	1.00 USD	<input checked="" type="checkbox"/>	Custom Fields		

7 The Schedule Details icon, shows more information including Shipping Address, Price, Requisition Quantity, Merchandise Amount and the Distribution Details. To find the chartfield spread distribution details, click on the **Distribution Details** icon which is located to the far right and is the last icon on the line item details.

Ship To	Ship Via Code	Freight Terms	One Time Addr	Price	Req Qty	Merchandise Amt		
RP865_0560	STANDARD	DP		1.00000	1.0000	1.00 USD		

GL Unit	Account	Fund	Org	Function	Entity	Source	Purpose	PC Bus Unit	Project
OUHSC	821520	EDGEN	ADH03001	00116	00000				



8 More Detailed information regarding the Asset Information and the Budget Information can be found on the **More**, **Asset Information**, and **Budget Information** tabs.

Details	More	Asset Information	Budget Information	>								
Distrib	Status	Location	Req Qty	Budget Status	Budget Date	Merchandise Amount	Pre-Encumbrance Balance	Currency	Pre-Encumbered Base Balance	Base Currency	Commitment Control Close Flag	
1	Open	RP865_0560	1.0000	Valid	04/21/2022	1.00	0.000	USD	0.000		<input type="checkbox"/>	

9 To review the Workflow Approval information, click on the **Approval Status** icon on the **Status** tab. This will show where the requisition is in the workflow process. The Reviewer is the buyer that was assigned to the Requisition. You may reach out the buyer directly via email or email askpurchasing@ouhsc.edu with any questions you might have.

Details	Status	>											
Unit	Requisition	Requisition Name	Change Order	On RFQ	On PO	Direct Ship from Supplier	Received	On MSR	On Voucher	Use Procurement Card			Details
OUHSC	0000010761	0000010761											Details

Department Manager Approval

Requisition 0000010759: **Approved**

Department Manager Approval

Approved

✓ Req Department Managers
04/18/22 - 10:22 AM

Purchasing Approval

Requisition 0000010759: **Approved**

Purchasing Approval

Approved

✓ Purchasing Approval
04/18/22 - 10:24 AM

→ **Reviewer**

60 Reviewer

[Return to Requisition Inquiry](#)