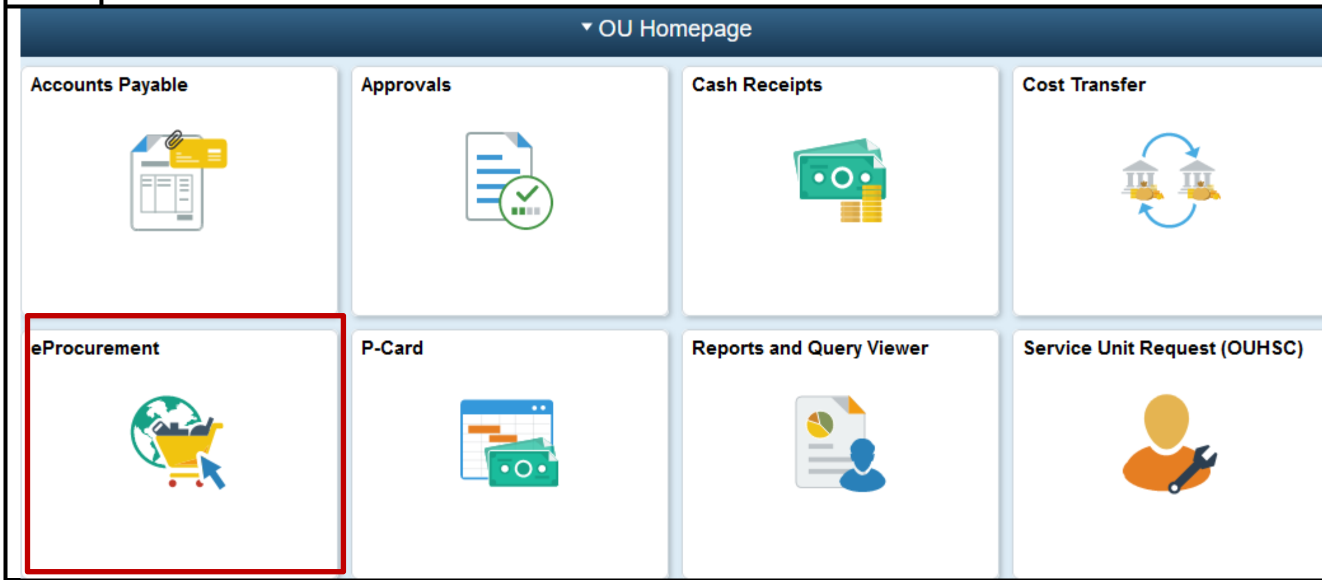
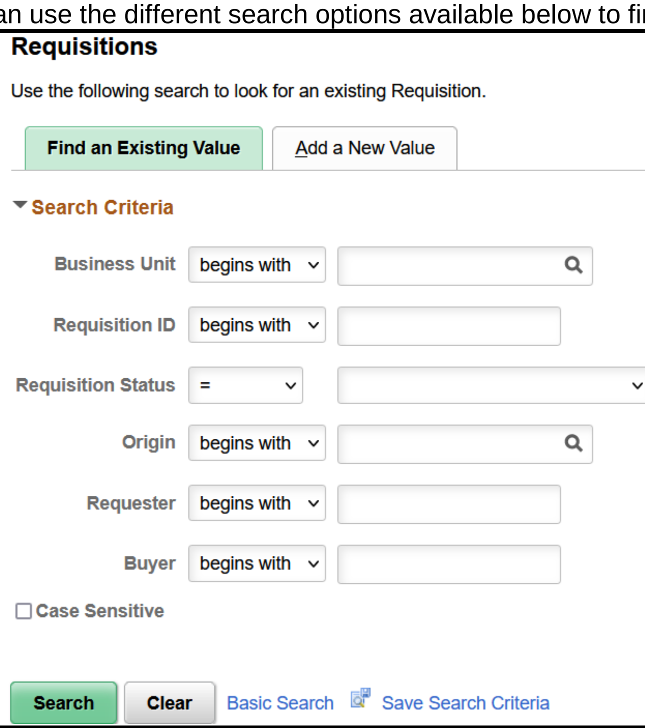
The UNIVERSITY of OKLAHOMA

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 >> Add/Update Requisitions >> Find an Existing Value**

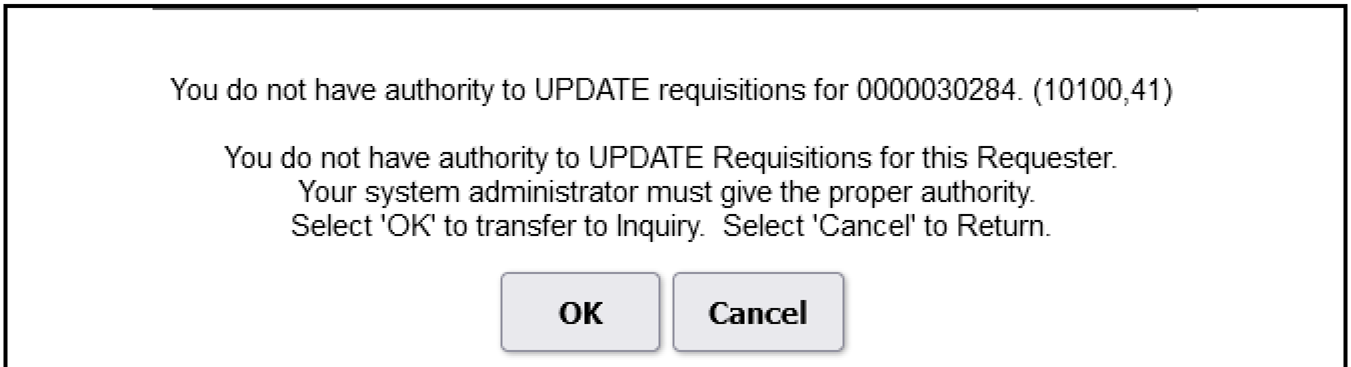


Step	Action
2	The **Requisition Inquiry** screen allows users to search for requisitions for departments that they have access to. Users can use the different search options available below to find the requisition.



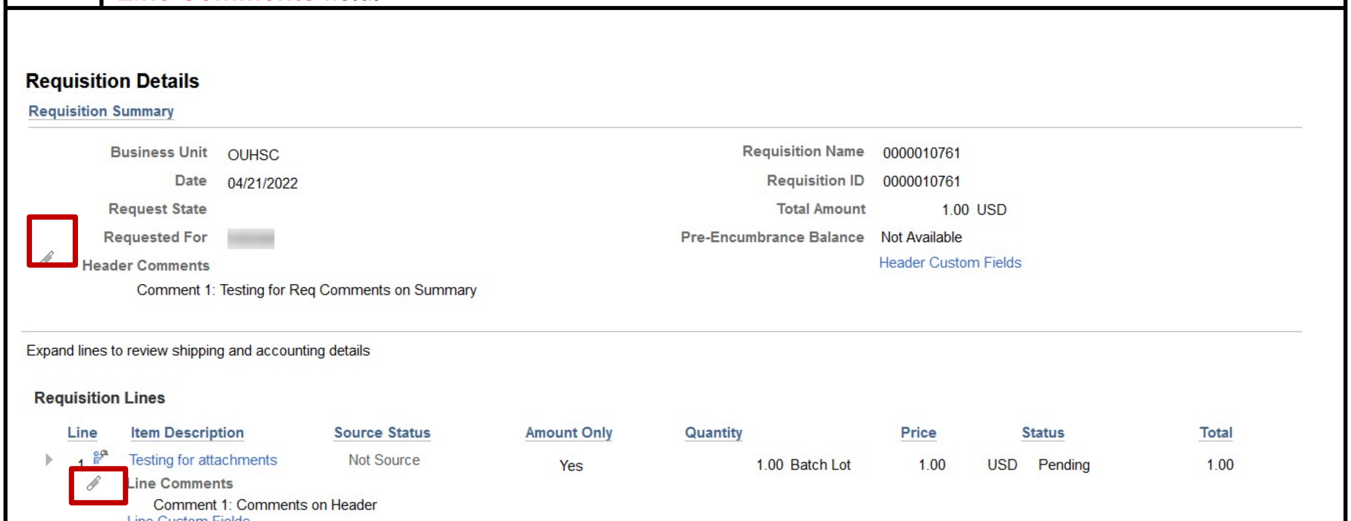
Step	Action
3	If you are a departmental purchasing approver or do not have access to the requester's requisitions, you will get the below message. Click **OK** to transfer to the inquiry screen.

The UNIVERSITY of OKLAHOMA



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

5 The Header Comments 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.



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

7 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.

The UNIVERSITY of OKLAHOMA

Supplier ID	Supplier	Req Qty	UOM	Merchandise Amt		Amount Only	Custom Fields		
9100011975	AMERISOURCEBERGEN DRUG CORPORATION	1.0000	Batch Lot	1.00	USD		Custom Fields		

8	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				

9	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		

10	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/Approver 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

Reviewer

Return to Requisition Inquiry