A Requisition is a formal request from a department for a Purchase Order for goods or services. Requisitions are used for purchases that cannot be made using other means such as a Purchasing Card (P-Card). After you submit a Requisition for approval, you can view its status, edit, cancel, or copy it to create a new Requisition.

**Searching for Requisitions**

Click Main Menu > eProcurement > Manage Requisitions. You can also use the Navigation Search.

The Manage Requisitions > Search Requisitions page appears. Information entered here applies to all lines on your Requisition.

Enter a Requisition ID or enter other search criteria. Click Search. The Search Results appear.

**Viewing Requisition Status**

1. Expand the triangle icon to Requisition Lifespan that shows the status of Requisition.
Editing a Requisition

You can modify Requisitions depending on where they are in the approval process. If a Purchase Order has been generated, all actions must be done through a Change Order. Refer to the Change Order Job Aid for more detail.

1. Click Main Menu>eProcurement>Manage Requisitions. The Manage Requisitions page appears. You can also use the Navigation Search.

Requisitions that you created appear on the page.

2. You can either work with the Requisitions displayed or enter a Requisition ID and click Search.

3. Select Edit from the dropdown and click Go.

The Edit Requisition – Review and Submit page appears.

4. You can edit Requisition Settings or expand the Line Item to edit the Requisition Line.

5. Make the desired edits.

6. Click Check Budget.

7. Click Save and Submit.

Restarting Requisition Workflow

You may encounter a situation where the approval workflow is terminated and you will need to resubmit the Requisition. Follow the steps below to restart workflow:

1. Click Main Menu>eProcurement>Manage Requisitions. The Manage Requisitions page appears. You can also use the Navigation Search.

2. Enter a Requisition ID and click Search.

3. Select Edit from the dropdown and click Go. The Edit Requisition – Review and Submit page appears.

4. If a change is required to the line details, expand the Line Item to edit the Requisition Line and make the necessary changes to the Quantity or Price.

Or, if no change is to the Requisition Line is necessary, you can enter Approval Justification comments.

5. Click Check Budget.

6. Click Save and Submit.

Canceling a Requisition

If you no longer need to make your purchase, you can cancel a Requisition. If a Purchase Order has been generated, all actions must be done through a Change Order.

1. Click Main Menu>eProcurement>Manage Requisitions. The Manage Requisitions page appears. You can also use the Navigation Search.

Requisitions that you created appear on the page.

2. You can either work with the Requisitions displayed or enter a Requisition ID and click Search.

3. Select Cancel from the dropdown and click Go.
Managing Requisitions

Requisition Details page appears.

4. Click **Cancel Requisition**.

**Copying a Requisition**

If you need to create a new Requisition that is identical or similar to a previous Requisition, you can copy the previous Requisition, edit it accordingly, and submit it as new.

1. Click **Main Menu>eProcurement>Manage Requisitions**. The Manage Requisitions page appears. You can also use the **Navigation Search**.

Requisitions that you created appear on the page.

2. You can either work with the Requisitions displayed or enter a **Requisition ID** and click **Search**.

3. Select **Copy** from the dropdown and click **Go**.

The Checkout – Review and Submit screen for the new Requisition copy appears.

4. Edit the Requisition as desired.

5. Follow the procedures for uploading documentation, budget checking and submitting as you would a new Requisition.

**Getting Help**

Please contact the Finance Service Center

[http://finance.columbia.edu/content/finance-service-center](http://finance.columbia.edu/content/finance-service-center)

You can log an incident or request a service via Service Now

[https://columbia.service-now.com](https://columbia.service-now.com)

Or, you can contact the Service Center by phone: (212) 854-2122