![Lucas County Ohio logo]

Managing Requisitions
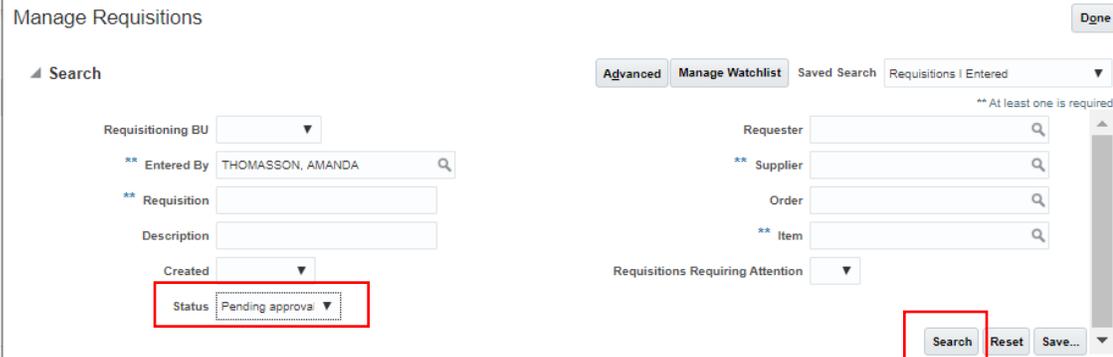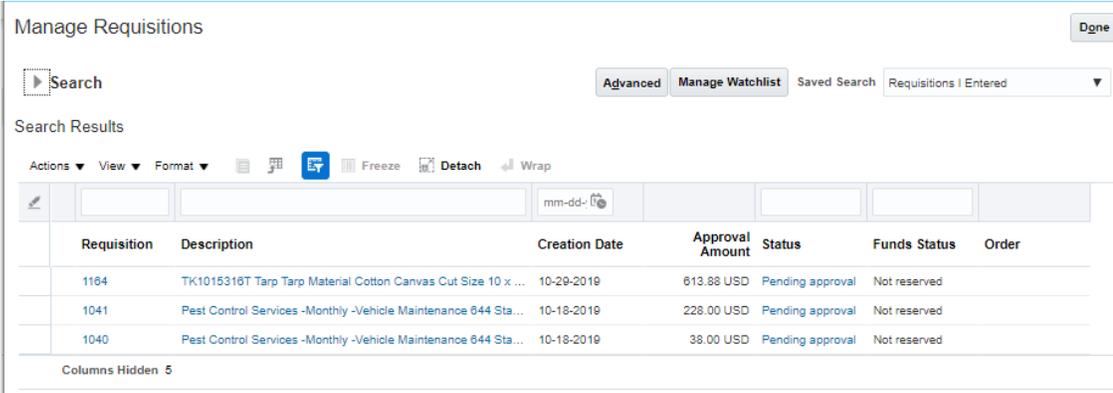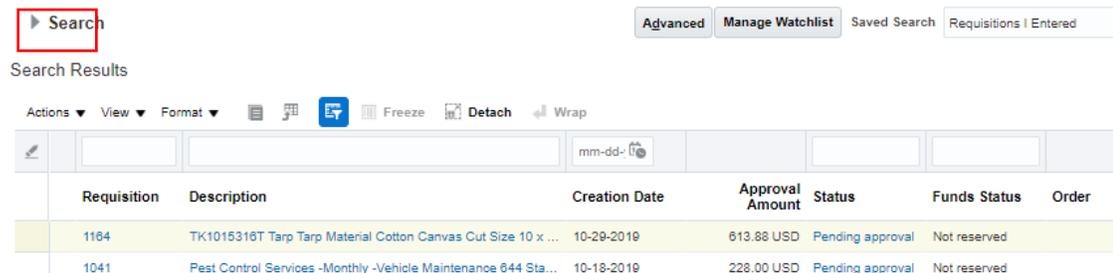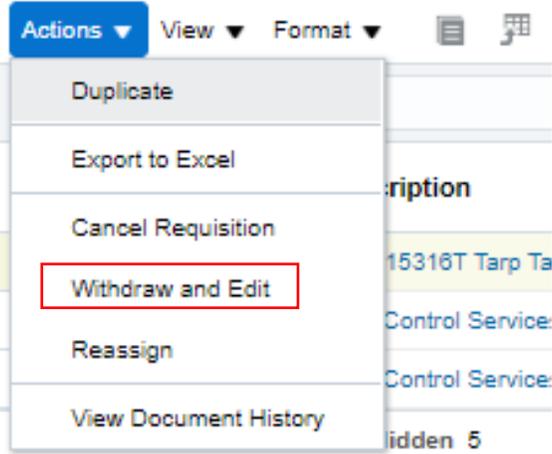
Audience: Requester

Purpose: Primary tasks included in Managing Requisitions include creating a requisition, updating a draft requisition, approve, amending and tracking progress of requisitions.

Step	Action
1	Log into Oracle **Home Page -> Procurement -> Purchase Requisitions**
2	Within the Requisitions page, click the Manage Requisitions link. **NOTE:** You can either view the entire list of requisitions which displays by default, or search by status. You may delete requisitions in "Incomplete" status. For this example, use the Search fields in the Manage Requisition page to search based on Pending
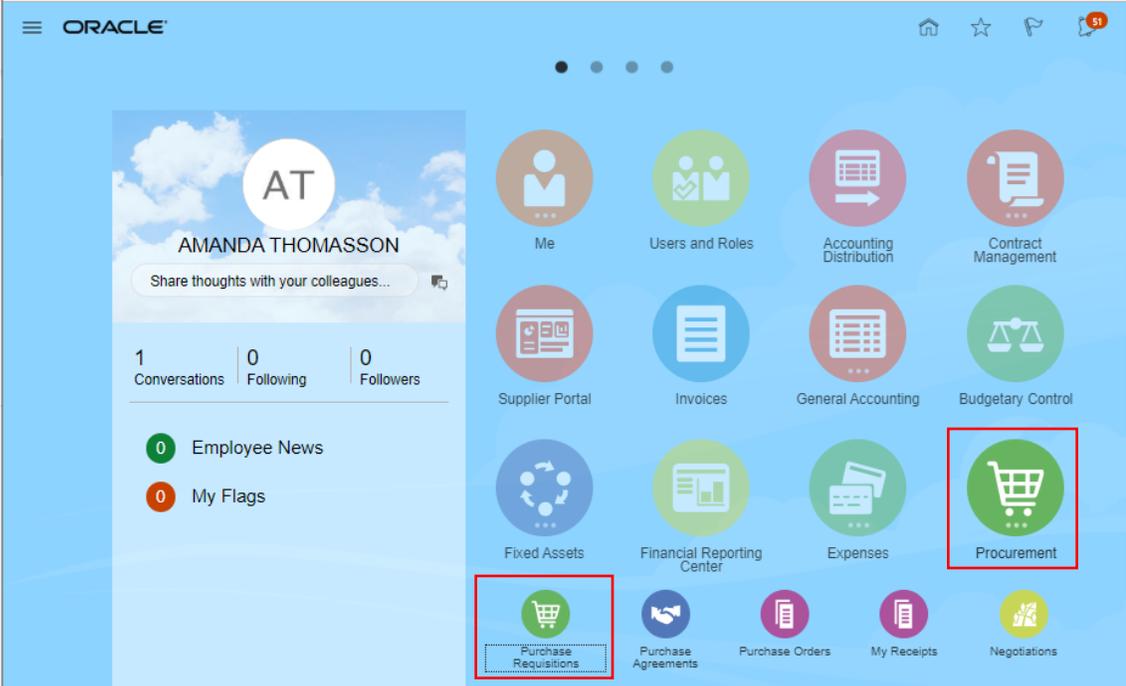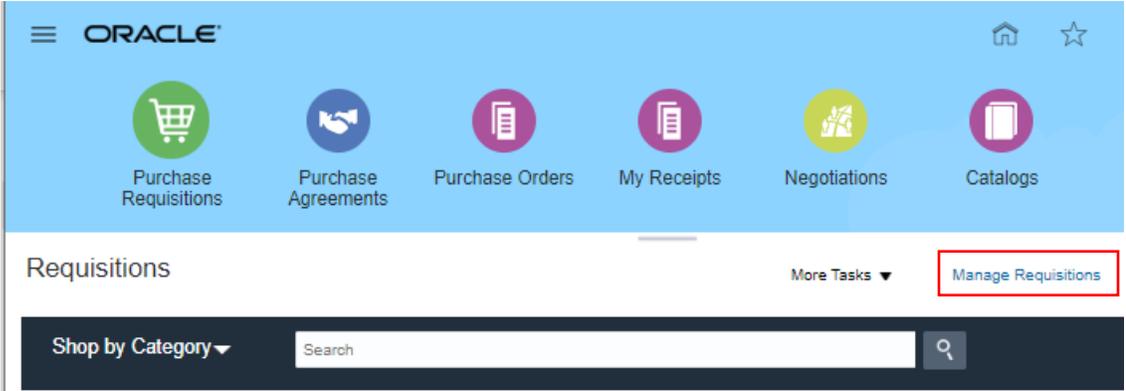
Approval status to display only those requisitions not yet approved. Select Pending Approval from the Status dropdown list, and click the Search button

3	Click the **Search** button.

4	The Search Results narrow to only those meeting your status selection. Make a requisition selection by clicking a line.

5	**NOTE:** "First, ensure you have selected a line to take action. Actions will populate dependent on what you select."

	For this example, we will edit a requisition and resubmit for approval.
6	Click the **Withdraw and Edit** menu item.

LUCAS COUNTY
OHIO

	7	A warning notice advises this requisition will be removed from approval workflow in order to allow you to make changes, and asks if you wish to continue. To continue, click the **Yes** button.
	8	To modify the details, click in the editable fields and modify accordingly. For this example, you will update the quantity. Click on the **Quantity** field and adjust the quantity.

9	After making all required edits necessary, click the **Save** button to confirm the entries.
10	Click the **Submit** button. The requisition will be resubmitted for approval.
11	Confirmation of the submission displays. You can View a pdf, or simply click OK to acknowledge. Click the **OK** button.

Confirmation

Requisition 1164 was submitted.

View PDF   OK