Requisition – Find an Existing Requisition

Direct questions to Procurement & Contract Services, x5134
Find an Existing Requisition

Refer to ‘Log into PeopleSoft Financials’ guide for login instructions.

• On the **NavBar** select:
  • ‘Navigator’
  • ‘Purchasing’
  • ‘Requisitions’
  • ‘Add/Update Requisition’
Find an Existing Requisition (cont.)

Note: The first time this page is accessed, click the ‘Add To’ link to create a tile on your Homepage or add to your NavBar/Favorites.

*Refer to ‘Creating a Tile in PeopleSoft Financials’ guide for instructions.
Find an Existing Requisition (cont.)

Find a Requisition

• Select the ‘Find an Existing Value’ tab.

• Enter the ‘Requisition ID’ number; it will be 10 digits including the leading zeros.

• Click the ‘Search’ button or use the enter key.
Find an Existing Requisition (cont.)

- The Requisition will display on the Maintain Requisitions page.
- The Requisition can be reviewed, updated or completed.
- If the Requisition is completed at this point, verify it has been Approved and Saved.
- If the Requisition is ‘Approved’ after the date it was entered, change the ‘Requisition Date’ to the date of Approval.

Important note about the changes to the Requisition:

- Changes can be made to a Requisition until 5:00pm on the day it is Approved.
Find an Existing Requisition (cont.)

Find a Requisition when the Requisition ID # is Unknown.

- On the **Find an Existing Value** page, leave all the fields blank and click the ‘Search’ button.

**Note:** It is also possible to find a requisition using any of the search criteria, such as ‘Requester Name’.

- The **Search Results** page will display the 300 most recent Requisitions. The first order listed is the most recent Requisition entered into the system. Search the Results to locate a Requisition.

- Select a Requisitions by clicking the Requisition number.