

Manage Requisitions

PeopleSoft Portal Manage Requisitions https://sdfp92...REMAINING_BAL x +

https://sdfp92.erp.sdcoe.net/psp/sdfp92/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_STATUS.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_EPROCUREMENT.EP_PV_R Search

PeopleSoft Portal Home Worklist Add to Favorites Sign out

ORACLE

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit 05100 Requisition Name Request State All but Complete Budget Status Date From Date To Requirer 518490 Entered By PO ID

Search Clear Show Advanced Search

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
1000004692	S-SUE WESTON	05100	03/15/2016	Approved	Valid	104.40 USD	<Select Action> Go
1000004569	140-HEINEMANN	05100	03/10/2016	Approved	Valid	5,255.00 USD	<Select Action> Go
1000004421	140-AMAZON	05100	03/07/2016	Approved	Valid	479.90 USD	<Select Action> Go
1000004419	140-OPEN PO COSTCO	05100	03/07/2016	Pending	Valid	850.00 USD	<Select Action> Go
1000004393	140-SDCOE-HELEN LINDNER	05100	03/04/2016	PO(s) Dispatched	Valid	75.00 USD	<Select Action> Go

1

Requester Socorro Ugarte Entered By Socorro Ugarte Priority Medium
Pre-Encumbrance Balance 0.00 USD

2

3

Requisition Approvals Inventory Purchase Orders Change Request Receiving Returns Invoice Payment

Request Lifespan:

Line Information Personalize Find First 1 of 1 Last

Line	Description	Status	Price	Quantity	UOM	Supplier
1	SDCOE PROFESSIONAL GROWTH					

1. Click on triangle to open requisition.
2. Click on Purchase Orders to get PO number.
3. If there is no activity, the icon is recessed.



Business Unit 05100

Requisition information Find | View All First 1 of 1 Last

Requisition ID 1000004393 Line Number 1

PO information Find | View All First 1 of 1 Last

PO Number 0000004265 Buyer 531370 Change Order

PO Date 03/07/2016 Supplier ID 710444 Terms 00 PO Status Dispatched

Lines Personalize | Find | View All | First 1 of 1 Last

Line	Item ID	Description	Merchandise Amt		UOM	PO Qty	Status	Line Details
1		REGISTRATION FOR [REDACTED] TO ATTEND THE K-12 LIBRARY MEDIA EDUCATORS WORKSHOP ON APRIL 21, 2016 AT SDCOE	75.00	USD	EA	1.0000	Approved	

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