	Quick	
	Reference	
A WATCHNY	Guide	
Researching Requisition Workflow Status		S.C.
In This Guide ✓ Reviewing pending requisitions	✓ Reviewing requisition approvals	

This guide demonstrates how to review pending requisitions and view approvers for each approval step. This allows users to check their own requisition status without involving another party.

1. From the **BUY-U** homepage, access your pending carts by clicking your name and selecting **My Pending Requisi**tions link. This will take you to the **document search**.

≈ Buy ∗U					Test tequester * * Action Items 1	Notifications 🐂 1,858.74 USD 🔍 🤅
In Shop Shopping Shopping Home v Hem/Shop	Shop Everything Go to: advanced sea	• rch favorites forms quick order Bro	wse: suppliers categories contracts	Go	Test Requester View My Profile Set My Home Page Logout	
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	✓ Information Technology					3
	✓ Maintenance, Repair, and	Operations				7
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2. Click on the requisition number to open the requisition.

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🕘 Orders & Documents 〉 Document Search 👌 Search Docu	uments •	 Document Search 					
Back to Edit Search Start New Search							
<u>u</u>		Showing 1 - 23 of 23 Results		All Dates			
Search Details	•	Results Per Page 30 🔹		Sort by: Best match	•		🔳 Page 1 of 1 🖹 📍
2		Requisition No.	Supplier(s)	Requisition Name	Requisitioner	Requisition Date/Time	Requisition Total
Filtered by		2 1394462 🕰	Fisher Scientific	2015-07-24 regtest 07	Test Requester	7/24/2015 12:00 PM	5,184.00 USD
Type: Requisitions Date Bange: All Dates		2 1394460 🖻	Fisher Scientific	2015-07-24 reqtest 06	Test Requester	7/24/2015 11:55 AM	15,552.00 USD
[remove all]		2 1394446 🖎	Fisher Scientific	2015-07-24 regtest 05	Test Requester	7/24/2015 11:52 AM	15,552.00 USD
Workflow Status		2 1394444 🖻	Fisher Scientific	2015-07-24 regtest 02	Test Requester	7/24/2015 11:42 AM	5,184.00 USD
Prepared For		<i>2</i> 1394369 🖻	Fisher Scientific	2015-07-24 regtest 01	Test Requester	7/24/2015 11:32 AM	5,184.00 USD
I Test Requester		2 1393668 🕰	Fisher Scientific	2015-07-23 regtest 02	Test Requester	7/23/2015 9:19 AM	25,920.00 USD
Save Search Export Search		2 1361165 🖻	Sigma-Aldrich	r41	Test Requester	6/2/2015 9:57 AM	4,292.00 USD
		<i>@</i> 1360653 🖄	Qiagen	r-39	Test Requester	6/2/2015 9:05 AM	1,645.86 USD
Refine Search Results		2 1360649 🖎	VWR International	r36	Test Requester	6/1/2015 2:22 PM	3,946.46 USD
		2 1360636 🕰	Fisher Scientific	r35	Test Requester	6/1/2015 2:01 PM	2,724.73 USD
Type		<i>2</i> 1360634 🕰	Henry Schein	r34	Test Requester	6/1/2015 1:53 PM	1,261.98 USD
Requisitions		<i>2</i> 1360623 🖎	Office Depot	r33	Test Requester	6/1/2015 1:44 PM	3,005.99 USD
Date Pance		<i>2</i> 1358931 🖎	W.W. Grainger, Inc.	r26	Test Requester	5/28/2015 10:31 AM	4,933.50 USD
Date Kange		<i>2</i> 1358443 🕰	Bio-Rad Laboratories, Inc	r25	Test Requester	5/27/2015 4:46 PM	4,861.69 USD
All Dates		2 1358465 🖎	Life Technologies Corporation	2015-05-27 regtest 01	Test Requester	5/27/2015 4:31 PM	1,714.00 USD

3. Click the **PR Approvals** tab.

Orders & Documents	Document Search 👌 Search Do	ocuments 🗢 👌 Approvals - Requisition 1394462					
Back to Search Resul	to Search Results 🔹 1 of 23 Results 🕨				Requisition Number(s) 139446		
Requisition PR Approva	PO Preview Comments	Attachments History					Available Actions: Add Comment
	Initial Validation	Department Financial Approval	Purchasing	Final Validation	题 Create PO		
submitted	Initial Validation Completed ✓	Department Financial Approval Approved ✓	Purchasing	Final Validation	in Create PO Future →	Æ	

4. To view the approvers, click the **view approvers** link.

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Orders & Documents	Document Search	ocuments 😎 👌 Approvals - Requisition 1394462							
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Submitted Test Requester 7/24/2015 12:00 PM	Initial Validation Completed ✓ ✓ System	Department Financial Approval Approved ✓ ✓ Andrew Brennan	Purchasing Active & Patricia Spencer view approvers	Final Validation Future → view approvers	€ Create PO Future →	Finish			
			Workflow Step Approv Pending Approval Group Patricia Spencer PSp.	vers (Purchasing) enc@lsuhsc.edu +1 (504) 56 Close	? X 18-2296				

5. After reviewing the approvers, click the **Close** button.

You have successfully reviewed the workflow status of your requisition.