



Quick

Reference

Guide

Researching Requisition Workflow Status

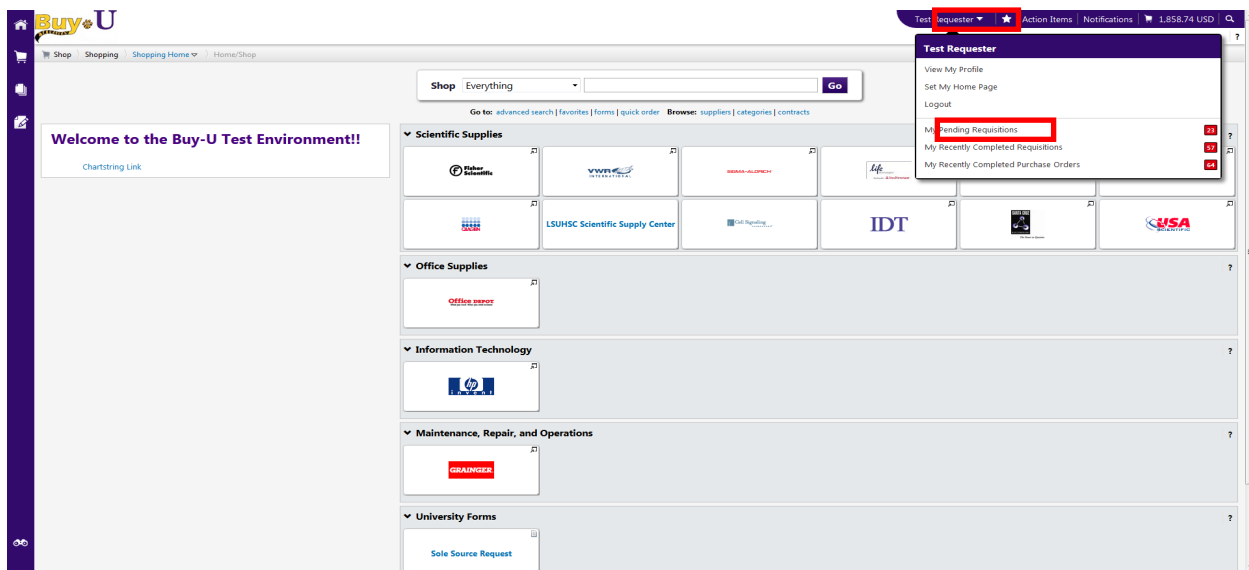


In This Guide

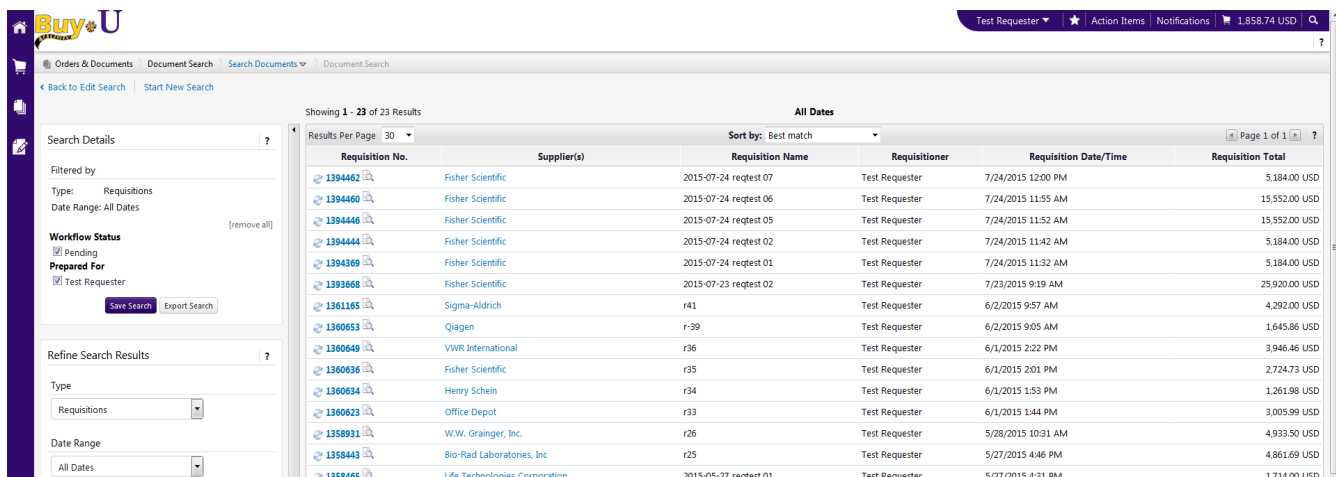
- ✓ Reviewing pending requisitions
- ✓ Reviewing requisition approvals

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 Requisitions** link. This will take you to the **document search**.



2. Click on the requisition number to open the requisition.



Researching Requisition Workflow Status



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

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

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

You have successfully reviewed the workflow status of your requisition.