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~~10 EASY STEPS TO...~~

Manage Requisitions

1. Log into CUNYfirst
2. Select “Financials Supply Chain”
3. Select “eProcurement”
4. Select “Manage Requisitions”
5. Select “Clear”
6. Enter search parameters:
 - a. Business Unit: NYTPR
 - b. Requisition ID: If known or needed; you must include the full ten (10) digits, including all zeroes
 - c. Date From/To: enter dates if you would like to narrow down the requisition(s) you are reviewing; IE: Reqs created within the last month, or requisitions created during the Fall semester
 - d. Requester: Enter the CUNYfirst (Empl ID) number of the person requesting the order
 - e. Requisition name: If known or needed; partial data can be used; IE:” TECH FEE”, or “Computers”, or “Tiger Direct”
 - f. Request Status: If known or needed select the appropriate choice from the drop down menu
 - g. Budget Status: If known or needed select the appropriate choice from the drop down menu
 - h. Entered By: If a specific Creator made the requisition for a Requisitioner, you may use this field
 - i. PO ID: If known or needed; you must include the full ten (10) digits, including all zeroes
7. Select “Search”
8. To view further details select the expand icon