



After a requisition is saved, it will display on the **Manage Requisitions** page. Several new **Request Status** values have been added to **Manage Requisitions** in Core-CT 9.1. These values include "partial" statuses used to indicate when requisition lines and the POs created from them are in an incomplete status.

This document defines the **Status** values that display on the Requisition line for each requisition. Users also have the option to use these statuses as search criteria in the **Request Status** field.

Navigation: eProcurement > Manage Requisitions

Manage Requisitions

Search Requisitions

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

Business Unit: Requisition Name:

Requestion ID: Request Status: Budget Status:

Date From: 11/19/2012 Date To: 11/20/2012

Requester: Entered By:

Search Clear

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

Req ID	Requisition Name	BU	Date	Status		Total	
0000069806	0000069806	DOTM1	11/20/2012	Approved		55.14 USD	<Select Action> Go
0000069805	Test Funds 2	DOTM1	11/20/2012	Pending		6,778.40 USD	<Select Action> Go
0000069804	DC remove item test	DOTM1	11/20/2012	PO(s) Dispatched		188.67 USD	<Select Action> Go
0000054241	0000054241	DOCM1	11/20/2012	PO(s) Created		300.00 USD	<Select Action> Go
0000054240	0000054240	DOCM1	11/20/2012	Pending	Not Chk'd	200.00 USD	<Select Action> Go
0000005341	PRMPTPYMTDISC_TPR	AESM1	11/20/2012	Approved	Valid	200.00 USD	<Select Action> Go
0000001023	Test funds	DASM1	11/20/2012	Pending	Not Chk'd	24,000.00 USD	<Select Action> Go
0000069803	Category Code test	DOTM1	11/19/2012	PO(s) Created	Valid	214.11 USD	<Select Action> Go
0000069802	0000069802	DOTM1	11/19/2012	Approved	Not Chk'd	200.00 USD	<Select Action> Go
0000069801	Asset Test R2 Crown Vic	DOTM1	11/19/2012	Partially Dispatched	Valid	10,060.00 USD	<Select Action> Go

Requester: DOT-Bacote Tracey Entered By: DOT-Bacote Tracey Priority: Medium

Pre-Encumbrance Balance: 0.00 USD

Requisition Approvals Inventory Purchase Orders Change Request Receiving Returns Invoice Payment

Request Lifespan:

Line Information

Line	Description	Status	Price	Quantity	UOM	Vendor
1	2013 Crown Vic	PO Created	1,001.00000 USD	10.0000	EA	SUBURBAN STATIONERS INC
2	Crown Vic Bumpers	PO Dispatched	5.00000 USD	10.0000	EA	SUBURBAN STATIONERS INC

The header statuses listed below reflect the statuses of all the lines on multiple item requisitions. Since partial statuses can indicate different scenarios, requesters should expand the requisition line to see line item status, approval, and sourcing details.

PO Partially Created:

- The requisition has been approved and some lines have been sourced to a purchase order(s). None of the sourced PO lines have been received or the status would change to Partially Received.

PO Created:

- All lines of this requisition have successfully sourced to purchase order(s).

Partially Dispatched:

- The requisition contains some lines that have been sourced to POs and been dispatched to the vendor.
- At least one of the requisition lines have not been sourced to a purchase order (seen as an error in the Sourcing Workbench).
- None of the lines have been received.

PO Dispatched:

- All lines of this requisition have been sourced to a PO and dispatched to the vendor.

PO Partially Canceled:

- At least one of the lines that have sourced to purchase order have been canceled.
- At least one of the requisition lines have not sourced to a purchase order
- None of the lines have been received.

PO Cancelled:

- The requisition has sourced to a PO and then canceled.

Partially Received:

- The requisition contains at least one line that sourced to a purchase order, dispatched to the vendor, and received.
- At least one of the requisition lines has not been received.

Received:

- The requisition has sourced to a purchase order, been dispatched to the vendor, and the lines have been fully received.

PO Partially Completed:

- The purchase order has been closed for at least one of the requisition lines.

PO Completed:

- The purchase order has been closed for all requisition lines.

Complete:

- 30 days after the PO is closed a background process identifies the requisitions, closes them, and moves them to the complete status.
- Canceled requisitions are also moved to the complete status.

See Lines: Not used in Core-CT.