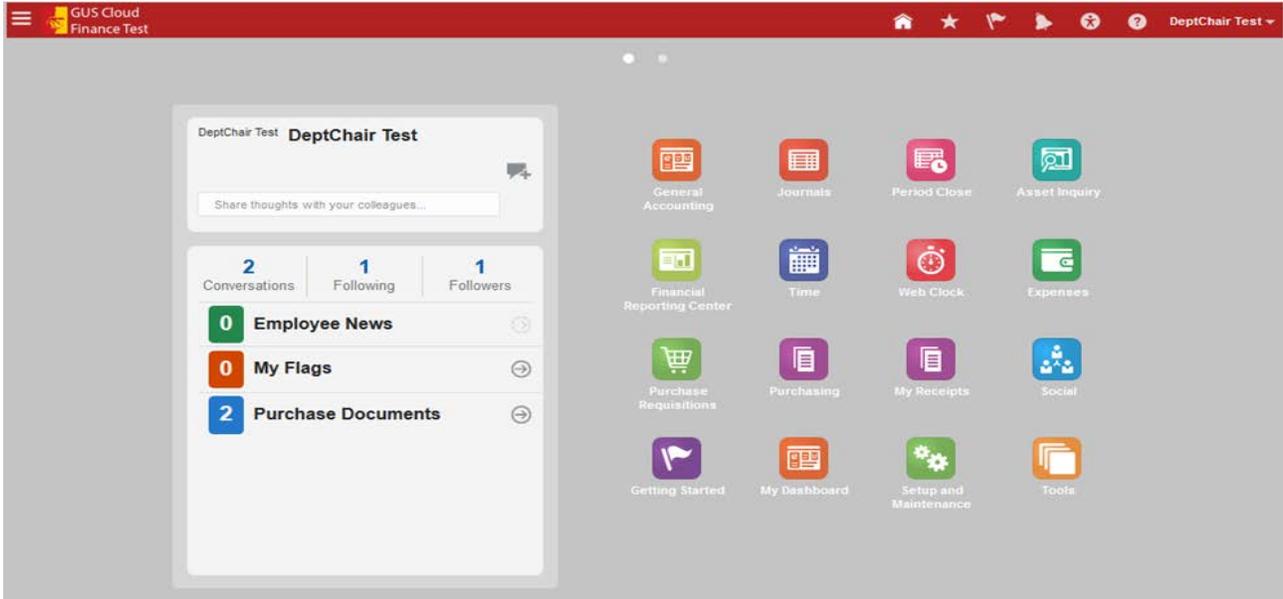
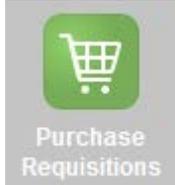


Job Aid

Manage Requisitions and Orders

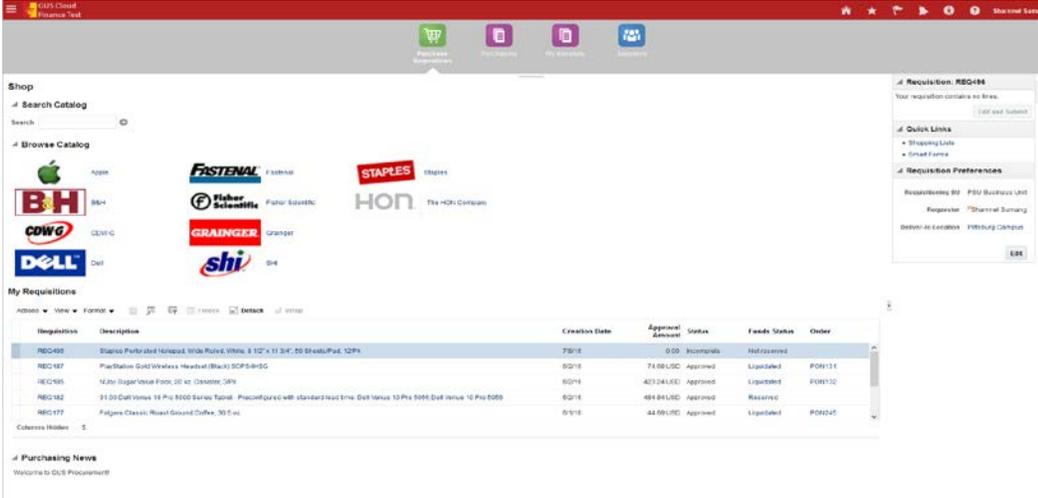


Step	Action
1.	<p>Begin by clicking on the Home icon at the top right of the screen to access the Gus Cloud Springboard.</p> 
2.	<p>Click on the Procurement icon which reveals your task icons within the Procurement module. Do this if your Purchase Requisition button is not already showing.</p>  <p>Click the Purchase Requisitions icon.</p> 

Job Aid

Manage Requisitions and Orders



Step	Action
3.	<p>Your Purchase Requisition Page should look like this:</p> 
4.	<p>Use your Task Page icon to open your toolbar and navigate to Manage Requisitions.</p> 
5.	<p>Requisitioning BU must be PSU Business Unit.</p> <p>Requisitioning BU <input type="text" value="PSU Business Unit"/></p>
6.	<p>Search by Requisition number, Status, PO number, or combinations of searchable fields.</p> <p>Requisitioning BU <input type="text" value="PSU Business Unit"/> Status <input type="text" value="All"/></p> <p>** Entered By <input type="text" value="Sumang, Sharnnel"/> Requisition <input type="text"/></p> <p>Description <input type="text"/> Requisition <input type="text"/></p> <p>Requisitioning BU <input type="text" value="PSU Business Unit"/> Status <input type="text" value="All"/> Requisition <input type="text" value="Sumang, Sharnnel"/> Requisition <input type="text"/></p> <p>Description <input type="text"/> Requisition <input type="text"/></p> <p>Requisitioning BU <input type="text" value="PSU Business Unit"/> Status <input type="text" value="All"/> Requisition <input type="text" value="Sumang, Sharnnel"/> Requisition <input type="text"/></p> <p>Description <input type="text"/> Requisition <input type="text"/></p>
7.	<p>Manage Requisitions is a search engine essentially. This is a tool that allows you to search in a variety of ways and save those searches to be run quickly and easily with just a few clicks.</p>
8.	<p>Click Export to Excel icon.</p> 

Job Aid

Manage Requisitions and Orders



Step	Action
9.	<p>Use your “View” dropdown to help with the information you are looking for. Rearrange the order of the segments to sort the information as it best pertains to your needs. Sort by status: Open, closed for Invoicing, closed for Receipting, etc.</p> <div data-bbox="371 499 782 642" style="border: 1px solid gray; padding: 5px;"><p>Search Results</p><p>Actions ▼ View ▼ Format ▼</p></div>
10.	<p>Note: Status is typically 1 step behind where they are. Closed for Invoicing means that the PO has been pulled into invoicing. Closed for receipting means that it was pulled into the receipting process. This process may be complete, but until it is pulled into invoicing, it will remain in the status of receipting.</p>
11.	<p>Congratulations! You have reached the end of this tutorial. End of Procedure.</p>