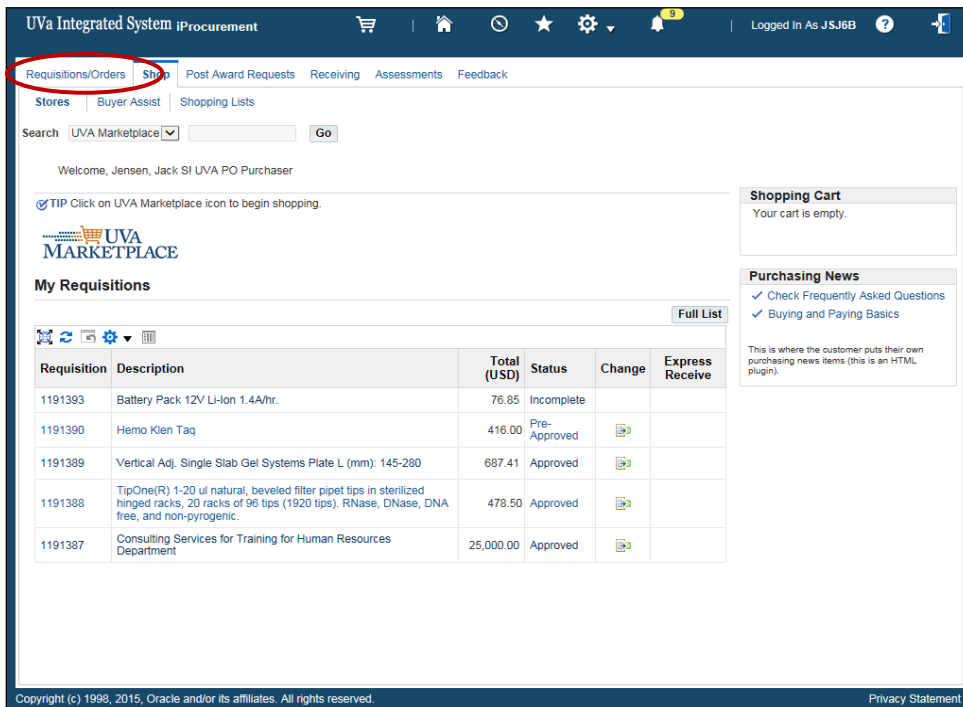


How do I review my purchase requisitions?

Step	Action
1.	<p>Access iProcurement by selecting UVA Marketplace using your Purchasing responsibility. You will see your list of requisitions here, but to see more detail, including the purchase order numbers, date requisition was created, etc. you must click on the Requisitions/Orders tab.</p> <p>You can also click on the Full List button to see this additional information.</p> <p>Click on the Requisitions/Orders tab.</p>



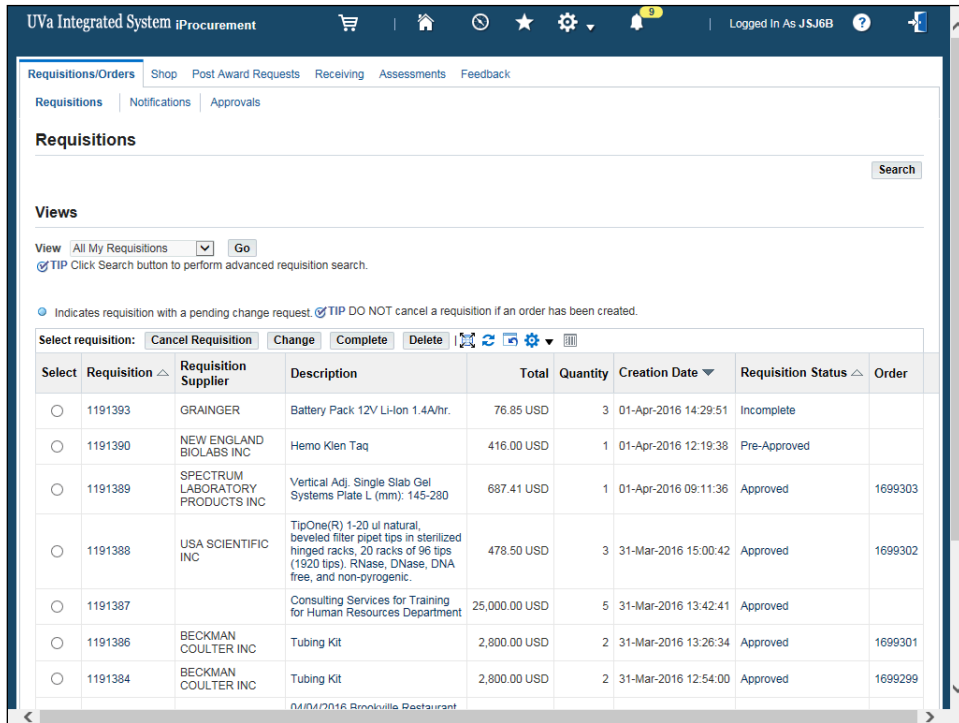
The screenshot shows the UVA Integrated System iProcurement interface. The 'Requisitions/Orders' tab is highlighted in red. Below the navigation bar, there is a search bar with 'UVA Marketplace' selected. The main content area displays 'My Requisitions' with a 'Full List' button. A table lists requisitions with columns for Requisition, Description, Total (USD), Status, Change, and Express Receive. The requisitions listed are:

Requisition	Description	Total (USD)	Status	Change	Express Receive
1191393	Battery Pack 12V LI-Hon 1.4A/hr.	76.85	Incomplete		
1191390	Hemo Klen Taq	416.00	Pre-Approved		
1191389	Vertical Adj. Single Slab Gel Systems Plate L (mm): 145-280	687.41	Approved		
1191388	TipOne(R) 1-20 ul natural, beveled filter pipet tips in sterilized hinged racks, 20 racks of 96 tips (1920 tips). RNase, DNase, DNA free, and non-pyrogenic.	478.50	Approved		
1191387	Consulting Services for Training for Human Resources Department	25,000.00	Approved		

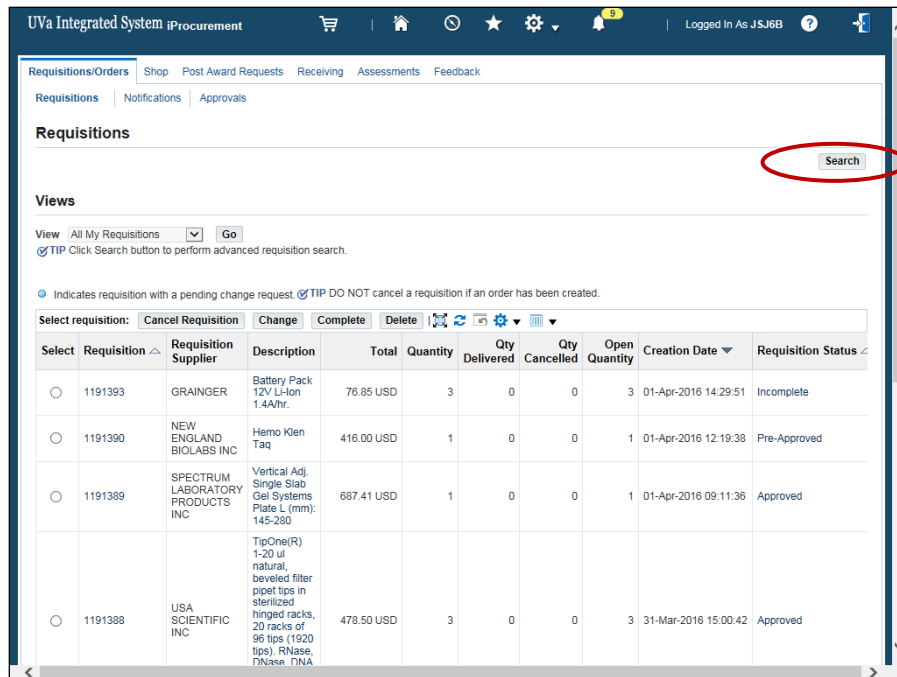
Additional elements visible include a 'Shopping Cart' section (empty) and 'Purchasing News' with links for 'Check Frequently Asked Questions' and 'Buying and Paying Basics'.

Step	Action
2.	<p>The Requisitions/Orders tab displays. If the requisition was recently completed, it can easily be found on the Requisitions page. Your most recent requisitions will appear at the top of the requisitions. You can view the requisition information, such as Requisition number, Requisition Supplier, Description, Total amount, Creation Date, and the Requisition Status.</p> <p>Requisition Status definitions:</p> <ul style="list-style-type: none"> • Incomplete requisition is a saved cart. • Pre-Approved requisition is approved, but forwarded to another approver.

- **Rejected** has been rejected by your approver or a Procurement Services Buyer.
- **Returned** is where the approver or buyer has returned the requisition without creating a purchase order.
- **In-Process** requisition has been submitted but not yet approved.
- **Approved** means the requisition is ready to become a purchase order.
- **Canceled** requisition has been canceled.
- **Requires Reapproval** means that you or an approver made a change that requires reapproval.



Step	Action
3.	<p>Use the Search button to find requisitions that were created by someone else. Some of the fields on which this search may be conducted include Requisition Number, Requisition Created By, Requester, and Supplier.</p> <p>Tip: When the search window opens, click the Clear button and search by the individual's last name (using the Flashlight icon).</p>



UVA Integrated System iProcurement

Requisitions/Orders | Shop | Post Award Requests | Receiving | Assessments | Feedback

Requisitions | Notifications | Approvals

Requisitions

Views

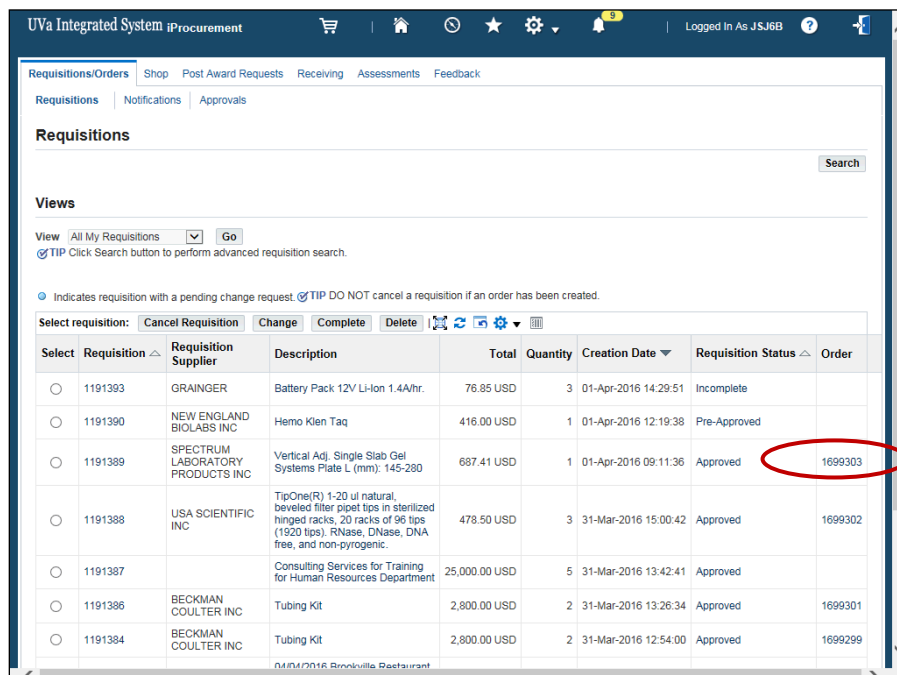
View All My Requisitions [Go]

TIP Click Search button to perform advanced requisition search.

Indicates requisition with a pending change request. TIP DO NOT cancel a requisition if an order has been created.

Select	Requisition	Requisition Supplier	Description	Total	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date	Requisition Status
<input type="radio"/>	1191393	GRAINGER	Battery Pack 12V Li-Ion 1.4A/hr.	76.85 USD	3	0	0	3	01-Apr-2016 14:29:51	Incomplete
<input type="radio"/>	1191390	NEW ENGLAND BIOLABS INC	Hemo Klen Taq	416.00 USD	1	0	0	1	01-Apr-2016 12:19:38	Pre-Approved
<input type="radio"/>	1191389	SPECTRUM LABORATORY PRODUCTS INC	Vertical Adj. Single Slab Gel Systems Plate L (mm); 145-280	687.41 USD	1	0	0	1	01-Apr-2016 09:11:36	Approved
<input type="radio"/>	1191388	USA SCIENTIFIC INC	TipOne(R) 1-20 ul natural, beveled filter pipet tips in sterilized hinged racks, 20 racks of 96 tips (1920 tips). RNase, DNase, DNA free, and non-pyrogenic.	478.50 USD	3	0	0	3	31-Mar-2016 15:00:42	Approved

Step	Action
4.	To view the purchase order, you can click on the purchase order number link. If there is no order number, then the requisition has not become a purchase order yet.



UVA Integrated System iProcurement

Requisitions/Orders | Shop | Post Award Requests | Receiving | Assessments | Feedback

Requisitions | Notifications | Approvals

Requisitions

Views

View All My Requisitions [Go]

TIP Click Search button to perform advanced requisition search.

Indicates requisition with a pending change request. TIP DO NOT cancel a requisition if an order has been created.

Select	Requisition	Requisition Supplier	Description	Total	Quantity	Creation Date	Requisition Status	Order
<input type="radio"/>	1191393	GRAINGER	Battery Pack 12V Li-Ion 1.4A/hr.	76.85 USD	3	01-Apr-2016 14:29:51	Incomplete	
<input type="radio"/>	1191390	NEW ENGLAND BIOLABS INC	Hemo Klen Taq	416.00 USD	1	01-Apr-2016 12:19:38	Pre-Approved	
<input type="radio"/>	1191389	SPECTRUM LABORATORY PRODUCTS INC	Vertical Adj. Single Slab Gel Systems Plate L (mm); 145-280	687.41 USD	1	01-Apr-2016 09:11:36	Approved	1699303
<input type="radio"/>	1191388	USA SCIENTIFIC INC	TipOne(R) 1-20 ul natural, beveled filter pipet tips in sterilized hinged racks, 20 racks of 96 tips (1920 tips). RNase, DNase, DNA free, and non-pyrogenic.	478.50 USD	3	31-Mar-2016 15:00:42	Approved	1699302
<input type="radio"/>	1191387		Consulting Services for Training for Human Resources Department	25,000.00 USD	5	31-Mar-2016 13:42:41	Approved	
<input type="radio"/>	1191386	BECKMAN COULTER INC	Tubing Kit	2,800.00 USD	2	31-Mar-2016 13:26:34	Approved	1699301
<input type="radio"/>	1191384	BECKMAN COULTER INC	Tubing Kit	2,800.00 USD	2	31-Mar-2016 12:54:00	Approved	1699299

Step	Action
5.	To view the requisition, click on the Requisition Number link.

Job Aid



Uva Integrated System iProcurement

Requisitions/Orders | Shop | Post Award Requests | Receiving | Assessments | Feedback

Requisitions | Notifications | Approvals

Requisitions

Search

Views

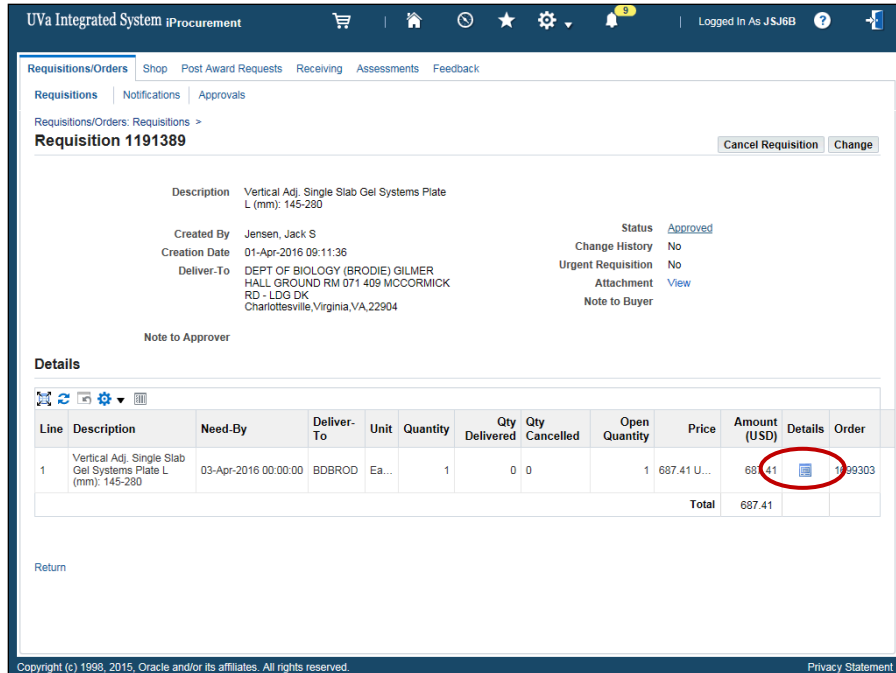
View All My Requisitions [v] Go

TIP Click Search button to perform advanced requisition search.

Indicates requisition with a pending change request. TIP DO NOT cancel a requisition if an order has been created.

Select	Requisition	Requisition Supplier	Description	Total	Quantity	Creation Date	Requisition Status	Order
<input type="radio"/>	1191393	GRAINGER	Battery Pack 12V Li-Ion 1.4A/hr.	76.85 USD	3	01-Apr-2016 14:29:51	Incomplete	
<input type="radio"/>	1191390	NEW ENGLAND BIOLABS INC	Hemo Klen Taq	416.00 USD	1	01-Apr-2016 12:19:38	Pre-Approved	
<input type="radio"/>	1191389	SPECTRUM LABORATORY PRODUCTS INC	Vertical Adj. Single Slab Gel Systems Plate L (mm): 145-280	687.41 USD	1	01-Apr-2016 09:11:36	Approved	1699303
<input type="radio"/>	1191388	USA SCIENTIFIC INC	TipOne(R) 1-20 ul natural beveled filter pipet tips in sterilized hinged racks, 20 racks of 96 tips (1920 tips). RNase, DNase, DNA free, and non-pyrogenic.	478.50 USD	3	31-Mar-2016 15:00:42	Approved	1699302
<input type="radio"/>	1191387		Consulting Services for Training for Human Resources Department	25,000.00 USD	5	31-Mar-2016 13:42:41	Approved	
<input type="radio"/>	1191386	BECKMAN COULTER INC	Tubing Kit	2,800.00 USD	2	31-Mar-2016 13:26:34	Approved	1699301
<input type="radio"/>	1191384	BECKMAN COULTER INC	Tubing Kit	2,800.00 USD	2	31-Mar-2016 12:54:00	Approved	1699299

Step	Action
6.	To view more detailed information about the requisition, click on the blue Details icon.



UVA Integrated System iProcurement

Requisitions/Orders: Requisitions > **Requisition 1191389** [Cancel Requisition](#) [Change](#)

Description: Vertical Adj. Single Slab Gel Systems Plate L (mm): 145-280

Created By: Jensen, Jack S
Creation Date: 01-Apr-2016 09:11:36
Deliver-To: DEPT OF BIOLOGY (BRODIE) GILMER HALL GROUND RM 071 409 MCCORMICK RD - LDG DK Charlottesville, Virginia, VA, 22904

Status: [Approved](#)
Change History: No
Urgent Requisition: No
Attachment: [View](#)
Note to Buyer

Note to Approver

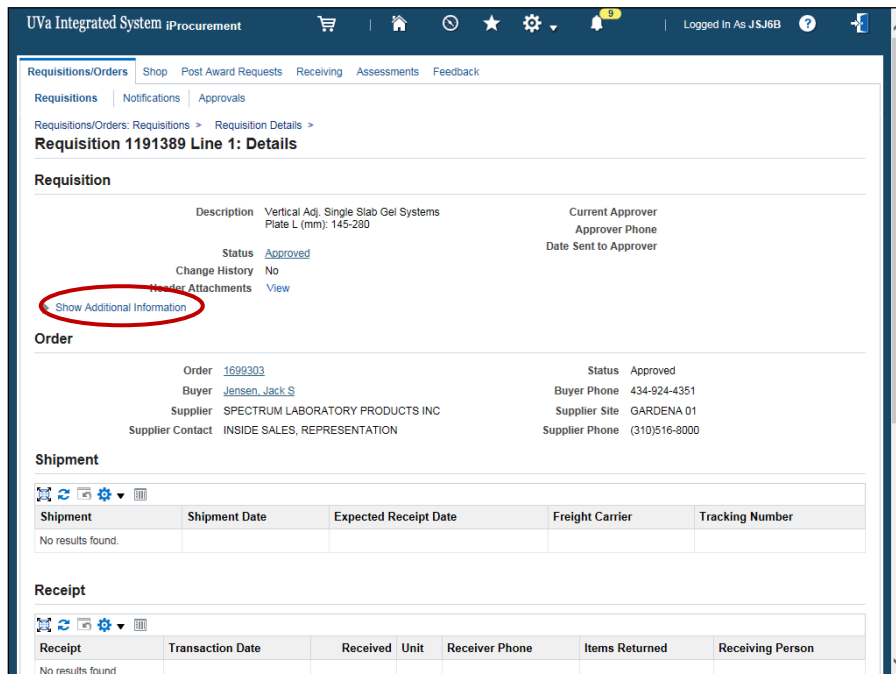
Details

Line	Description	Need-By	Deliver-To	Unit	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Price	Amount (USD)	Details	Order
1	Vertical Adj. Single Slab Gel Systems Plate L (mm): 145-280	03-Apr-2016 00:00:00	BDBROD	Ea...	1	0	0	1	687.41 U...	687.41	Details	1699303
Total										687.41		

Return

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Step	Action
7.	<p>The Requisition Details page displays. View the Order information (Shipments, Receipts, or Invoices).</p> <p>Click on the Show Additional Information link to see the PTAE0 information.</p>



UVA Integrated System iProcurement

Requisitions/Orders: Requisitions > Requisition Details > **Requisition 1191389 Line 1: Details**

Requisition

Description: Vertical Adj. Single Slab Gel Systems Plate L (mm): 145-280

Status: [Approved](#)
Change History: No
Current Approver:
Approver Phone:
Date Sent to Approver:
Attachments: [View](#)

[Show Additional Information](#)

Order

Order: [1699303](#)
Buyer: [Jensen, Jack S](#)
Supplier: SPECTRUM LABORATORY PRODUCTS INC
Supplier Contact: INSIDE SALES, REPRESENTATION

Status: [Approved](#)
Buyer Phone: 434-924-4351
Supplier Site: GARDENA 01
Supplier Phone: (310)516-9000

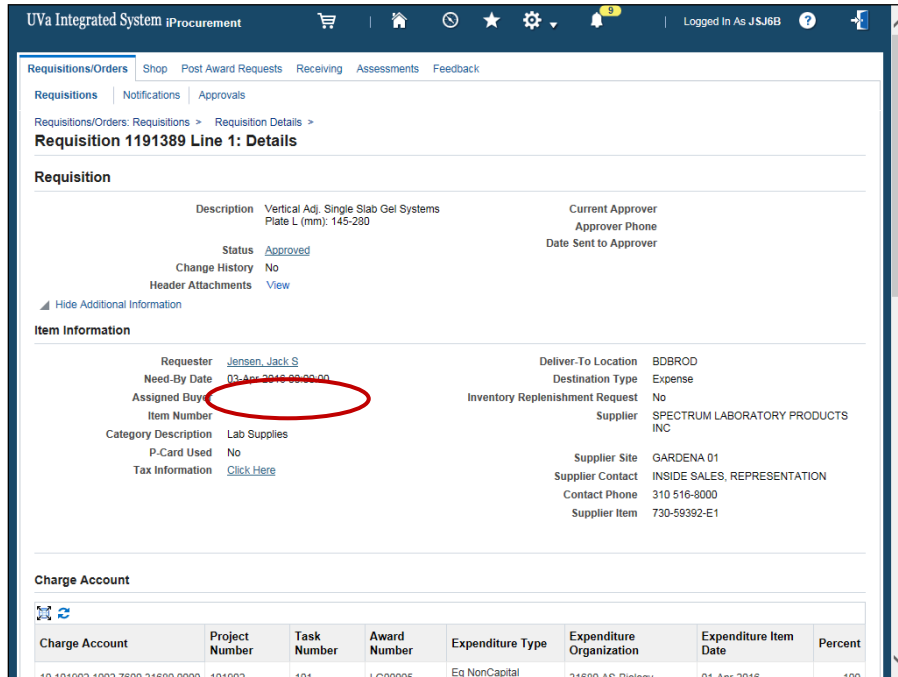
Shipment

Shipment	Shipment Date	Expected Receipt Date	Freight Carrier	Tracking Number
No results found.				

Receipt

Receipt	Transaction Date	Received Unit	Receiver Phone	Items Returned	Receiving Person
No results found.					

Step	Action
8.	<p>If the requisition does not have an assigned purchase order number yet, then it may be waiting for approval by Procurement.</p> <p>Verify that it has been assigned to a Procurement Buyer here.</p>



Step	Action
9.	Click on the vertical scrollbar to see additional information at the bottom of the page.

UVA Integrated System iProcurement

Requisitions/Orders: Requisitions > Requisition Details >
Requisition 1191389 Line 1: Details

Requisition

Description: Vertical Adj. Single Slab Gel Systems Plate L (mm): 145-280
 Status: [Approved](#)
 Change History: No
 Header Attachments: [View](#)

Current Approver: [Name]
 Approver Phone: [Phone]
 Date Sent to Approver: [Date]

Item Information

Requester: [Jensen, Jack S](#)
 Need-By Date: 03-Apr-2016 00:00:00
 Assigned Buyer: [Name]
 Item Number: [Number]
 Category Description: Lab Supplies
 P-Card Used: No
 Tax Information: [Click Here](#)

Deliver-To Location: BDBROD
 Destination Type: Expense
 Inventory Replenishment Request: No
 Supplier: SPECTRUM LABORATORY PRODUCTS INC
 Supplier Site: GARDENA 01
 Supplier Contact: INSIDE SALES, REPRESENTATION
 Contact Phone: 310 516-8000
 Supplier Item: 730-59392-E1

Charge Account

Charge Account	Project Number	Task Number	Award Number	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent
10.101902.1002.7600.31680.0000	101902	101	LG00005	Eq NonCapital Laboratory	31680 AS-Biology	01-Apr-2016	100

Step	Action
10.	Make sure to review the PTAE0 information to insure accuracy.

Requisition

Description: Vertical Adj. Single Slab Gel Systems Plate L (mm): 145-280
 Status: [Approved](#)
 Change History: No
 Header Attachments: [View](#)

Current Approver: [Name]
 Approver Phone: [Phone]
 Date Sent to Approver: [Date]

Item Information

Requester: [Jensen, Jack S](#)
 Need-By Date: 03-Apr-2016 00:00:00
 Assigned Buyer: [Name]
 Item Number: [Number]
 Category Description: Lab Supplies
 P-Card Used: No
 Tax Information: [Click Here](#)

Deliver-To Location: BDBROD
 Destination Type: Expense
 Inventory Replenishment Request: No
 Supplier: SPECTRUM LABORATORY PRODUCTS INC
 Supplier Site: GARDENA 01
 Supplier Contact: INSIDE SALES, REPRESENTATION
 Contact Phone: 310 516-8000
 Supplier Item: 730-59392-E1

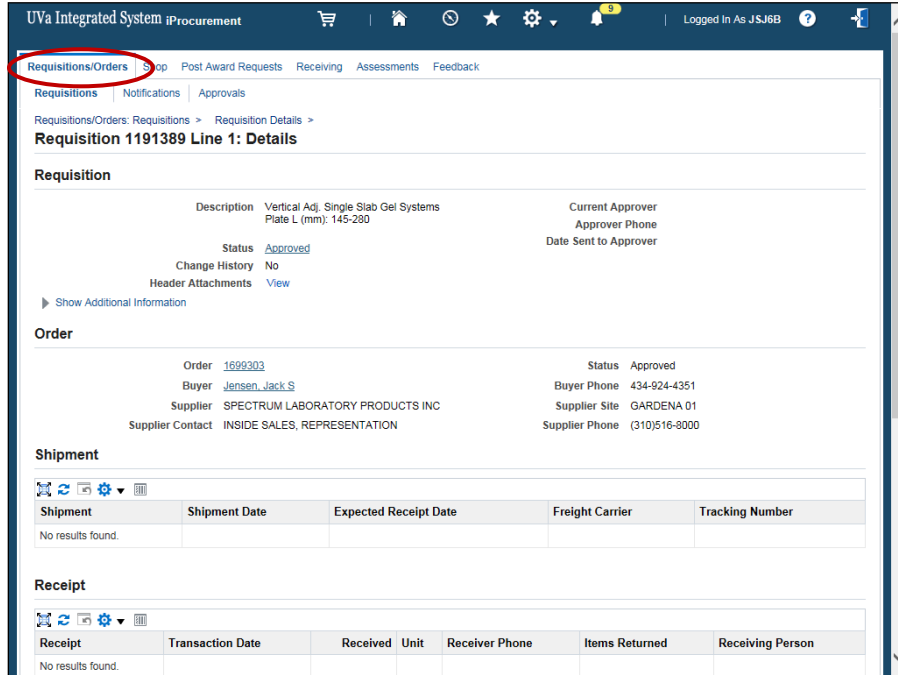
Charge Account

Charge Account	Project Number	Task Number	Award Number	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent
10.101902.1002.7600.31680.0000	101902	101	LG00005	Eq NonCapital Laboratory	31680 AS-Biology	01-Apr-2016	100

Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

Step	Action
11.	Click on the Requisition Details link to return to the requisition.



The screenshot shows the UVa Integrated System Procurement interface. The top navigation bar includes 'Requisitions/Orders' (circled in red), 'Post Award Requests', 'Receiving', 'Assessments', and 'Feedback'. Below this, there are links for 'Requisitions', 'Notifications', and 'Approvals'. The main content area displays 'Requisition 1191389 Line 1: Details' with the following information:

Requisition

- Description: Vertical Adj. Single Slab Gel Systems Plate L (mm): 145-290
- Status: [Approved](#)
- Change History: No
- Header Attachments: [View](#)
- Current Approver: Approver Phone
- Date Sent to Approver: [blank]

Order

- Order: [1699303](#)
- Buyer: [Jensen, Jack S](#)
- Supplier: SPECTRUM LABORATORY PRODUCTS INC
- Supplier Contact: INSIDE SALES, REPRESENTATION
- Status: Approved
- Buyer Phone: 434-924-4351
- Supplier Site: GARDENA 01
- Supplier Phone: (310)516-8000

Shipment

Shipment	Shipment Date	Expected Receipt Date	Freight Carrier	Tracking Number
No results found.				

Receipt

Receipt	Transaction Date	Received Unit	Receiver Phone	Items Returned	Receiving Person
No results found.					