

## Procurement: FINDING REQUISITIONS



### FINDING REQUISITIONS

#### To find requisitions:

1. Type my requisitions in the search bar and select the My Requisitions report.

=		Q	my requ (	Ø			<mark>ر2</mark>	<b>4</b>	•
Notifications		Ē	My Requests Report						
Viewing: All Viewing: All Viewing: All Viewing: All Viewing: All Viewing: Newest Viewing: New Yiewing	Purchas		My Requisitions Report		2, Amount: \$28,279.80	XII	PDF	ŝ	e.
From Last 30 Days Tour requisition has been approved and PU is dispatched.	9 day(s) ago		My Recent Requests Report						
Purchase Order: PO-105119, Supplier: Facilitech Inc, Date: 03/04/2022, Amount: \$28,279.80 Purchase Order Event - Successfully Completed For REQ- 105251 9 day(s) ago	Details Ρι	111	My Supplier Invoice Requests Report My Supplier Requests Report						
Requisition: REQ-105251, Requester: Diana Lau,									

2. Enter your search criteria then Click on the OK button at the bottom.

Company	× Collin College …	:=	L
Requisition			
Status		:=	
Requisition Type		:=	
Requesting Inventory Site		:=	
Document Date On or After	07/13/2021		
Document Date On or Before	MM/DD/YYYY		
Supplier		:=	
Spend Category		:=	
Item		:=	
Project		:=	
Purchase Order		:=	
Exclude Canceled			

**3**. To include canceled and closed requisitions, uncheck the Exclude Canceled and Exclude Closed fields.



# **Procurement:** FINDING REQUISITIONS



Search Resul	ts	Requisition Type	=	]
Categories	Search Results 1 items	Requesting Inventory Site	:=	]
	Tasks and Reports	Document Date On or After	09/01/2021 🛱	
Assets Banking and Settlement	My Requisitions View each requisition, date, amount, supp edit in-progress requisitions. Required pro-	Document Date On or Before	MM/DD/YYYY	- 1
Budgets		Supplier	=	
Drive Expenses	Tip: try selecting another category from the	Spend Category		
Financial Accounting		Item		
Grants		Project		
Inventory		Purchase Order		ĺ
Learning		Exclude Canceled		J
People		Exclude Closed		
Processes		Include Job Requisitions		
Procurement				-
Projects		OK Canc	l	
Recruiting				
Reporting				

4. When the search results are returned, Click on the requisition number to view the details of the requisition.

	quisition										
<ul> <li>Select</li> </ul>	tion Criteria										
ompany	Collin College										
ocument Date	On or After 08/24/2021										
xclude Cancele	ed Ye										
clude Closed	Yes										
Duessi											
Procu	irement Requisitio	ns									
											Turn on the new tables view
2 items	1		-								Turn on the new tables view
2 items Requisition	↑ Requisition Type	Requesting Inventory Site	Document Date	Total Amount	Currency	Suppliers	Purchase Orders	Request Status	Memo to Suppliers	Internal Memo	Turn on the new tables view Q X표 표 후 대 후 대 대
equisition REQ-100005	Requisition Type     One-Time Goods Purchase	Requesting Inventory Site	Document Date 09/03/2021	Total Amount 296.69	Currency USD	Suppliers Punchout Staples Business Advantage	Purchase Orders PO-100001	Request Status Successfully Completed	Memo to Suppliers	Internal Memo	Turn on the new tables view 설립 [1] 호 메고 다 Edit Requisition
tequisition REQ-100005	P Requisition Type One-Time Goods Purchase One-Time Goods Purchase	Requesting Inventory Site	Document Date           09/03/2021           09/01/2021	Total Amount 296.69 173.64	Currency USD USD	Suppliers Punchour Staples Business Advantage Punchour Grainger	Purchase Orders PO-100001 PO-100002	Request Status Successfully Completed Successfully Completed	Memo to Suppliers	Internal Memo	Turn on the new tables view Q
tequisition REQ-100005 REQ-100008 REQ-100064	Requisition Type     One-Time Goods Purchase     One-Time Goods Purchase     One-Time Goods Purchase     Cooperstive Contract     Purchase	Requesting Inventory Site	Document Date           09/03/2021           09/01/2021           09/07/2021	Total Amount 296.69 173.64 5,000.00	Currency USD USD USD	Suppliers Punchour Staples Business Advantage Punchout Grainger Lowe's Companies Inc	Purchase Orders           PO-100001           PO-100002           PO-100213	Request Status Successfully Completed Successfully Completed Successfully Completed	Memo to Suppliers SCON-100083 General Hardware, Tools, andmore	Internal Memo	Turn on the new tables view Q
tequisition REQ-100005 REQ-100008 REQ-100064 REQ-100065	Requisition Type One-Time Goods Purchase One-Time Goods Purchase Cooperative Contract Purchase Open Purchase Order	Requesting Inventory Site	Document           Date           09/03/2021           09/01/2021           09/07/2021           09/07/2021	Total Amount 296.69 173.64 5,000.00 5,000.00	Currency USD USD USD USD	Suppliers Punchout Staples Business Advantage Punchout Grainger Lowers Companies Inc Home Depot Ciredi Services	Purchase Orders           P0-100001           P0-100002           P0-100013           P0-100035	Request Status Successfully Completed Successfully Completed Successfully Completed	Memo to Suppliers SOON-100083 General Hardware, Tools, andmore 'General Hardware, Tools,	Internal Memo	Turn on the new fables view Q X III To the fabre of the
items           equisition           &EQ-100005           &EQ-100006           &EQ-1000064           &EQ-1000065           &EQ-1000066	Requisition Type           One-Time Goods Purchase           One-Time Goods Purchase           Cooperative Contract           Purchase           Open Purchase Order           Cooperative Contract           Purchase	Requesting Inventory Site	Document           Date           09/03/2021           09/01/2021           09/07/2021           09/07/2021           09/07/2021	Total Amount 296.69 173.64 5,000.00 5,000.00 5,000.00	Currency Cur	Suppliers Advantage Punchous Staples Business Advantage Punchous Grainger Love's Companies Inc Home Depot Credit Services Johnson Burks Supply Co, Inc.	Purchase Orders           P0-100001           P0-100002           P0-100013           P0-100035	Request Status           Successfully Completed           Successfully Completed           Successfully Completed           Successfully Completed           Successfully Completed	Memo to Suppliers SCON-100063 General Hardware, Tools, andmore 'General Hardware, Tools, Appliances andmore 4228-Plumbing fixtures and supplies per Mokinnemore	Internal Memo	Turn on the new tables view Q
2 Items           REQ-100005           REQ-100006           REQ-100064           REQ-100066           REQ-100066           REQ-100066	Requisition Type           One-Time Goods Purchase           One-Time Goods Purchase           OperTime Goods Purchase           Operprise           Operstruct           Oper Purchase Order           Copensitive Contract           Purchase           Open Purchase Order           Open Purchase Order           Open Purchase Order	Requesting Inventory Site	Document           D9/03/2021           09/01/2021           09/07/2021           09/07/2021           09/07/2021           09/07/2021           09/07/2021           09/07/2021	Total Amount 296.69 173.64 5,000.00 5,000.00 5,000.00	Currency USD USD USD USD USD USD	Suppliers Punchout Staples Business Advantage Punchout Grainger Lowe's Companies Inc Home Depot Credit Services Johnson Burks Supply Co, Inc. Elilott Electric Supply	Purchase Orders           P0-100001           P0-100021           P0-100213           P0-10035           P0-100347	Request Status           Successfully Completed           Successfully Completed           Successfully Completed           Successfully Completed           Successfully Completed           Successfully Completed           Successfully Completed	Memo to Suppliers SCON-100083 General Hardware, Tools, andmore 'General Hardware, Tools, andmore 4228-Pirubances andmore aupplies per McKinnemore	Internal Memo	Turn on the new tables view Q



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5. You can scroll to the line items and scroll to the right to see the Sourced column. In this column will be a link to your purchase order.

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ip-To Address	Ship-To Contact	Requested Delivery Date	Supplier	Supplier Item Identifier	Fulfillment Source	Memo	*Cost Center	Grant	Project	*Additional Weektags	Sourced
2550 Bending Branch Way len, TX 75013 United States America	Eamon Wentzel	09/03/2021	Punchout Staples Business Advantage	2494859	Purchase Order		CC1410 Physical Plant Support Services - Technical			Campus: CA19 Collin Technical Campus Division: DV60 Pacilities Fund: FD100 Unrestricted © Location: Collin College > Technical Campus Program: P6400 Operation and Maintenance of Plant	Purchase Order P0-100001 - Line 1
2550 Bending Branch Way len, TX 75013 United States America	Eamon Wentzel	09/03/2021	Punchout Staples Business Advantage	2802493	Purchase Order		CC1410 Physical Plant Support Services - Technical			Campus: CA19 Collin Technical Campus Division: DV60 Facilities Fund: FD100 Unrestricted © Location: Collin College > Technical Campus Program: P4400 Depention and Maintenance of Plant	Purchase Order PO-100001 - Line 2
2550 Bending Branch Way en, TX 75013 United States America	Eamon Wentzel	09/03/2021	Punchout Staples Business Advantage	168492	Purchase Order		CC1410 Physical Plant Support Services - Technical			Campus: CA19 Collin Technical Campus Division: DV60 Facilities Fund: FD100 Unrestricted © Location: Collin College > Technical Campus Program: PG400 Operation and Maintenance of Plant	Purchase Order PO-100001 - Line 3
2550 Bending Branch Way Ien, TX 75013 United States America	Eamon Wentzel	09/03/2021	Punchout Staples Business Advantage	703356	Purchase Order		CC1410 Physical Plant Support Services - Technical			Campus: CA19 Collin Technical Campus Division: DV60 Facilities	Purchase Order P0-100001 - Line 4

6. You can Click on the purchase order item link then Click on the Purchase Order number.

$\bigcirc$	Q my requisitions		۲	88	Q <sup>152</sup>	2	0
View Goods O	rder Line						POF
Goods Order Line	٩	Receiving Status	Fully Received				
Line	1						
Purchase Order	PO-100001						
Supplier	Punchout Staples Business Advantage						
Item	(empty)						
Supplier Item Identifier	2494859						
Spend Category	SC1017 General Supplies						
Tax Applicability (emp	y)						
Tax Code (emp	yty)						

