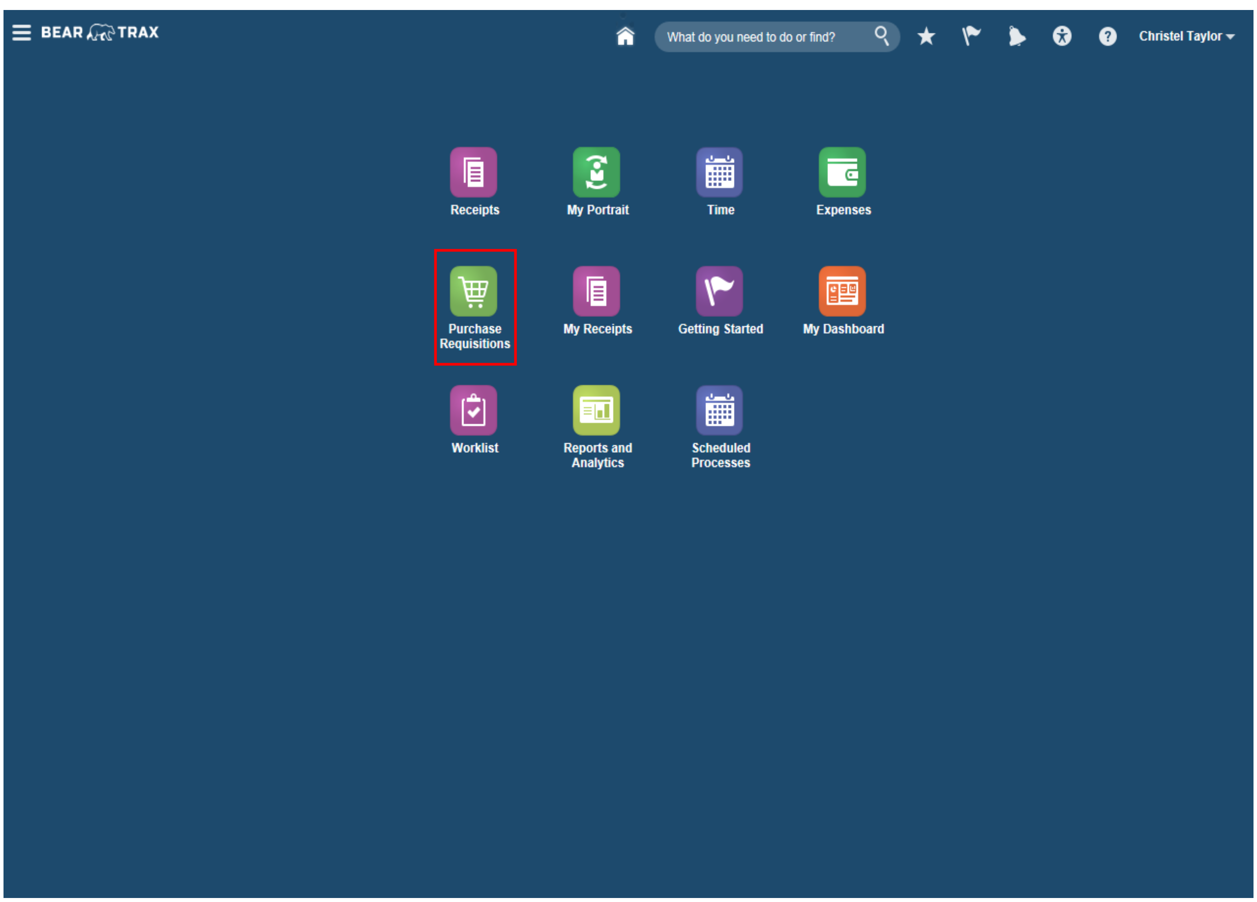
Procurement: View a Requisition

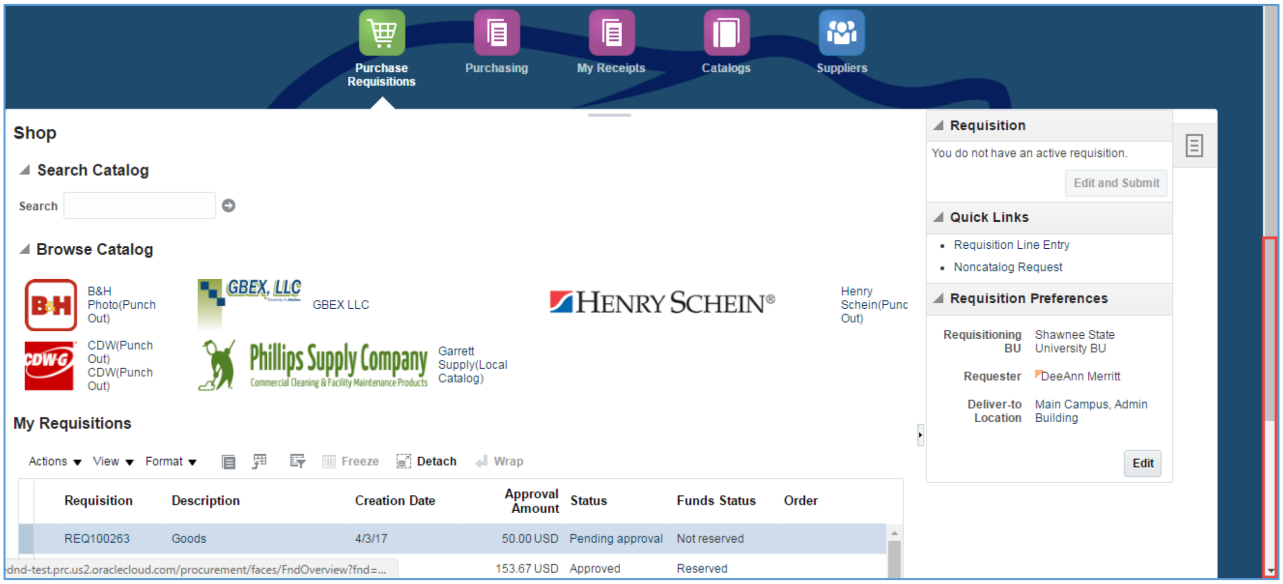
For employees viewing a requisition

Purpose:	To view an existing requisition.
How to Access:	Log into the Bear Trax application and select the **Purchase Requisitions** task in the Navigator.
Helpful Hints:	Be sure to keep in mind that… • Can be used to review a requisition or see approval status • Any requisition at any approval status can be viewed
Procedure:	Complete the following steps to view a created requisition:

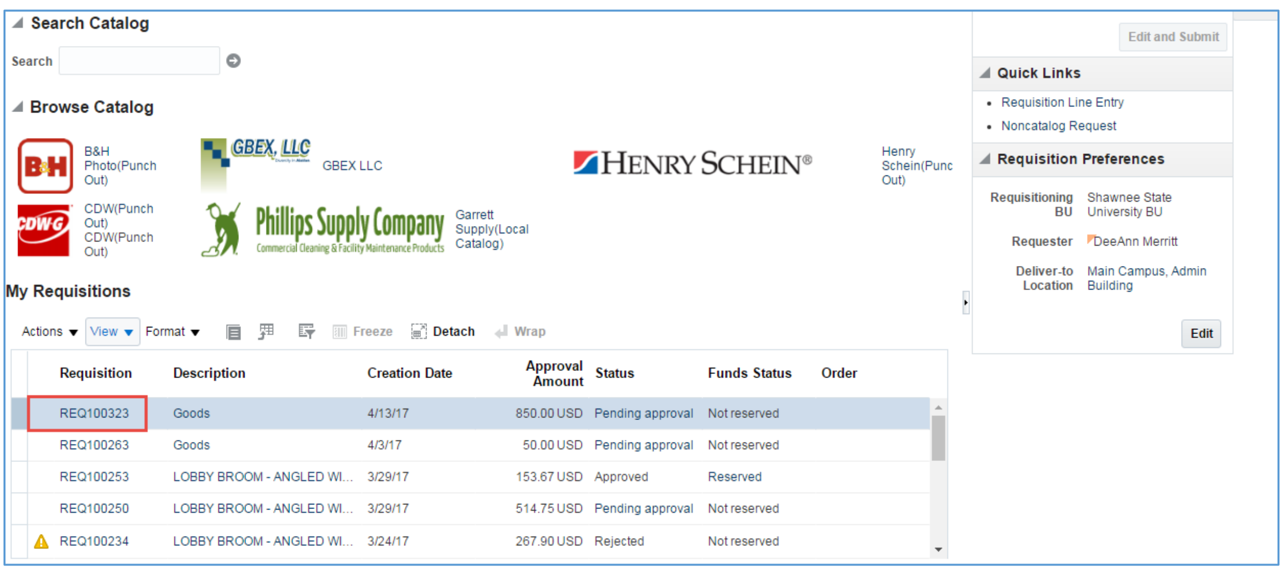
1. Click on the **Purchase Requisition** icon.



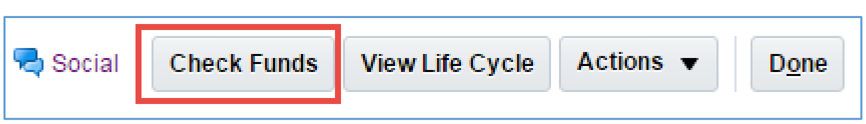
2. Scroll to the bottom of the page to select a requisition under **My Requisitions.**



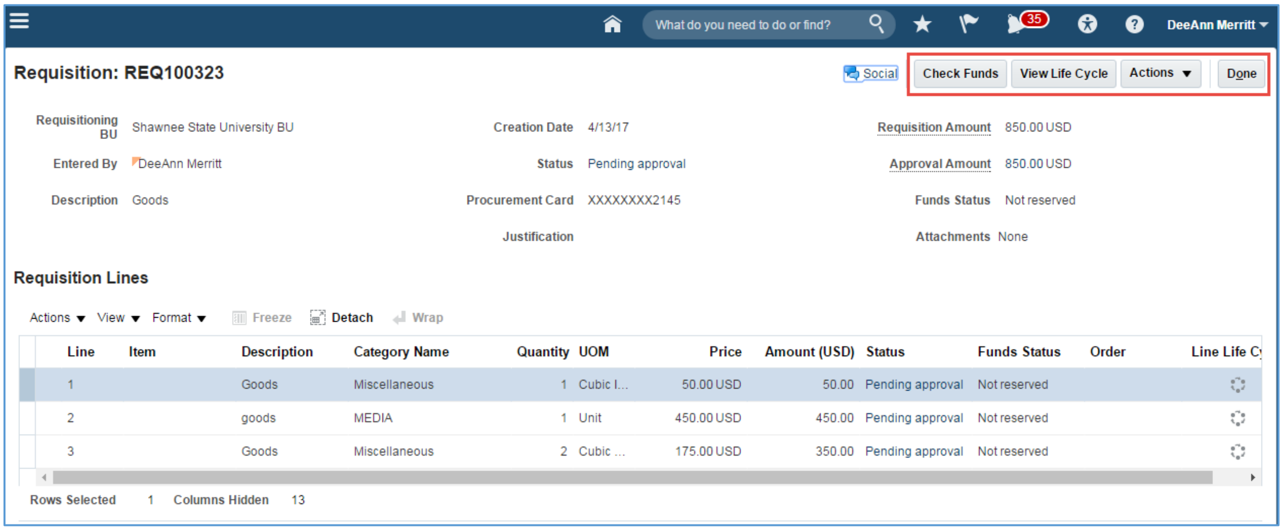
3. Click on the requisition number of the requisition REQ100323 to view more details.



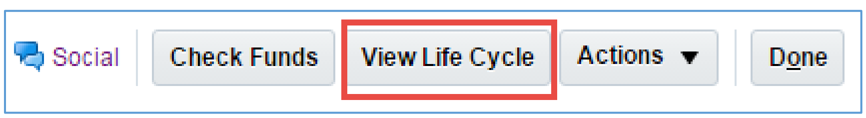
Note: Several action buttons appear in the upper right corner of the page. These are OPTIONAL to use.



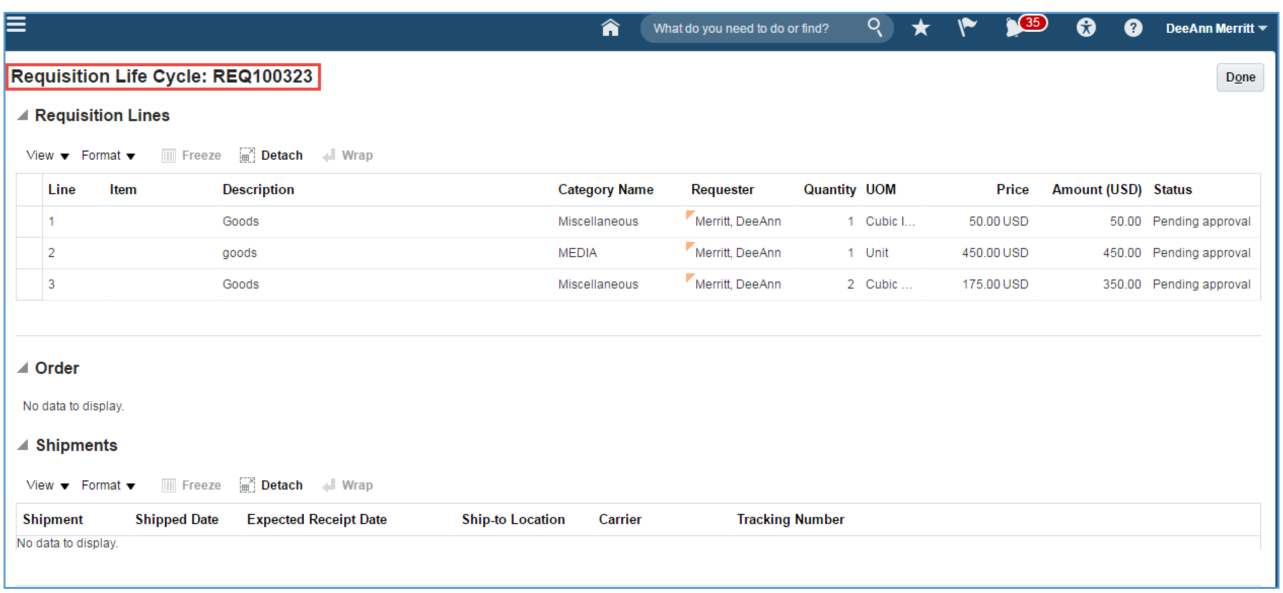
4. Click **Check Funds** to review available funds for this requisition.

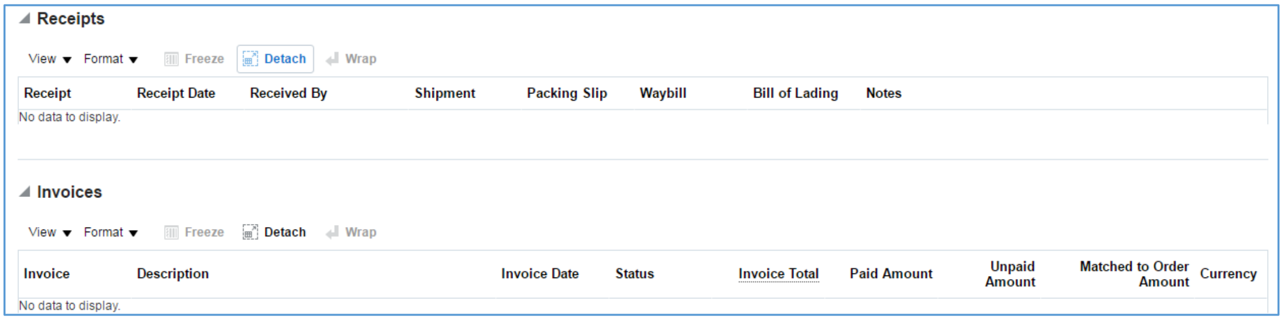


5. Click **View Life Cycle**.

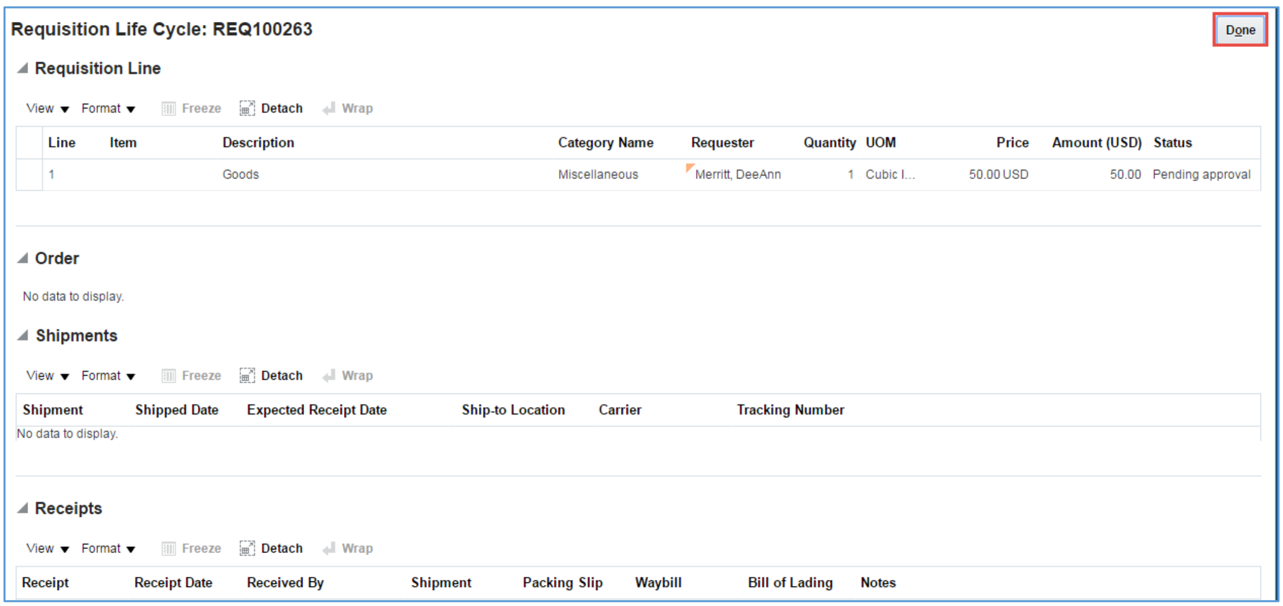


6. View the **Requisition Life Cycle** information page. Users can see Requisitions, Purchase Orders and Receipts associated with Requisitions.

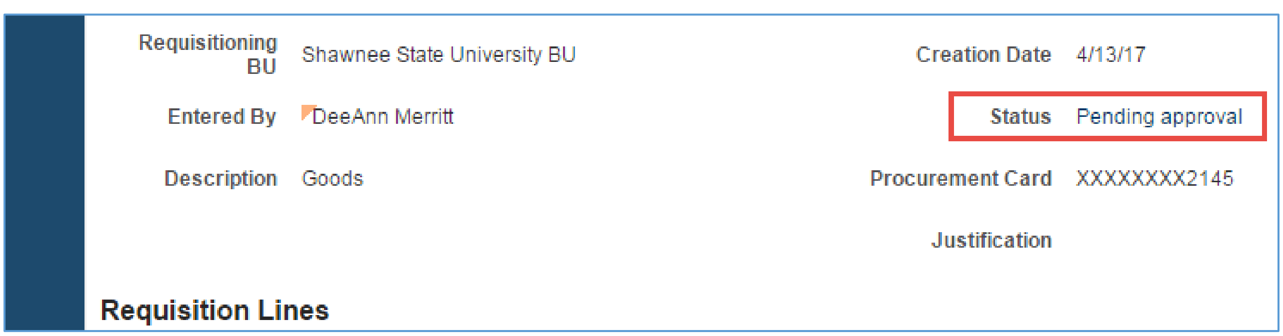




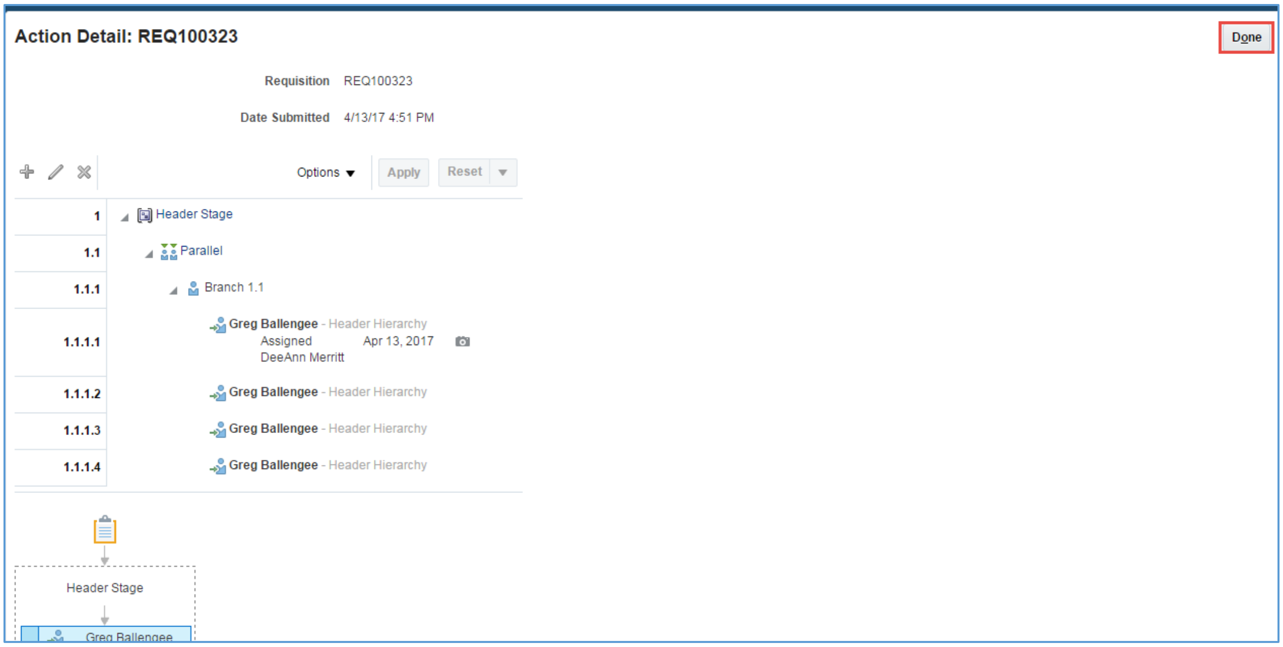
7. Click **Done** in the top right corner of the page when you have finished reviewing the requisition life cycle.



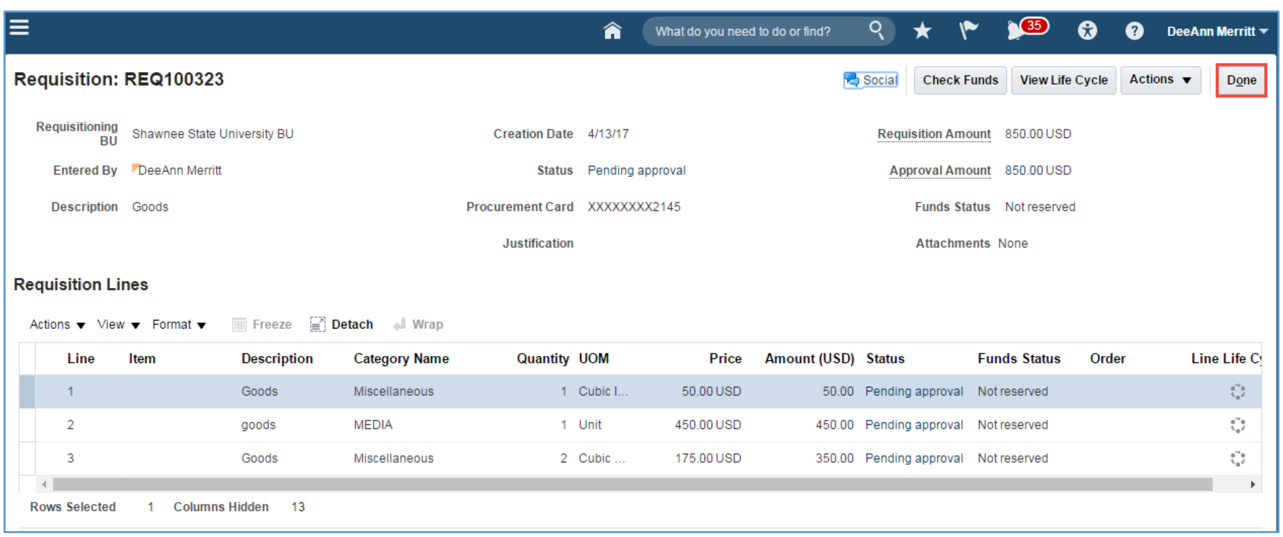
8. Click on the blue hyperlink next to **Status**, Pending approval to review the requisition's approval status.



9. Review the approval status. When finished, Click **Done** to exit the page.



10. Click **Done** to exit the requisition.



Final Notes

By following these steps, you have successfully viewed an existing requisition, its approval status, and other details about the requisition.