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.

![Purchase Requisition Icon](image-url)
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.

![Requisition Image]

5. Click **View Life Cycle**.

![View Life Cycle Image]

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.

![View a Requisition](image)

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

![Requisition Details](image)

**Final Notes**

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