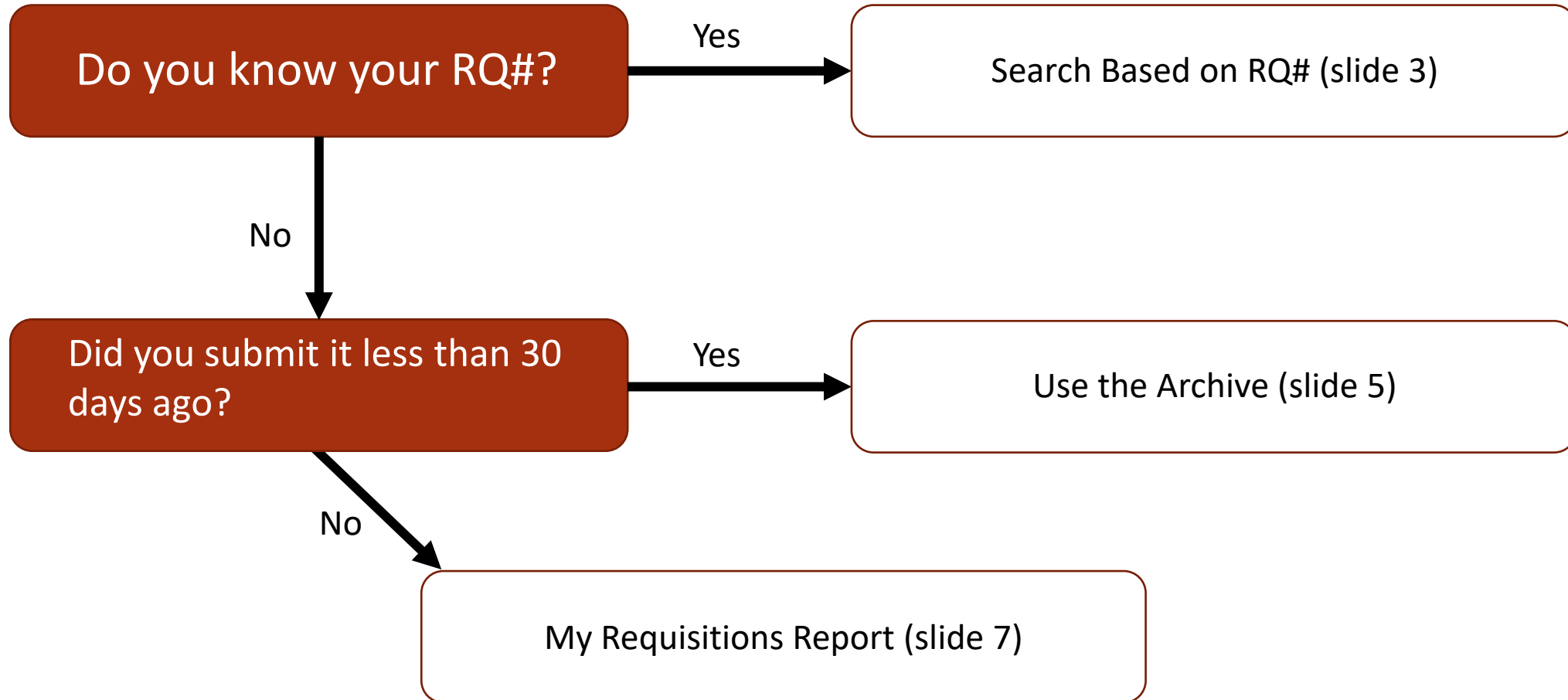


# How to Find and Edit a Requisition

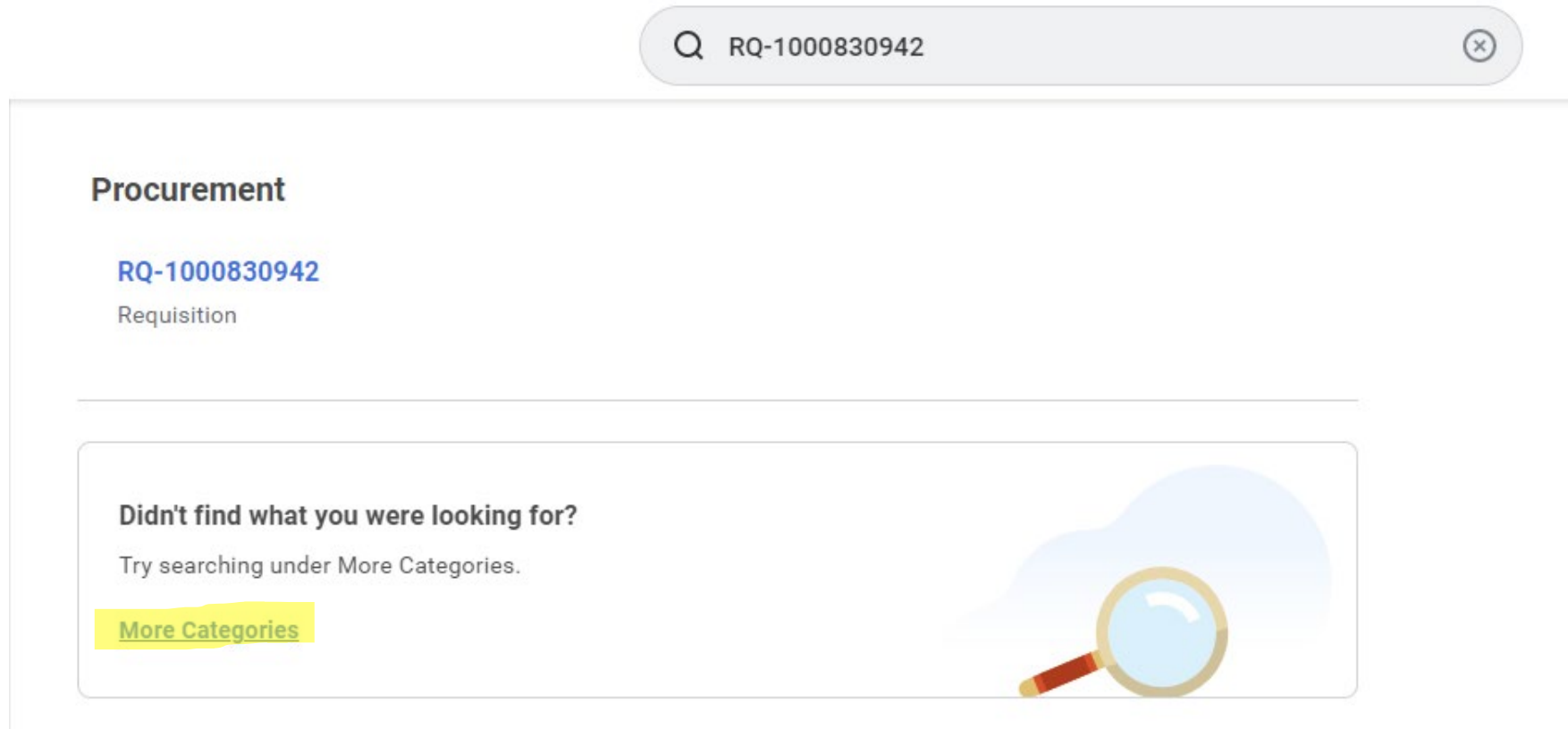
# Finding the Requisition

There are multiple ways to find a purchasing Requisition that you have submitted. You may need to just view it, or you be able to edit it if it is assigned to you in processing.



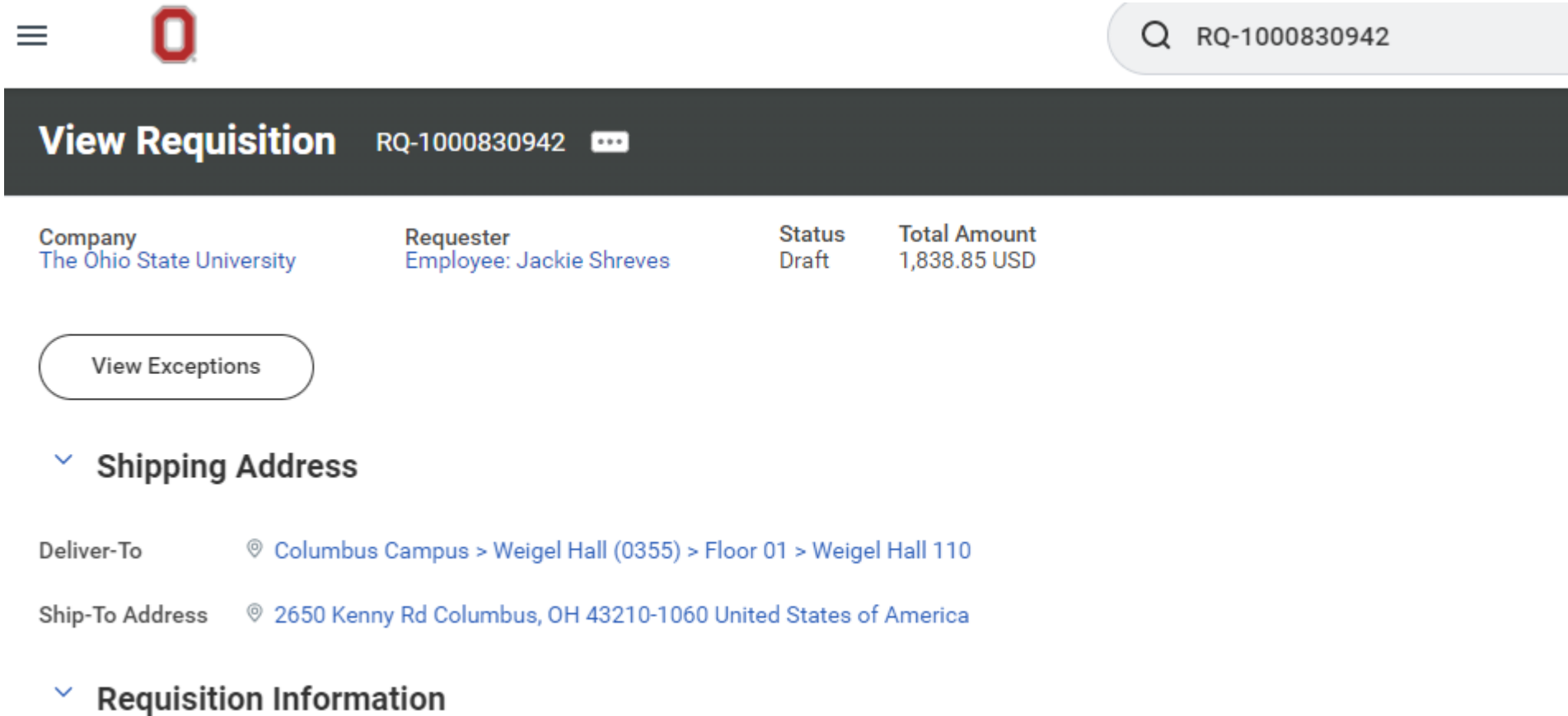
# Search Based on RQ#

In Workday, type your RQ# in the search box and hit enter. If you do not see a result, select the **More Categories** option. Your RQ number should show in a blue hyperlink. Click it to proceed.



The screenshot displays a search interface with a search bar at the top containing the text "RQ-1000830942". Below the search bar, the results are categorized under "Procurement". A single result is shown: "RQ-1000830942" in blue text, with "Requisition" below it. At the bottom of the results area, there is a message: "Didn't find what you were looking for? Try searching under More Categories." The text "More Categories" is highlighted in yellow. To the right of this message is an illustration of a magnifying glass over a light blue cloud.

Now you can view your Requisition. At the top, you will be able to confirm the **Total Amount** and the **Status**. **Draft** status indicates that it is awaiting submission (or re-submission) by you, **In Progress** indicates that it is moving through various approvers at the university, and **Successfully Completed** means it has been approved and is finished.



The screenshot shows a web interface for viewing a requisition. At the top left is a hamburger menu icon and the Ohio State University logo. At the top right is a search bar containing the requisition ID 'RQ-1000830942'. Below this is a dark header bar with the text 'View Requisition RQ-1000830942' and a three-dot menu icon. The main content area displays key details in a table-like format: Company (The Ohio State University), Requester (Employee: Jackie Shreves), Status (Draft), and Total Amount (1,838.85 USD). Below the table is a 'View Exceptions' button. The 'Shipping Address' section is expanded, showing 'Deliver-To' as 'Columbus Campus > Weigel Hall (0355) > Floor 01 > Weigel Hall 110' and 'Ship-To Address' as '2650 Kenny Rd Columbus, OH 43210-1060 United States of America'. The 'Requisition Information' section is also expanded.

Company	The Ohio State University	Requester	Employee: Jackie Shreves	Status	Draft	Total Amount	1,838.85 USD
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[View Exceptions](#)

Shipping Address

Deliver-To [Columbus Campus > Weigel Hall \(0355\) > Floor 01 > Weigel Hall 110](#)

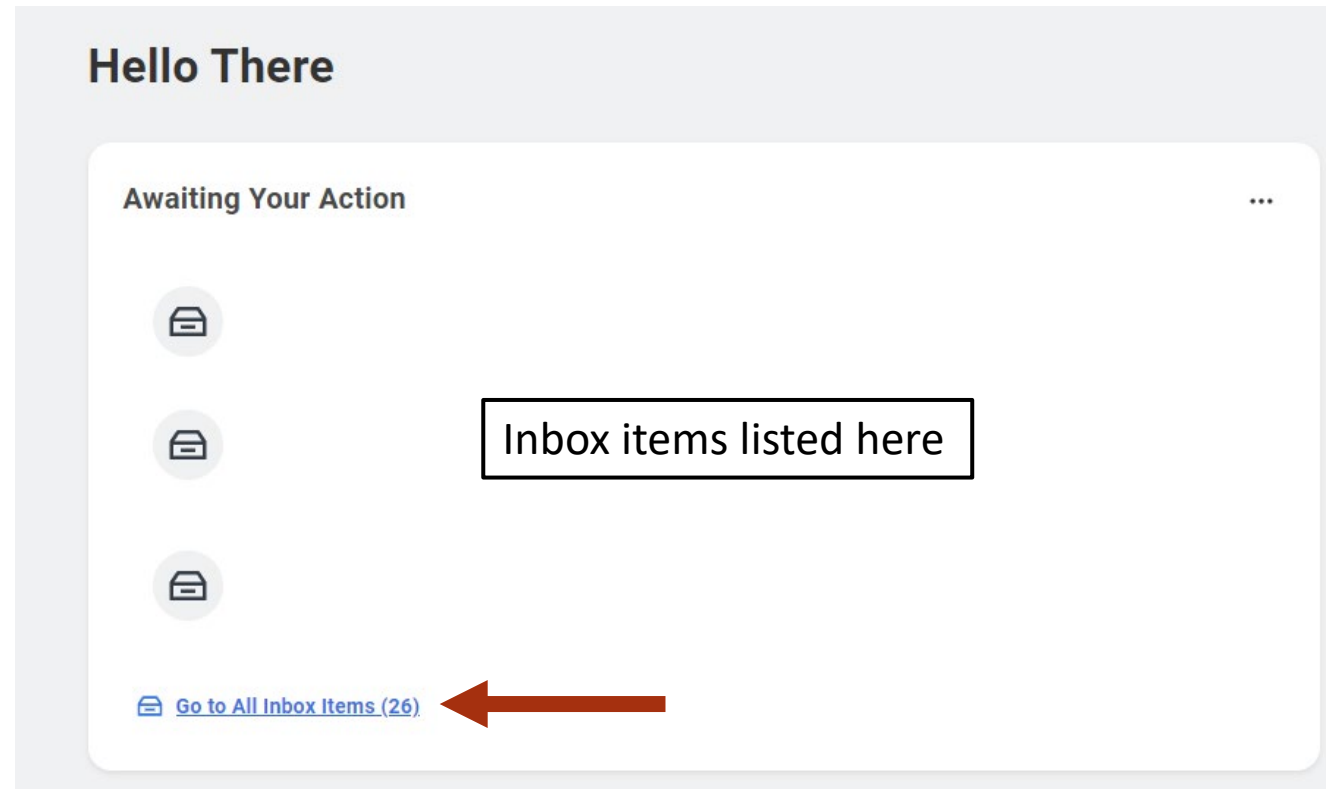
Ship-To Address [2650 Kenny Rd Columbus, OH 43210-1060 United States of America](#)

Requisition Information

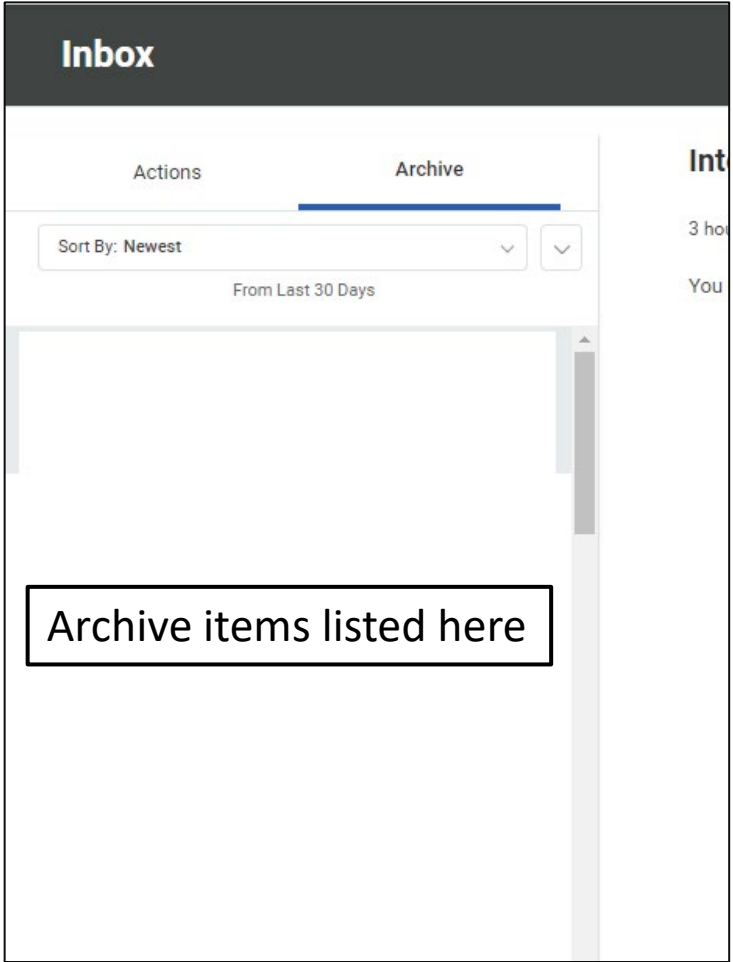
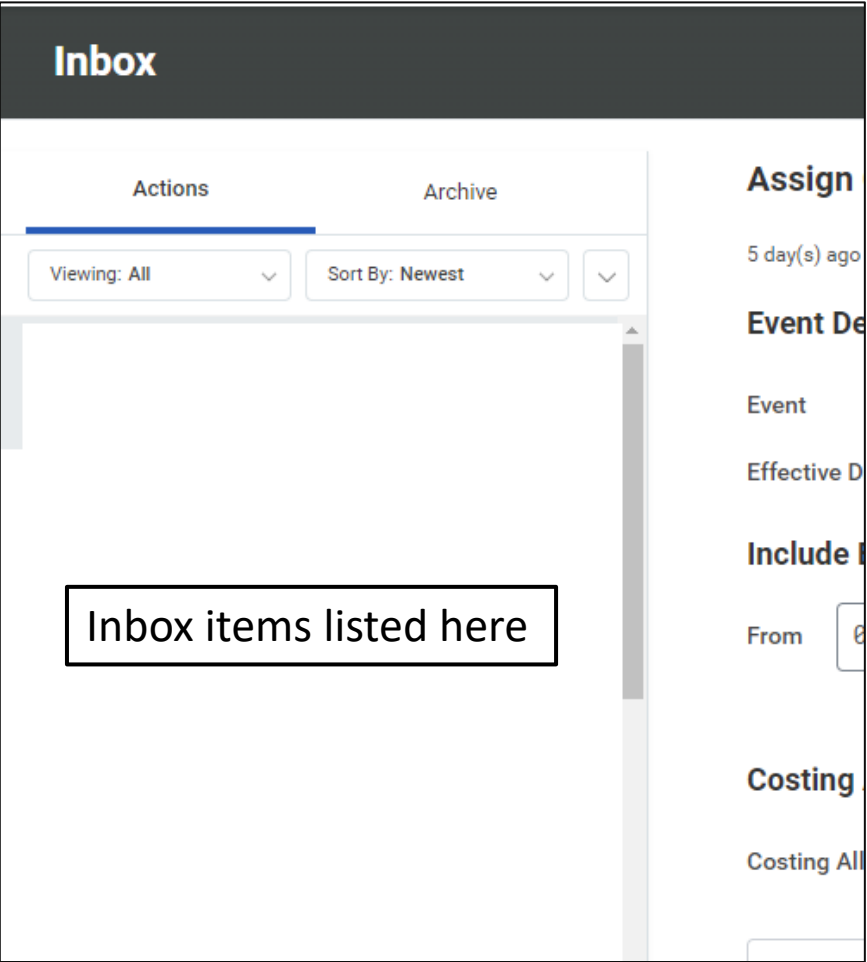
# Use the Archive

**Note:** This method may not work if you do not have inbox items. At the time of writing, this author has never had an empty inbox. If this does not work, proceed to My Requisitions Report on slide 7.

Log into Workday, where you will see the Awaiting Your Action box on your front page. Click **Go to All Inbox Items**.

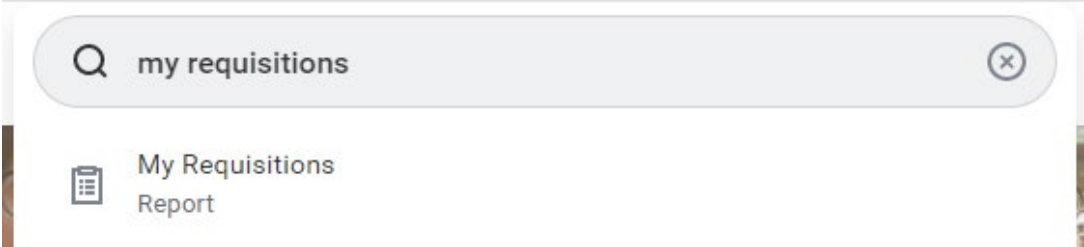


This will take you to your inbox page with a panel on the left-hand side, listing any active items. Clicking the Archive tab will show all actions done in the last 30 days and you can find a recent Requisition by looking through that column.



# My Requisitions Report

In Workday, type My Requisitions in the search box and click the report option that appears.



You will see a pop up box like on the right. You can add various filters to search for something, but it is not necessary. If you know the approximate date of when you submitted your requisition, you can search for a date range and it will return all results within that range.

Click **OK** to see your search results.

### My Requisitions

Company	<input type="text" value="X The Ohio State University ..."/>
Requisition	<input type="text"/>
Status	<input type="text"/>
Requisition Type	<input type="text"/>
Requesting Inventory Site	<input type="text"/>
Document Date On or After	<input type="text" value="07/31/2022"/>
Document Date On or Before	<input type="text" value="MM/DD/YYYY"/>
Supplier	<input type="text"/>
Spend Category	<input type="text"/>
Item	<input type="text"/>
Project	<input type="text"/>
Purchase Order	<input type="text"/>
Exclude Canceled	<input checked="" type="checkbox"/>
Exclude Closed	<input checked="" type="checkbox"/>
Include Job Requisitions	<input type="checkbox"/>

You will see a list of all results in that timeframe. It will also show the **Request Status**. **Draft** status indicates that it is awaiting submission (or re-submission) by you, **In Progress** indicates that it is moving through various approvers at the university, and **Successfully Completed** means it has been approved and is finished.

If you need to edit the RQ, you can select the **Edit Requisition** button on the right.

▼ Procurement Requisitions

6 items

Turn off the new tables view

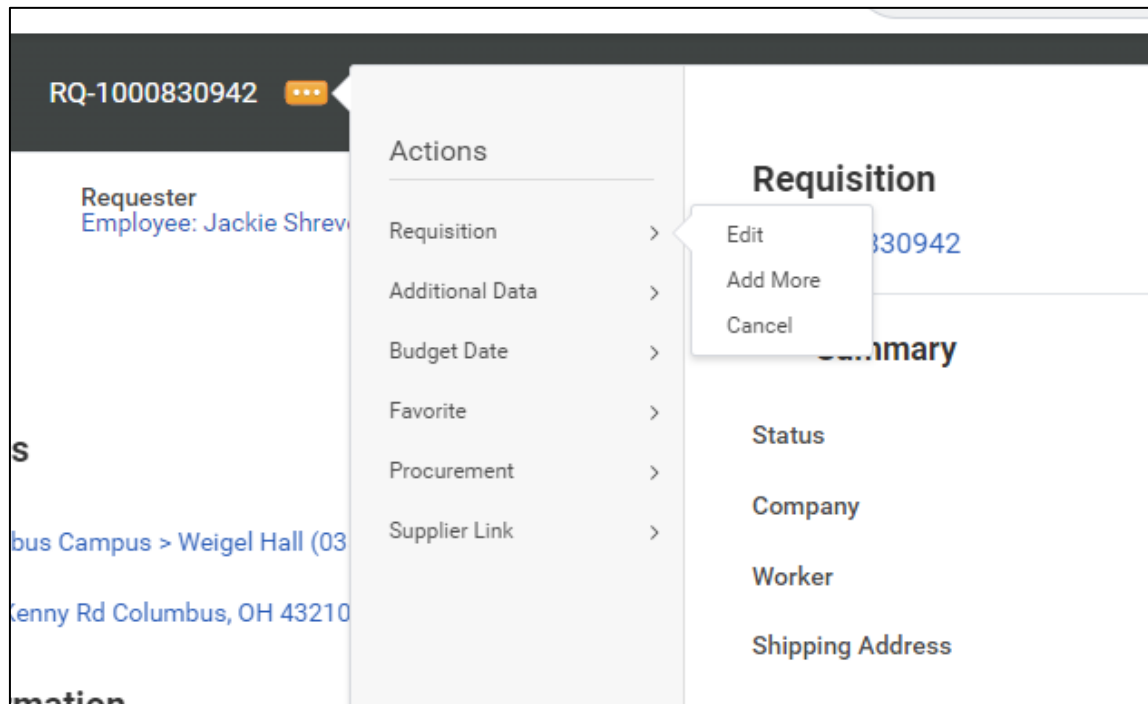


Requisition	Requisition Type	Requesting Inventory Site	Document Date	Total Amount	Currency	Suppliers	Purchase Orders	Request Status	Memo to Suppliers	Internal Memo	Edit Requisition
<a href="#">RQ-1000864816</a>	Change Order Request		08/29/2022	60.00	USD	<a href="#">DAVIS PIANO MOVING</a>		In Progress		Change order to increase RQ-1000803730. RQ-...more	<button>Edit Requisition</button>
<a href="#">RQ-1000845375</a>	Non-Catalog Request		08/17/2022	120.00	USD	<a href="#">DAVIS PIANO MOVING</a>	<a href="#">PO-1000870316</a>	Successfully Completed	Invoice: 43 ...more	Move of piano from room to room in Timashev bu...more	
<a href="#">RQ-1000842467</a>	After the Fact Purchase Order		08/16/2022	10,000.00	USD			In Progress		One musical composition to be used in the Tim...more	<button>Edit Requisition</button>
<a href="#">RQ-1000840607</a>	After the Fact Purchase Order		08/15/2022	2,300.00	USD	<a href="#">CAMPUSPARC LP</a>	<a href="#">PO-1000863141</a>	Successfully Completed	Invoice: 101405 ...more	Parking lot rental used for the Youth Summer M...more	



# Editing the Requisition

When you have pulled up the RQ page, select the three little dots at the top, then click **Requisition**, then **Edit** to edit.



If you scroll to the bottom of the RQ, you can see the Comments section. If a RQ is sent back to you for editing, they will leave a comment at the bottom regarding what needs changed. You can also leave comments.

