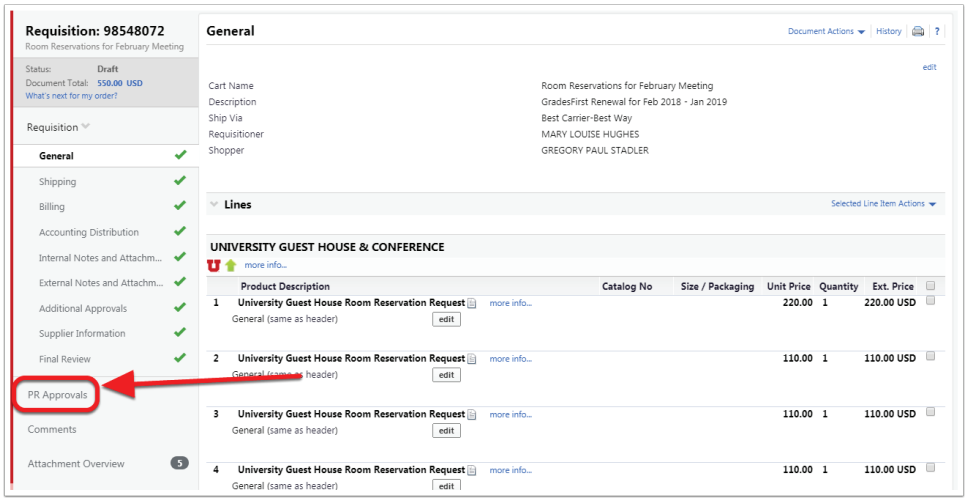
You may check the location and status of a requisition in UShop by looking at the electronic workflow.

I. PR Approvals tab

Click on the PR Approvals tab found on the left side of the Requisition page. (PR stands for Purchase Requisition.)

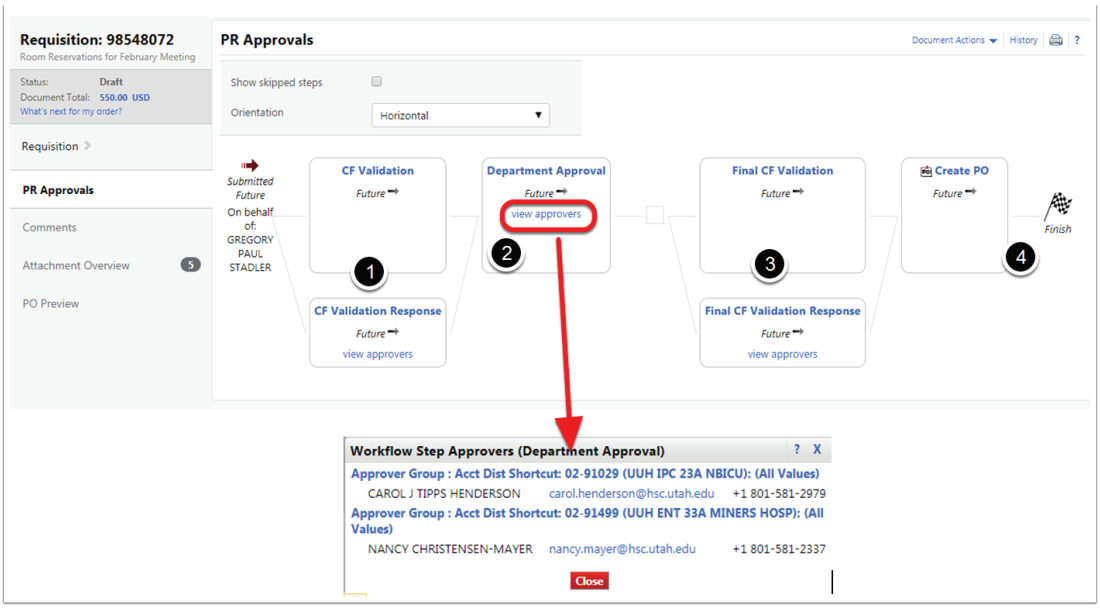


II. Requisition workflow

A. View Future Workflow

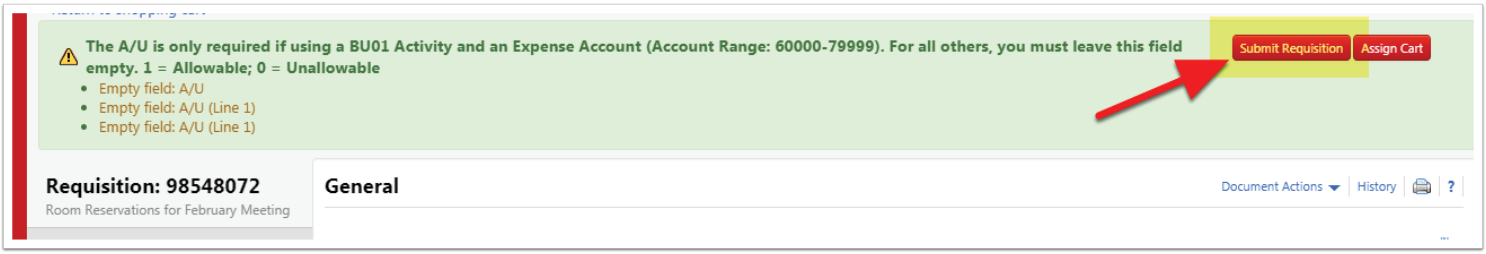
The image below is of an order before the requisition is submitted, so it shows the workflow that will occur.

1. CF Validation and CF Validation Response represent automated communication between UShop and PeopleSoft to assure that the accounting distribution used is active and valid.
2. Department Approval. For this step a message is sent to the person with Grant Financial Authority (GFA) on the ORG ID specified as the Acct Dist Shortcut. Department Approval must be obtained up front in UShop, before the order is placed. Click on the view approvers link to see the individual(s) with GFA who can approve this order. Note that each ORG ID listed will require an approval.
3. Final CF Validation and Final CF Validation Response represent a final communication between UShop and PeopleSoft.
4. Then the system creates the PO and the Requisition Workflow is complete.



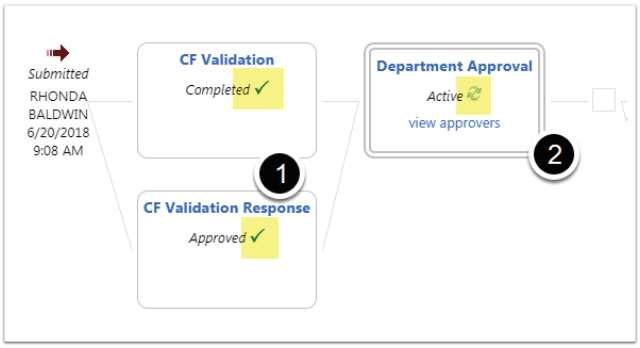
B. Submit Requisition

When you have completed all that needs to done to prepare your requisition, click on the button in the upper right hand corner of the screen, Submit Requisition. This will send your order into Requisition workflow.



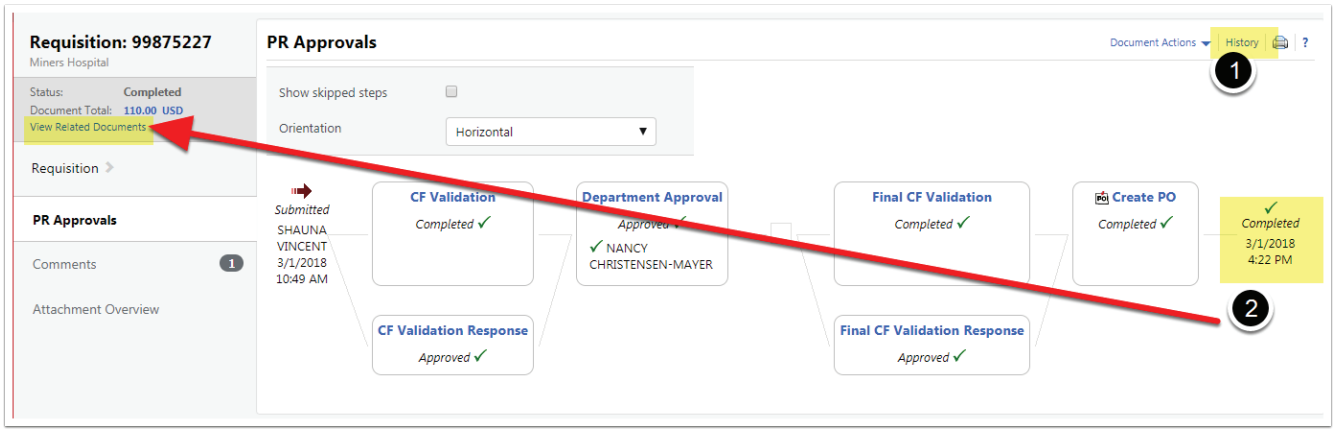
C. Requisition Workflow in process

1. After the requisition is submitted, a green check mark will appear in each step as it is completed.
2. If a step shows the Pending sign, you can click on the view approvers link to see who can approve the order.



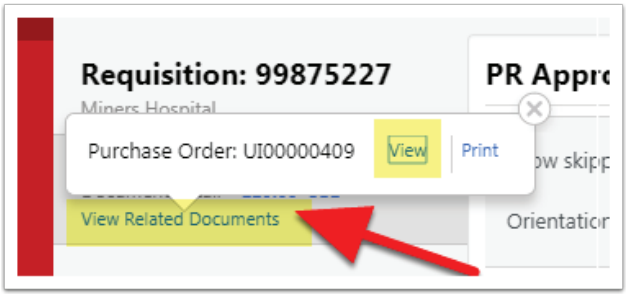
D. Requisition Workflow completed

1. If your Requisition does not complete or is returned to you, click on the History tab to learn why. If the system returns your requisition, there will be a messge explaining the problem.
2. When the Requisition workflow is complete, a Purchase Order (PO) will be created. The PO can be viewed by clicking the View Related Documents link in the upper left corner of the page.



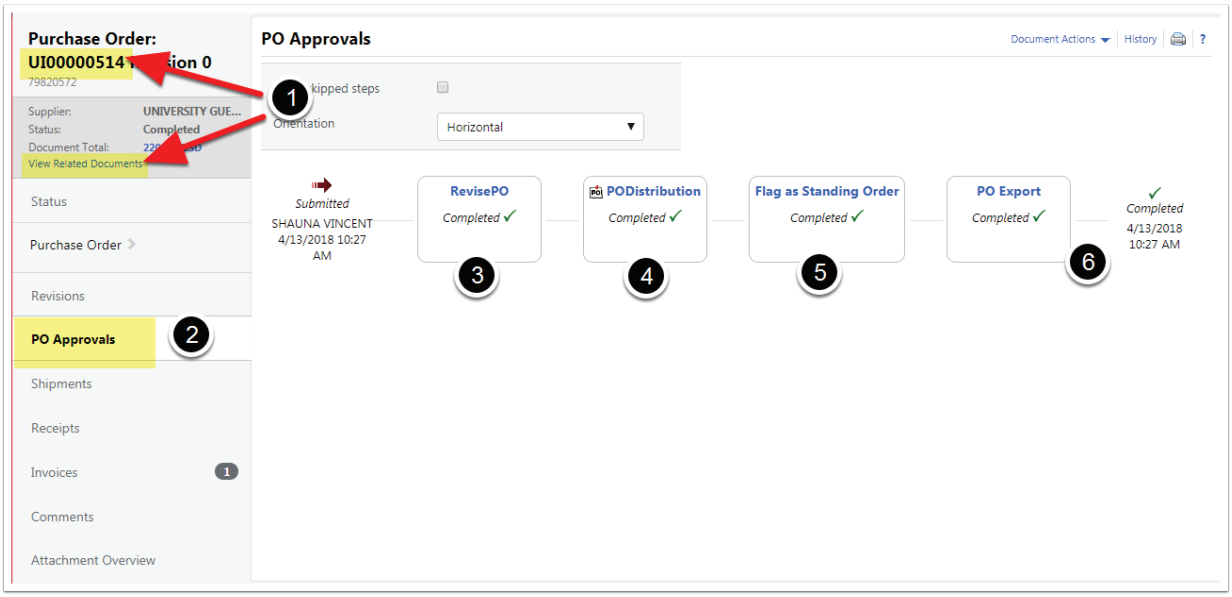
III. PO Workflow

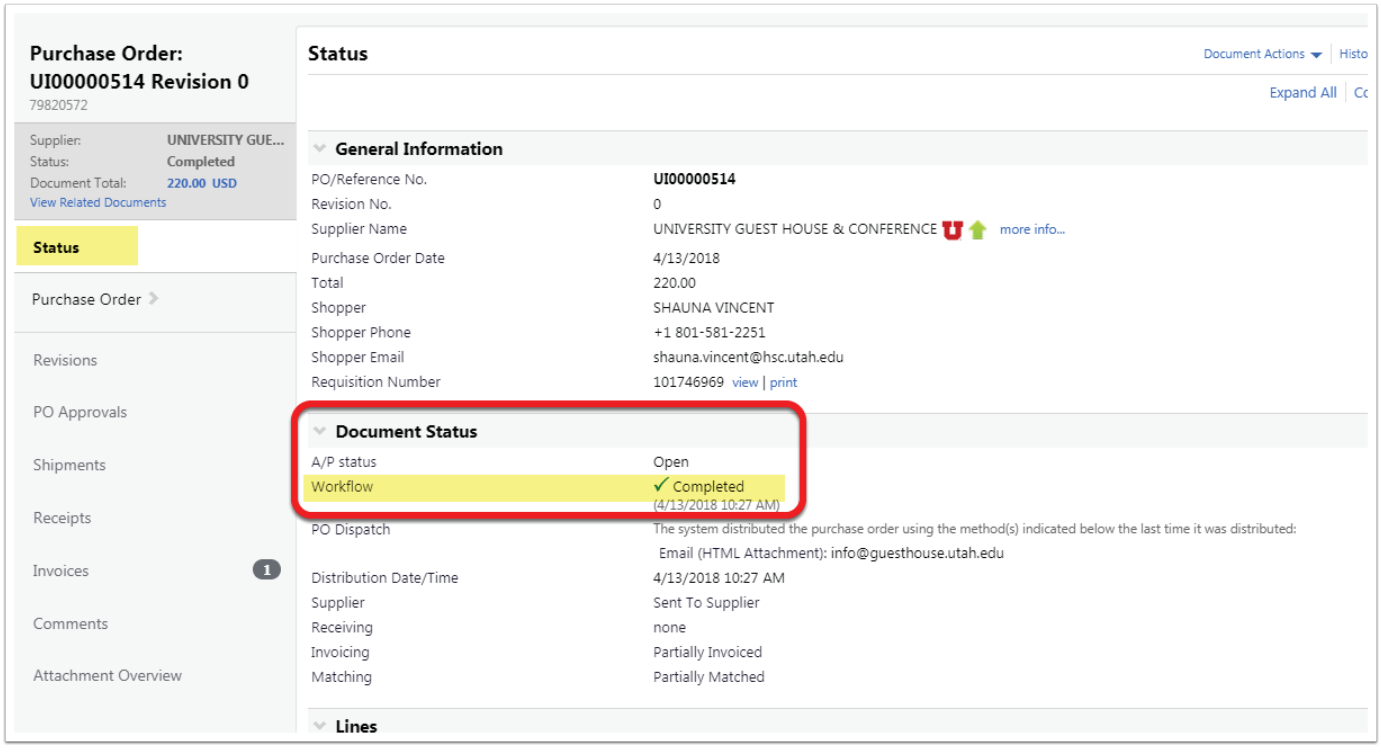
A. From the Requisition, click on View Related Documents to view the PO. As the PO number is displayed, click on View to open the PO.



B. View the PO Workflow

1. Once in the PO document you can see the PO number in the upper left hand corner of the page. Note that from the PO you also have a View Related Documents link, so you can move back and forth from the PO to the requisition very easily.
2. Click to open the PO Approvals tab and the PO workflow will display. Green checkmarks indicate a completed step. All steps in the PO workflow are automated.
3. Revise PO: the system creates the Purchase Order.
4. PO Distribution: the Purchase Order is distributed, or sent to the internal Supplier
5. Flag As Standing Order: a reference to the form used to place this order
6. PO Export: the PO was sent to People Soft, and the PO workflow is complete



C. PO Workflow Completed

Please note that when a PO is created, the PO workflow status is listed as "Completed". This does not indicate that the order is fulfilled or paid for, only that the PO has been created and sent to the internal supplier.