

Q: HOW CAN I FIND INFORMATION SUCH AS STATUS, DATE, ADDRESS, DOCUMENTS, ETC. ON A REQUISITION?

A: VIEW REQUISITION SCREEN

Finding Important Requisition Information

Basic information about a Requisition is viewable from the **View Requisition** screen.

View Requisition RQ-0000407708

Requesting Entity: UAMS | EMERGENCY MEDICINE 933932
 Company: University of Arkansas for Medical Sciences
 Requester: Erin Dillon
 Status: Successfully Completed
 Total Amount: 499.00 USD

Requisition Information

Request Date: 10/23/2024
 Currency: USD
 Requisition Type: Standard
 High Priority: No
 Sourcing Buyer: Michael Chapa
 Submitted by: Erin Dillon

More details about the requisition can be found if you scroll past the **Requisition Information** to view the goods/service line information.

Service Lines Attachments Balances Process History

Service Lines 1 item

Line	Image	Company	Item	Amount	Date
1		University of Arkansas for Medical Sciences	Item Description EB Medicine Renewal-Invoice #1810516 (Randy Maddox) Spend Category SC0111 Library Subscriptions/Publications Services	Requested 499.00 Ordered 499.00	Start Date 11/30/2024 End Date 11/30/2025

LINE INFORMATION

At the line, scroll right to view all the information available to you.

Some of the line information includes:

- Business Documents (receipt/receipt adjustment, invoice/invoice adjustment)
- Deliver To
- Ship To
- Description (of purchased item)
- Cost Center
- Purchase Order # and link to view PO

ATTACHMENTS

- Click on the Attachments tab to view attachment that were submitted with the Requisition.

The screenshot shows a navigation bar with tabs: Service Lines, Attachments (circled in red), Balances, and Process History. Below the tabs, the 'Attachments' section displays a PDF icon and the filename 'Maddox_EBMedicine Renewal_Invoice.pdf' with 'Uploaded by Erin Dillon'. A green arrow points to this attachment. Below the filename, there are three rows of metadata: 'Attachment Category' is 'Invoice/Bill', 'External' is 'No', and 'Comment' is 'EB Medicine-Randy Maddox-INVOICE (CME FUNDS)'.

APPROVAL STATUS

Click on the Process History tab to view/check on approvals after submitting a requisition.

The screenshot shows a navigation bar with tabs: Service Lines, Attachments, Balances, and Process History (circled in red). Below the tabs, the 'Process History' section shows a table with 26 items. The table has columns: Process, Step, Status, Completed On, Due Date, and Person (Up to 5). Green arrows point to specific rows: 'Approval by Business Asset Tracking Specialist' (Status: Not Required), 'Approval by UAMS Cost Center Requisition Approver Level 1' (Status: Approved), and 'Review Requisition' (Status: Approved).

Process	Step	Status	Completed On	Due Date	Person (Up to 5)
Requisition Event	Requisition Event	Step Completed	10/23/2024 03:58:36 PM	10/30/2024	Erin Dillon
Requisition Event	Approval by Business Asset Tracking Specialist	Not Required		10/30/2024	
Requisition Event	Approval by UAMS Cost Center Requisition Approver Level 1	Approved	10/23/2024 06:55:59 PM	10/25/2024	Shannon Hughen Giger (UAMS Cost Center Requisition Approver Level 1)
Requisition Event	Review Requisition	Approved	10/29/2024 08:15:27 AM	10/25/2024	Michael Chapa (Requisition Sourcing Buyer)

- **Status = Approved** means that approval is complete.
- **Status = In Progress** means the Requisition is currently waiting on the approval of the person indicated on that row.
- **Status = Not Required** means no action is necessary.