

Look Up Previous Purchase Requisitions

1. Materials>Procurement Planning>Proc Planning Reports/Inquiries>View Purchase Requisition Status
2. In Requisitioner cell, choose from Drop Down or if you know your Employee Number type it in and select.

The screenshot shows the SAP 'View Purchase Requisition Status' dialog. A red arrow points to the 'Requisitioner' field. A pop-up window titled 'Use Query to Refine/Sort Your Search' is open, displaying a list of employees with columns for Employee Name, Preferred Name, Employee ID, and Status. The employee 'Schwartz, Cory' with Employee ID 0157 and Status ACT is highlighted.

Employee Name	Preferred Name	Employee ID	Status
Rasmussen, Lars	Lars	0051	IN
Retallack, Diane	Diane	0025	ACT
Rizzo, John		0108	IN
Roefeldt, Chris		0110	IN
Roxas, Giovanni	Gio	0155	ACT
Sabath, Ivan		0089	ACT
Salmon, Timothy S	Tim	0061	ACT
Sandoval, Steven	Steve	0102	IN
Sarno, Kristi		0042	ACT
Schimmelpennink, Eef	Eef	0129	ACT
Schlunegger, Kyle		0103	IN
Schneider, Jane C	Carrie	0045	ACT
Schomer, Clarissa		0132	ACT
Schwartz, Cory		0157	ACT
Scranton, Shawn	Shawn	0145	ACT

3. Execute button to bring up your PR History

The screenshot shows the same SAP 'View Purchase Requisition Status' dialog. A red arrow points to the 'Execute' button in the toolbar. The 'Requisitioner' field now contains the employee ID '0157'. The 'Select Requisition Status' section has checkboxes for Pending, Rejected, PO Generated, In Approval, Closed, and Void, all of which are checked. The main table area is currently empty.

Requisition	Req Rev	Subcontractor Agreement	Status	Requisition Date	Requisitioner	Requisitioner Name
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- All Purchase Requests under your ID will appear. Choose the one you want to view and Choose Req Lines at the bottom of the screen.

Requisition: []
 Requisitioner: 0157 Schwartz, Cory
 Requisitioner Org: []
 Project: []
 Project Selection Criteria: Begins With

Select Requisition Status
 Pending Rejected PO Generated
 In Approval Closed Void
 Approved

Requisition	Req Rev	Subcontractor Agreement	Status	Requisition Date	Requisitioner	Requisitioner Name	Requisitioner Org	Organization Name	Trans Currency	Est Total Amt
PR-0011100	0	<input type="checkbox"/>	Pending	03/20/2019	0157	Schwartz, Cory	01.100.0002	Upstream/MoBio	USD	408.37
PR-0011101	0	<input type="checkbox"/>	PO Generated	03/20/2019	0157	Schwartz, Cory	01.100.0002	Upstream/MoBio	USD	499.96
PR-0011144	1	<input type="checkbox"/>	PO Generated	04/02/2019	0157	Schwartz, Cory	01.100.0002	Upstream/MoBio	USD	1,137.04
PR-0011145	1	<input type="checkbox"/>	PO Generated	04/02/2019	0157	Schwartz, Cory	01.100.0002	Upstream/MoBio	USD	944.91
PR-0011219	0	<input type="checkbox"/>	PO Generated	04/17/2019	0157	Schwartz, Cory	01.100.0002	Upstream/MoBio	USD	737.59
PR-0011245	0	<input type="checkbox"/>	PO Generated	04/24/2019	0157	Schwartz, Cory	01.100.0002	Upstream/MoBio	USD	1,741.24

Header SOW Req Hdr Text Req Hdr Approval Hdr Documents **Req Lines** RFQs Link SCI/SAP Security Codes

- The PR information will show up in a pop-up in Table View. It might be easier to toggle to Form View as shown on the last screen shot.

Requisition: []
 Requisitioner: 0157 Schwartz, Cory
 Requisitioner Org: []
 Project: []
 Project Selection Criteria: []

Select Requisition Status
 Pending Rejected PO Generated
 In Approval Closed Void

Req Lines
 Requisition: PR-0011100 Status: Pending Trans Currency: USD Approval Process: ANLTCBIO

Req Line	Line Status	Type	Item	Item Rev	Description	Misc Type	Requested Date	Requisitioned Qty	Generated Qty	Req U/M
1	P	G	G-CHEMICALS		P. fluorescens DNA concentrate, 10 ug/mL		03/20/2019	1	0	ML

Line SOW Resources Serial/Lot PO Lines Ref Quotes Req Ln Approvl Req Ln Accts Req Ln Charges Req Ln Text Line Documents Link SCI/SAP Security Codes Delivery Schedule

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Requisition: Requisitioner: 0157 Schwartz, Cory

Requisitioner: Project: Project Sele:

Select Requisition Status

Pending Rejected PO Generated
 In Approval Closed Void

Req Lines 1 of 1 Existing Table Query

Requisition: PR-0011100 Status: Pending Trans Currency: USD Approval Process: ANLTCBIO

Req Line: 1 Type: G Line Status: P Resource Exists Delivery Schedule Exists

Item Info Cost Info Other Info Notes Security Requirements

Item: G-CHEMICALS Rev: Misc Type:

Description: P fluorescens DNA concentrate, 10 ug/mL, 1 mL. Item# D458

Requested Date: 03/20/2019 Warehouse: Req U/M: ML

Requisitioned Qty: 1 Manufacturer Part: Rev:

Generated Qty: 0 Vendor Part: Rev:

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Ok

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