

## Requisition Status Definitions

When using the Manage Requisitions page, each requisition will have a status. The definition for each status is below:

**Open** – Requisition has been entered and saved, but it has not yet been submitted for approval.

**Pending** – Requisition has been submitted and is awaiting approval.

**Approved** – Requisition is approved and can become a PO.

**Denied** – Requisition was denied in the approval process.

**Canceled** – Requisition was canceled.

**PO Created** – PO has been created for the requisition.

**PO Dispatched** – PO has been sent to the vendor.

**PO Canceled** – PO was created but canceled.

**Received** – PO has been sent to the vendor and the goods have been partially or fully received.

**Complete** – PO was created, goods have been received and the vendor has been paid.