

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.