



My Request



My Request											
	<p>My Request tile:</p> <ul style="list-style-type: none"> % Use to check status of different request types % Click on the My Request tile % Request Period (filter based on predefined period) % Status (Open, Closed, All) % Cancel Requisition Item % Reorder % Finding Requisition No.: Click on the “information or I” icon and go to header details. <table border="1" data-bbox="1541 858 2123 1264"> <thead> <tr> <th>Requisition Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>New</td> <td>Requisition submitted</td> </tr> <tr> <td>Pending Approval</td> <td>Requisition submitted, requires safety or cost centre approval</td> </tr> <tr> <td>Sent to purchasing</td> <td>Requisition has been sent for processing within the finance system</td> </tr> <tr> <td>Ordered</td> <td>Requisition has been processed into Purchase Order and dispatched to the supplier</td> </tr> </tbody> </table>	Requisition Status	Details	New	Requisition submitted	Pending Approval	Requisition submitted, requires safety or cost centre approval	Sent to purchasing	Requisition has been sent for processing within the finance system	Ordered	Requisition has been processed into Purchase Order and dispatched to the supplier
Requisition Status	Details										
New	Requisition submitted										
Pending Approval	Requisition submitted, requires safety or cost centre approval										
Sent to purchasing	Requisition has been sent for processing within the finance system										
Ordered	Requisition has been processed into Purchase Order and dispatched to the supplier										