

Updated: 05/01/2017

General Information

Task	Process Information
<p>How to Find the Buyer Assigned to your Requisition (after the PO has been issued by DPCGA)</p> <p>Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.</p>	<p>When a requisition is created, the buyer is not immediately assigned. A requisition will have a buyer assigned if/when:</p> <ul style="list-style-type: none"> • The requisition is fully approved and • A contract and/or purchase order is created by Purchasing (DPCGA). <p>If the requisition is never approved, or is cancelled, a buyer is not assigned.</p>



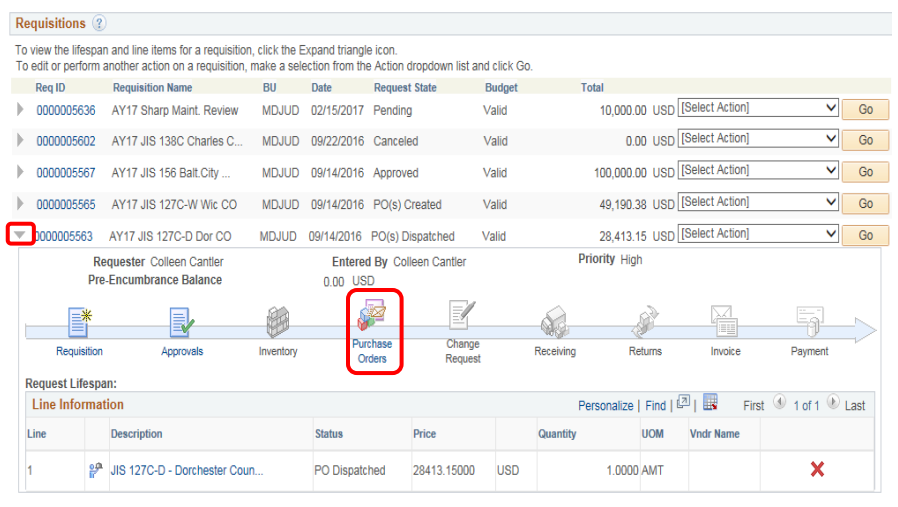
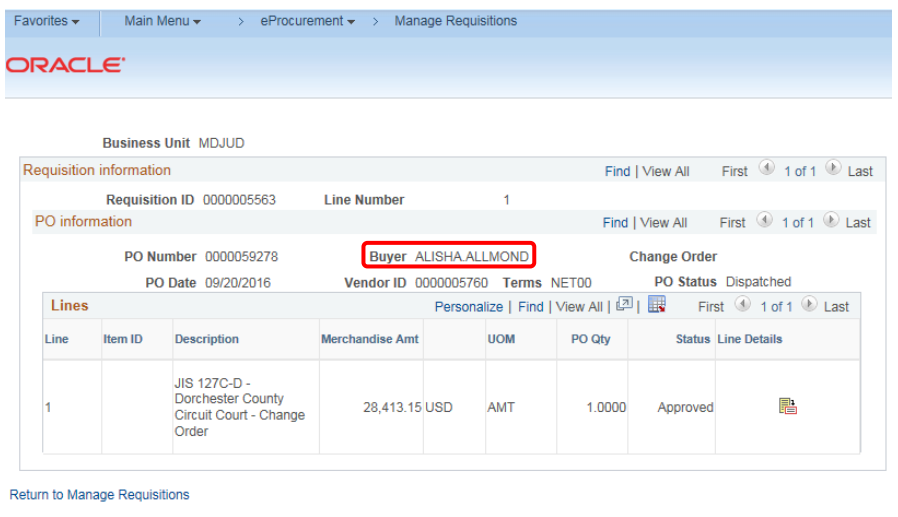
GEARS Navigation

Main Menu > eProcurement > Manage Requisitions	
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1.0 Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	<p>Enter desired search criteria such as:</p> <ul style="list-style-type: none"> • Business Unit -- MDJUD • Requisition ID • Request Status -- PO(s) Created, PO(s) Dispatched, PO(s) Canceled, Received • Date From/To • Requester <p>Then click the button.</p>	<p>The screenshot shows the 'Manage Requisitions' search page. It includes a search form with fields for Business Unit (MDJUD), Requisition Name, Requisition ID, Date From, Date To (02/16/2017), Requester (COLLEEN.CANTLEF), Request State (All but Complete), Budget Status, and PO ID. Below the search form is a table of requisitions with columns for Req ID, Requisition Name, BU, Date, Request State, Budget, and Total. The table lists several requisitions with their respective details and 'Go' buttons for each.</p>

<p>2.</p> <ul style="list-style-type: none"> Click the  Expand button to view the Requisition Lifespan. Then click on the  link. 	 <p>The screenshot shows a list of requisitions. The requisition with ID 000005563 is selected. Below the list, a workflow diagram shows steps: Requisition, Approvals, Inventory, Purchase Orders (highlighted with a red box), Change Request, Receiving, Returns, Invoice, and Payment. Below the workflow is a 'Line Information' table:</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Description</th> <th>Status</th> <th>Price</th> <th>Quantity</th> <th>UOM</th> <th>Vndr Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>JIS 127C-D - Dorchester Coun...</td> <td>PO Dispatched</td> <td>28413.15000 USD</td> <td>1.0000</td> <td>AMT</td> <td></td> </tr> </tbody> </table>	Line	Description	Status	Price	Quantity	UOM	Vndr Name	1	JIS 127C-D - Dorchester Coun...	PO Dispatched	28413.15000 USD	1.0000	AMT			
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<p>3.</p> <p>On the next page, view the Buyer's Name associated with the PO/Requisition.</p>	 <p>The screenshot shows the 'PO information' section of the Oracle system. The 'Buyer' field is highlighted with a red box and contains the name 'ALISHA.ALLMOND'. Below this is a 'Lines' table:</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Item ID</th> <th>Description</th> <th>Merchandise Amt</th> <th>UOM</th> <th>PO Qty</th> <th>Status</th> <th>Line Details</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>JIS 127C-D - Dorchester County Circuit Court - Change Order</td> <td>28,413.15 USD</td> <td>AMT</td> <td>1.0000</td> <td>Approved</td> <td></td> </tr> </tbody> </table>	Line	Item ID	Description	Merchandise Amt	UOM	PO Qty	Status	Line Details	1		JIS 127C-D - Dorchester County Circuit Court - Change Order	28,413.15 USD	AMT	1.0000	Approved	
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