MARYLAND JUDICIARY

GEARS
General Enterprise And Resource Support

Quick Reference Tip Sheet

Updated: 05/01/2017

General Information

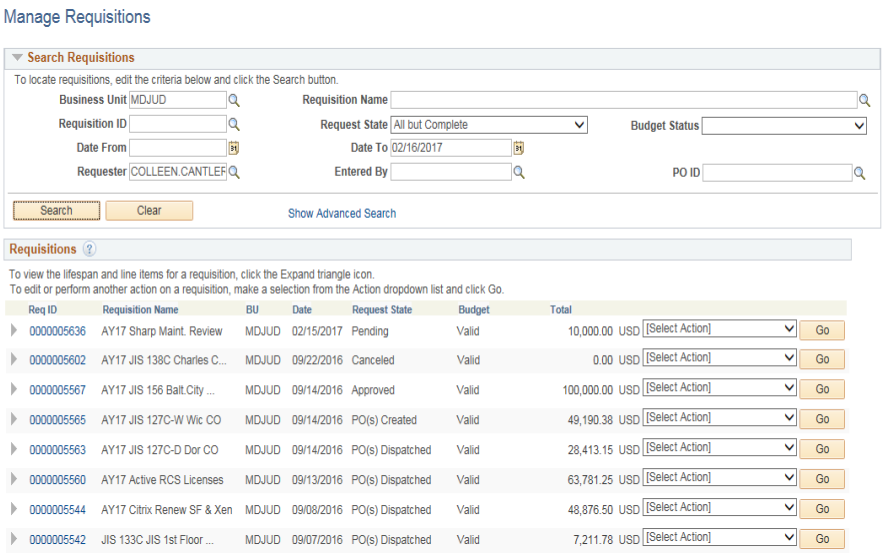
Task	Process Information
How to Find the Buyer Assigned to your Requisition **(after the PO has been issued by DPCGA)** **Note:** If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.	When a requisition is created, the buyer is not immediately assigned. A requisition will have a buyer assigned if/when: • The requisition is fully approved and • A contract and/or purchase order is created by Purchasing (DPCGA). If the requisition is never approved, or is cancelled, a buyer is not assigned.

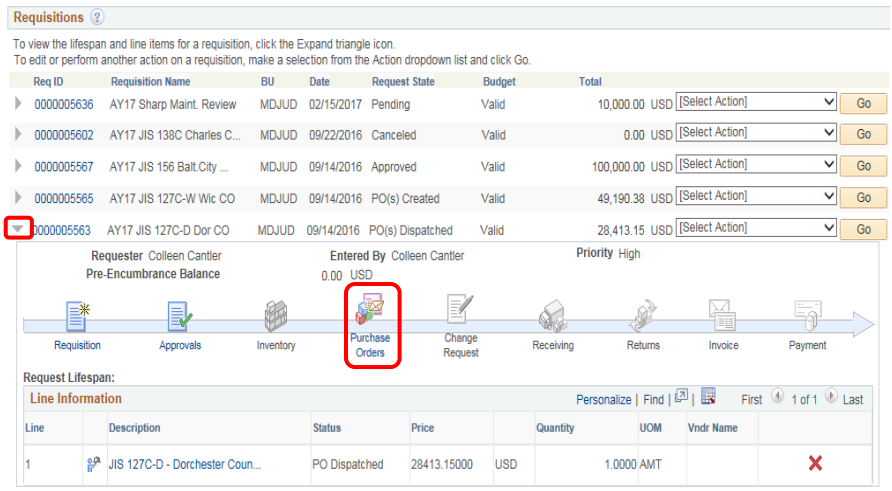
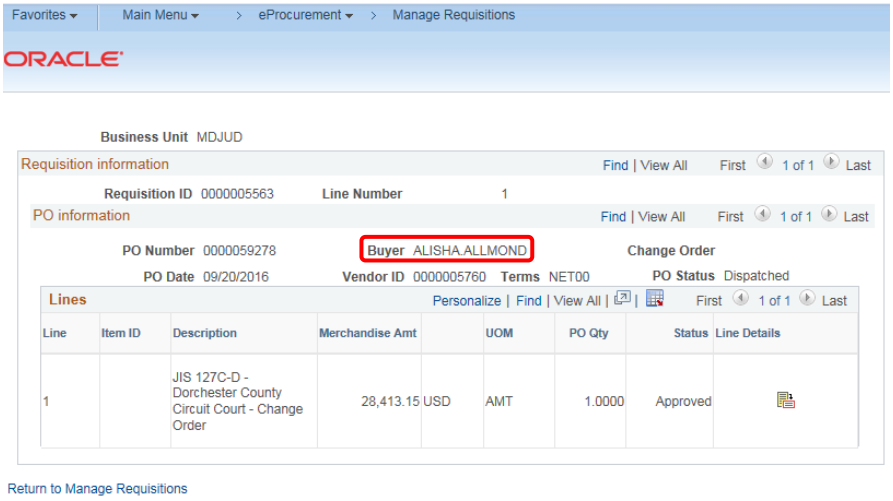
GEARS Navigation

Main Menu > eProcurement > Manage Requisitions	Favorites ▾ Main Menu ▾ 〉 eProcurement ▾ 〉 Manage Requisitions

1.0 Process

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

STEP	ACTION	DETAILS
1.	**Enter desired search criteria such as:** • **Business Unit** -- MDJUD • **Requisition ID** • **Request Status** -- PO(s) Created, PO(s) Dispatched, PO(s) Canceled, Received • **Date From/To** • **Requester** **Then click the** Search **button.**	

2.	• **Click the ▸ Expand button to view the Requisition Lifespan.** • **Then click on the Purchase Orders link.**	
3.	**On the next page, view the Buyer's Name associated with the PO/Requisition.**	

End of Document