MARYLAND JUDICIARY

GEARS
General Enterprise And Resource Support

Quick Reference Tip Sheet

General Information

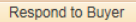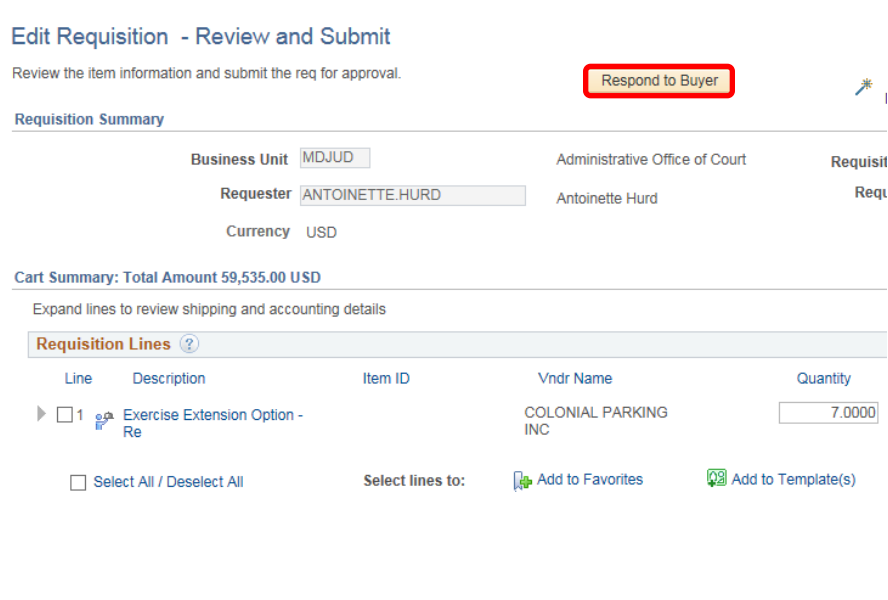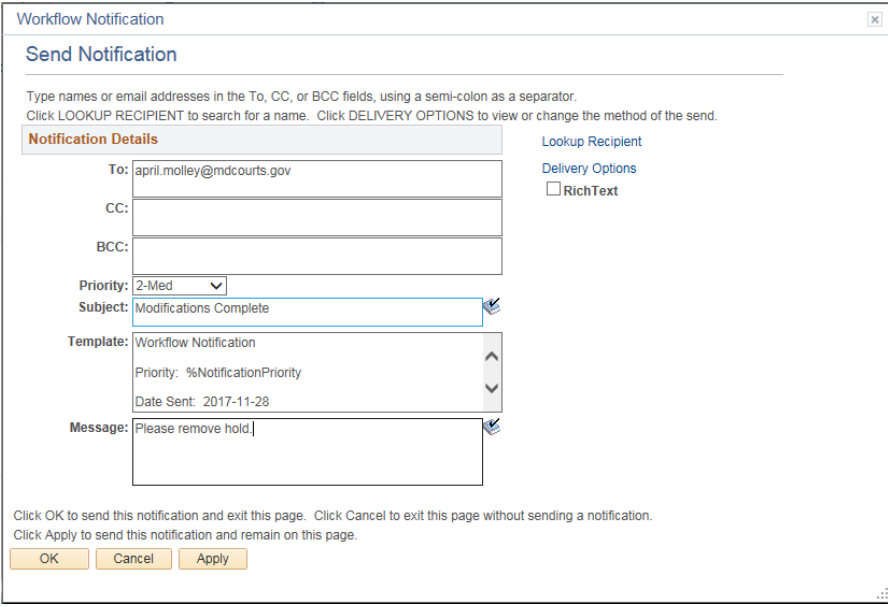| Task	Process Information
Req. Pushback – Requester **Note:** If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.	The objective of this customized functionality is to provide users (Buyers and Requestors) of the Procurement system, the ability to collaboratively correct a Requisition. **Note:** Use this tip sheet only if you received an email from the Buyer assigned to your Requisition requesting a correction.

GEARS Navigation
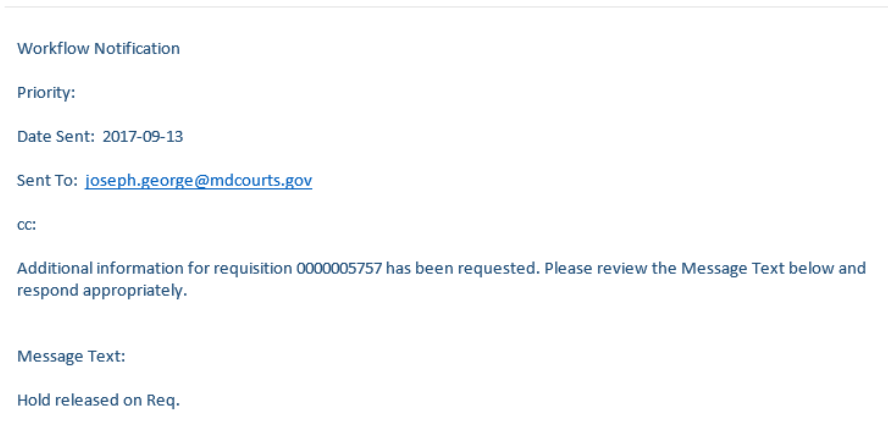
eProcurement > Manage Requisitions	Favorites ▾ Main Menu ▾ > eProcurement ▾ > Manage Requisitions

Process

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

STEP	ACTION	DETAILS
1.	If you receive an email similar to the one seen on the right requesting a modification to your Requisition, please follow the steps below to complete the modification. **Please note:** Your requisition is currently placed on hold.	Workflow Notification Priority: 1-High Date Sent: 2017-09-13 Sent To: joseph.george@mdcourts.gov cc: Additional information for requisition 0000005757 has been requested. Please review the Message Text below and respond appropriately. Message Text: Please correct Req. quantity.
2.	Enter your Requisition ID and then click Search.	**Manage Requisitions** ▾ Search Requisitions To locate requisitions, edit the criteria below and click the Search button. Business Unit MDJUD Requisition Name Requisition ID 0000007598 Request State All but Complete Date From Date To 11/28/2017 Requester ANTOINETTE.HURD Entered By Search Clear Show Advanced Search

3.	Choose **Edit** from the dropdown menu and click Go .	
4.	You'll receive this message as your Requisition is Approved, click OK to continue.	**Message** This requisition is approved. Editing this requisition may restart the approval process. (18036,6249) Click OK to continue, or click Cancel to go back. OK Cancel
5.	Once you complete making the changes to your Requisition, click the button Save for Later .	

6.	Then click on the button Respond to Buyer .	**Edit Requisition - Review and Submit** Review the item information and submit the req for approval. **Respond to Buyer** **Requisition Summary** Business Unit MDJUD Administrative Office of Court Requisit Requester ANTOINETTE.HURD Antoinette Hurd Requ Currency USD Cart Summary: Total Amount 59,535.00 USD Expand lines to review shipping and accounting details **Requisition Lines** ? Line Description Item ID Vndr Name Quantity ▶ ☐ 1 Exercise Extension Option - Re COLONIAL PARKING INC 7.0000 ☐ Select All / Deselect All Select lines to: Add to Favorites Add to Template(s)
7.	The Send Notification page will open. Send an email to the Buyer to remove the hold on your Requisition. The **Buyer's** email ID will auto-populate in the **To** email field. a) Choose a **Priority** level. (Optional) b) Enter the **Subject** detail. c) Enter the **Message** detail. d) Click OK to send message.	**Workflow Notification** **Send Notification** Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator. Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send. **Notification Details** Lookup Recipient To: april.molley@mdcourts.gov Delivery Options CC: ☐ RichText BCC: Priority: 2-Med Subject: Modifications Complete Template: Workflow Notification Priority: %NotificationPriority Date Sent: 2017-11-28 Message: Please remove hold. Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification. Click Apply to send this notification and remain on this page. OK Cancel Apply
8.	Once the Buyer removes the Hold on your Requisition, you'll receive an email similar to the one seen on the right from the Buyer confirming that the hold is removed.	**Workflow Notification** Priority: Date Sent: 2017-09-13 Sent To: joseph.george@mdcourts.gov cc: Additional information for requisition 0000005757 has been requested. Please review the Message Text below and respond appropriately. Message Text: Hold released on Req.

| 9. | Please refer to steps 2 & 3 on this tip sheet for instructions on accessing your Requisition.

If necessary Check Budget on your Requisition.

Click Save & submit and your Requisition will be routed through the approval process again. | **Shipping Summary**
Edit for All Lines
Ship To Location C65-ADCLK2
Address 191 EAST JEFFERSON STREET
ROCKVILLE, MD 20850
Attention To Antoinette Hurd

Requisition Comments
Enter requisition comments

☐ Send to Supplier ☐ Show at Receipt ☐ Shown at Voucher
Approval Justification
Enter approval justification for this requisition

Check Budget **Budget Checking Status: Not Checked**
Save & submit   Save for Later   Add More Items   Preview Approvals |

This concludes the steps for the Requisition pushback.

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