9.2 Submit Requisitions for Approval

Purpose: Use this document as a reference for submitting requisitions for approval in ctcLink.
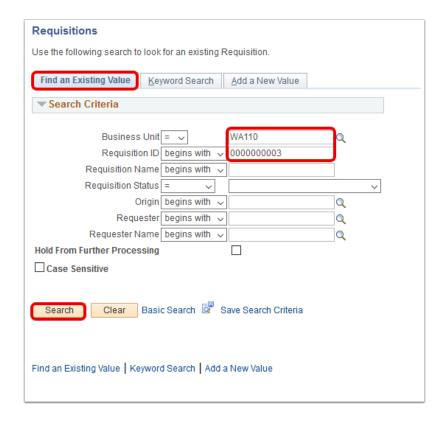
Audience: Finance staff.

Submit Requisitions for Approval

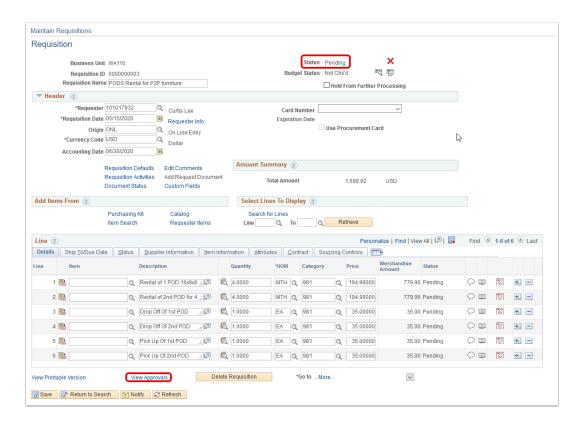**Navigation: Purchasing > Requisition > Add/Update Requisitions**

1. The Requisitions search page displays.
2. Select the **Find an Existing Value** tab.
3. Enter the **Business Unit**.
4. Enter an existing **Requisition ID**.
5. Select the **Search** button.

6. The **Maintain Requisitions** page displays.
7. Select the **Submit For Approval** icon that looks like a box with a green checkmark.

Maintain Requisitions
Requisition

Business Unit WA110
Requisition ID 0000000003
Requisition Name PODS Rental for P2P furniture

Status Open
Budget Status Not Chk'd
Hold From Further Processing

▼ Header ?

*Requester 101017932 Curtis Lee
*Requisition Date 05/15/2020 Requester Info
Origin ONL On Line Entry
*Currency Code USD Dollar
Accounting Date 06/30/2020

Card Number
Expiration Date
Use Procurement Card

Requisition Defaults Edit Comments
Requisition Activities Add Request Document
Document Status

Amount Summary ?
Total Amount 1,699.92 USD

Add Items From ?
Purchasing Kit Catalog
Item Search Requester Items

Select Lines To Display ?
Search for Lines
Line To Retrieve

Line ?   Personalize | Find | View All | 🖼 | 🔣   First ◀ 1-6 of 6 ▶ Last

Details | Ship To/Due Date | Status | Supplier Information | Item Information | Attributes | Contract | Sourcing Controls

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status					
1		Rental of 1 POD 16x8x8	4.0000	MTH	981	194.99000	779.96	Open					
2		Rental of 2nd POD for 4	4.0000	MTH	981	194.99000	779.96	Open					
3		Drop Off Of 1st POD	1.0000	EA	981	35.00000	35.00	Open					
4		Drop Off Of 2nd POD	1.0000	EA	981	35.00000	35.00	Open					
5		Pick Up Of 1st POD	1.0000	EA	981	35.00000	35.00	Open					
6		Pick Up Of 2nd POD	1.0000	EA	981	35.00000	35.00	Open					

View Printable Version View Approvals Delete Requisition *Go to ...More...

Save Return to Search Notify Refresh

8. The **Status** will change from Open to **Pending** and the Submit for Approval button will go away.
9. Select the **View Approvals** link to preview approval workflow.

Maintain Requisitions
Requisition

Business Unit WA110
Requisition ID 0000000003
Requisition Name PODS Rental for P2P furniture

Status Pending
Budget Status Not Chk'd
Hold From Further Processing

▼ Header ?

*Requester 101017932 Curtis Lee
*Requisition Date 05/15/2020 Requester Info
Origin ONL On Line Entry
*Currency Code USD Dollar
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Card Number
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Requisition Defaults Edit Comments
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6		Pick Up Of 2nd POD	1.0000	EA	981	35.00000	35.00	Pending					

View Printable Version View Approvals Delete Requisition *Go to ...More...

Save Return to Search Notify Refresh

10. You have successfully submitted a requisition for approval.
11. End of procedure.