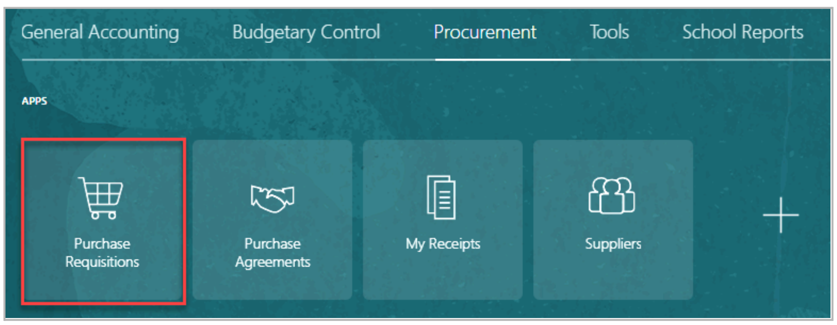
Save a Draft Requisition

In this topic you will learn how to save a draft requisition. You may want to save a draft requisition if you plan to come back later the same day to update or review it, or, if you are not yet ready to submit the requisition.

Image quality in this guide may vary across devices. If images are not clear, increase your viewing size.

Directions

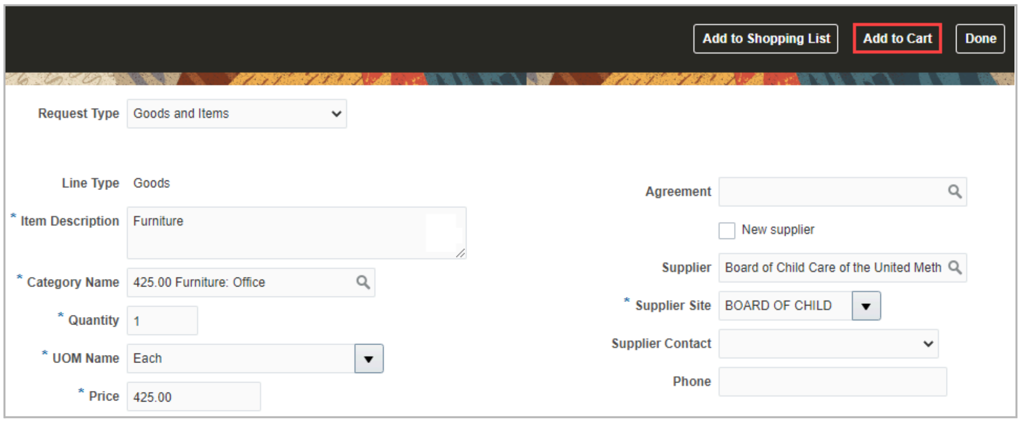
1. Scroll to the **Procurement** menu and select the **Purchase Requisitions** tile.



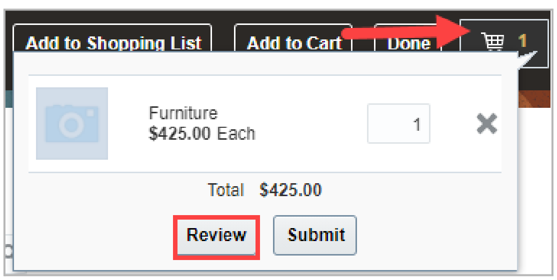
2. Begin a requisition for warehouse, catalog, or non-catalog items. The example below demonstrates a non-catalog request. To create a non-catalog requisition, click on the **Goods and Items** link under the **Non-Catalog Requests** block.

3. Complete all necessary fields on the **Create Request: Goods and Items** screen. Click the **Add to Cart** button when finished.

Save a Draft Requisition

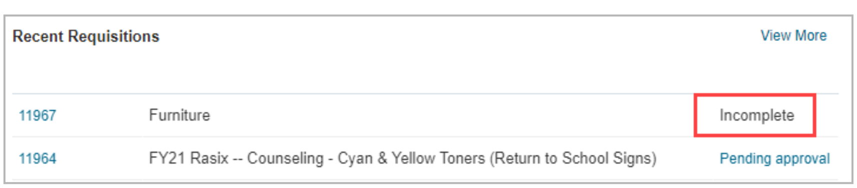


4. Click the **Cart** icon and then the **Review** button.



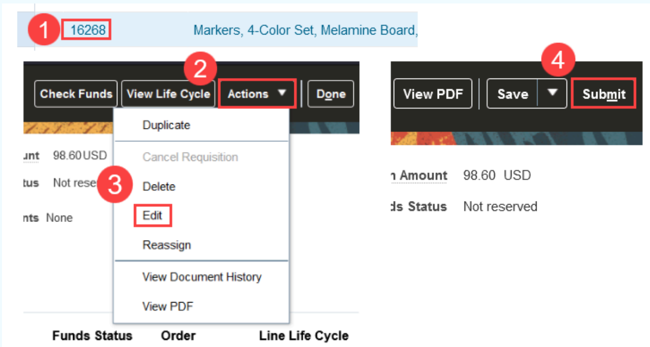
5. Next, click the dropdown arrow next to **Save** and click the **Save and Close** button. When prompted, click **OK**.

Note: *Saved draft requisitions will show as "Incomplete" in the status section when you review recently created requisitions.*



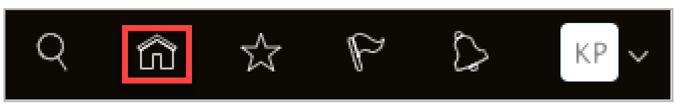
Q: How do I submit a saved requisition?

When you open a saved requisition, you will not see an option to submit. Click on your saved requisition number (from the "Recent Requisitions" block on the Procurement Page, or in the search results on the Manage Requisitions Page). Then click the Actions drop-down menu and select Edit. You will now see the Submit button.



***Note**: If it has been some time since the requisition was created, it is advisable to Check Funds prior to submission.*

6. Click on the **Home** icon to return to the Hub homepage.



Note: *Your screen may differ from screenshots in these instructions, due to variations in user roles and system upgrades.*

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