



Let's Get Started

It's Wednesday, December 18, 2024

Awaiting Your Action

...

Requisition: REQ00000450, Requester: Aaron Essilfie, Date: 12/18/2024, Amount: 266.50



USD

My Tasks - 42 minute(s) ago

[DUE 12/20/2024](#)

Requisition: REQ00000451, Requester: Aaron Essilfie, Date: 12/18/2024, Amount: 903.00



USD

My Tasks - 42 minute(s) ago

[DUE 12/20/2024](#)

Requisition: REQ00000288, Requester: Karissa Williams, Date: 11/08/2024, Amount:

215.65 USD



My Tasks - 57 minute(s) ago

[DUE 12/20/2024](#)

[View My Tasks \(3\)](#)

Quick Tasks

[My Payslips](#)

[Time Off Balance](#)

[View Printable Employee Review](#)

Your Top Apps



Expenses Hub



My Requisitions

Beginning on the home page, note the 'Awaiting Your Action' title in the center of the page. Below are listed the orders/requisitions that are still in progress and need your attention. Click on one to see more



My Tasks



All Items

20 items

Search: All Items

[Advanced Search](#)

Requisition: REQ00000450, 12/18/2024

Requester: Aaron Essilifie, Date: 12/18/2024, Amount: 266.50 USD

Due: 12/20/2024

Requisition: REQ00000451, 12/18/2024

Requester: Aaron Essilifie, Date: 12/18/2024, Amount: 903.00 USD

Due: 12/20/2024

Requisition: REQ00000288, 12/18/2024

Requester: Karissa Williams, Date: 11/08/2024, Amount: 215.65 USD

Due: 12/20/2024

Requisition: REQ00000289, 12/18/2024

Requester: Kyle Nielson, Date: 11/08/2024, Amount: 70.30 USD

Due: 12/20/2024

Requisition: REQ00000448, 12/18/2024

Requester: Kyle Nielson, Date: 12/18/2024, Amount: 431.00 USD

Due: 12/20/2024



Created: 12/18/2024 | Due: 12/20/2024

Review Requisition REQ00000450

Company Brigham Young University

Requester Aaron Essilifie

Total Amount 266.50

Line Total Amount 266.50

Status In Progress

Shipping Address

Deliver-To * BYU > Engineering Building > 105 EB

Ship-To Address Brigham Young University
701 E University PKWY
Provo, UT 84602
United States of America

Requisition Information

Request Date

* 12/18/2024

Currency

* USD

Credit Card

Send Back

Add Approvers

...

After clicking on the order/requisition you will be able to review it. Note the status is 'In Progress.'



Alternatively you can use the search field at the top of the home page to type 'find requisition.'

The dropdown box will give you options. Click on 'Find Requisitions.'

Let's Get Started

Awaiting Your Action



Supplier Request: kayaku on 11/2

My Tasks - 14 day(s) ago

[VIEW MORE](#)

RCT00000141 for Y00000265

My Tasks - 1 month(s) ago

DUE 11/08/2024



Inventory Receipt Put-Away for CCS Inventory RCT00000141 for Y00000265

My Tasks - 1 month(s) ago

DUE 11/07/2024

[Go to My Tasks \(23\)](#)

- Find Requisitions Report
- Find Requisition Sourcing Requests Report
- Find Supplier Backorder Request Report
- Find Change Conversion Factor Request Report
- Find Procurement Mass Cancel Requests Report
- Find Procurement Mass Close Requests Report
- Find Requisition Lines for Organizations Report



Friday, December 6, 2024

Quick Tasks

[My Payslips](#)[Time Off Balance](#)[View Printable Employee Review](#)

Your Top Apps



Expenses Hub



My Requisitions

This box will appear. Use the 'Requisition Date On or After' fields to set dates for when the requisition was placed. Finally click on 'OK.'

Let's Get Started

Awaiting Your Action



Supplier Request: kayaku on

My Tasks - 14 day(s) ago



RCT00000141 for Y0000026

My Tasks - 1 month(s) ago

DUE 11/08/2024



Inventory Receipt Put-Away f

My Tasks - 1 month(s) ago

DUE 11/07/2024

[Go to My Tasks \(23\)](#)

Find Requisitions

X

Company	<input type="text"/>
Requisition	<input type="text"/>
Requester	<input type="text"/>
Requisition Type	<input type="text"/>
Requesting Inventory Site	<input type="text"/>
Requisition Date On or After	<input type="text" value="11/06/2024"/> 
Requisition Date On or Before	<input type="text" value="MM/DD/YYYY"/> 
Status	<input type="text"/>
<input type="radio"/> Has Unsourced Lines	
<input type="radio"/> Fully Sourced	
<input checked="" type="radio"/> None of the above	
Sourcing Buyer	<input type="text"/>
Fulfillment Source	<input type="text"/>
Supplier	<input type="text"/>

[Cancel](#) [OK](#)

Find Requisitions



Report Criteria

Requisition Date On or After 11/06/2024

Requisition Date On or Before 12/06/2024

Status In Progress

Exclude Canceled Yes

Exclude Closed Yes

Orders/requisitions within the time frame you selected appear. Note the 'status' column in the table (between Company and Requisition Type) for each requisition.

Requisitions 17 items



Requisition	Requisition Number	Company	Status	Requisition Type	Requesting Inventory Site	Requester	Requisition Date	Sourcing Buyer	Currency	Total Amount
	REQ00000391	Brigham Young University	In Progress	Goods/Services		Mary Fisher	12/06/2024		USD	277.00
	REQ00000379	Brigham Young University	In Progress	Inventory Replenishment	⌚ OIT Inventory	Whitney Webb	12/05/2024		USD	7.55
	REQ00000347	Brigham Young University	In Progress	Goods/Services		Steve Morley	11/25/2024		USD	1,182,937.11
	REQ00000337	Brigham Young University	In Progress	Goods/Services		Matthew Johnson	11/21/2024		USD	22.00
	REQ00000338	Brigham Young University	In Progress	Goods/Services		Matthew Johnson	11/21/2024		USD	210.00
	REQ00000328	Brigham Young University	In Progress	Inventory Replenishment	⌚ OIT Inventory	Nancy Norman	11/20/2024		USD	1,388.00
	REQ00000332	Brigham Young University	In Progress	Inventory Replenishment	⌚ OIT Inventory	Josh DeWitt	11/20/2024		USD	2,699.00
	REQ00000321	Brigham Young University	In Progress	Goods/Services		Eric Hansen	11/14/2024		USD	399.00