

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

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

MENU

BYU

Q

Search

1

20

My Tasks

All Items

Saved Searches

Filters

Archive

Bulk Approve

Manage Delegations

All Items

20 items

Q

Search: All Items

Advanced Search

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

12/18/2024

☆

Due: 12/20/2024

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

12/18/2024

☆

Due: 12/20/2024

Requisition: REQ00000288,
Requester: Karissa Williams, Date:
11/08/2024, Amount: 215.65 USD

12/18/2024

☆

Due: 12/20/2024

Requisition: REQ00000289,
Requester: Kyle Nielson, Date:
11/08/2024, Amount: 70.30 USD

12/18/2024

☆

Due: 12/20/2024

Requisition: REQ00000448,
Requester: Kyle Nielson, Date:
12/18/2024, Amount: 431.00 USD

12/18/2024

☆

Due: 12/20/2024

☆

⚙️

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

Review Requisition

REQ00000450

Company

Brigham Young University

Requester

Aaron Essilfie

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

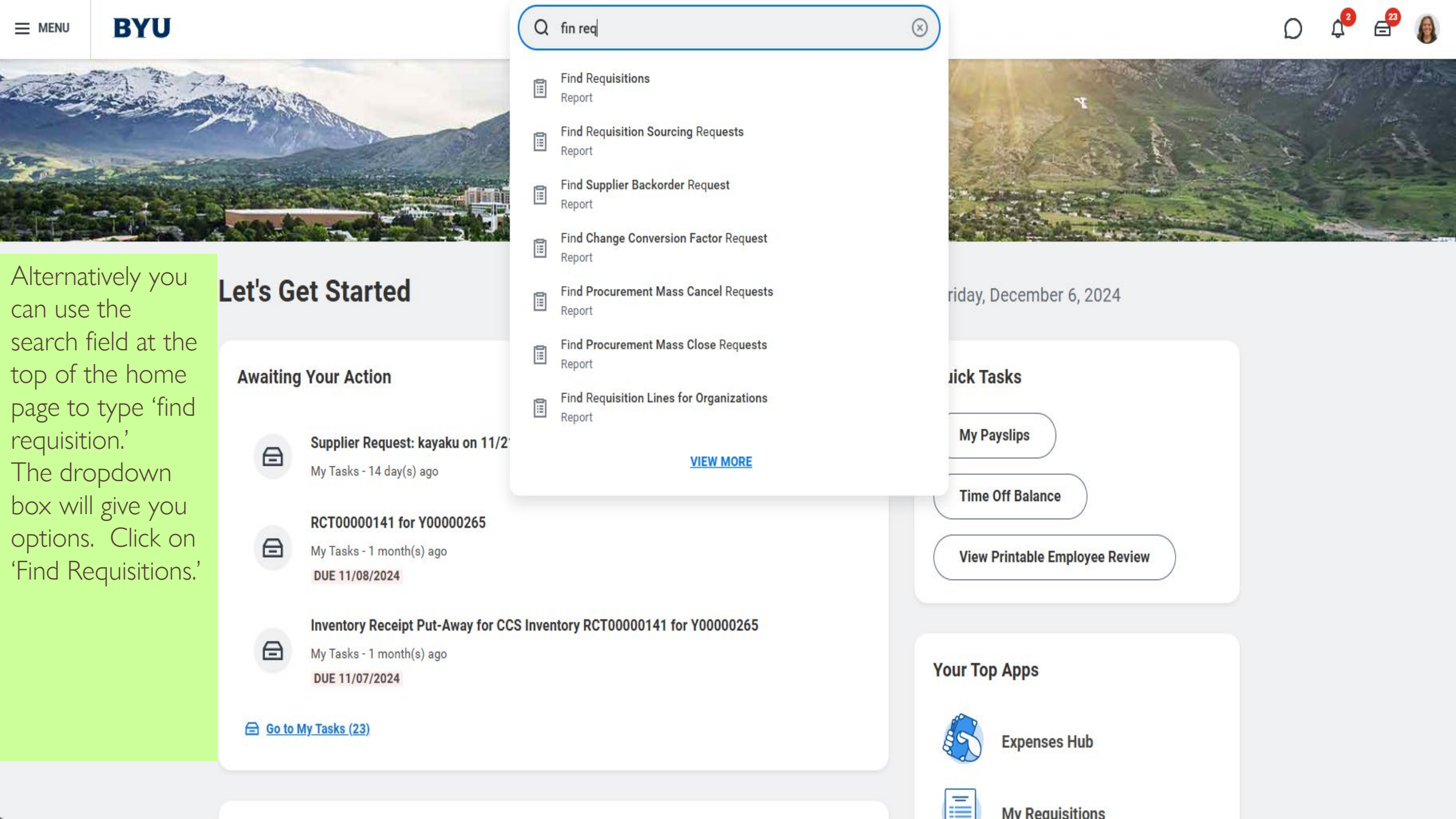
Credit Card

Approve

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 \(23\)](#)

Q fin req

-  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

Company

:

:

:

Requisition

Requester

:

:

:

Requisition Type

:

:

:

Requesting Inventory Site

:

:

:

Requisition Date On or After

11/06/2024

Requisition Date On or Before

MM/DD/YYYY

Status

:

:

:

☐ Has Unsourced Lines

☐ Fully Sourced

☒ None of the above

Sourcing Buyer

:

:

:

Fulfillment Source

:

:

:

Supplier

:

:

:

Cancel

OK

December 6, 2024

Tasks

ayslips

Off Balance

Printable Employee Review

o Apps

Expenses Hub

My Requisitions

Find Requisitions

📄
191

▼ 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

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

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