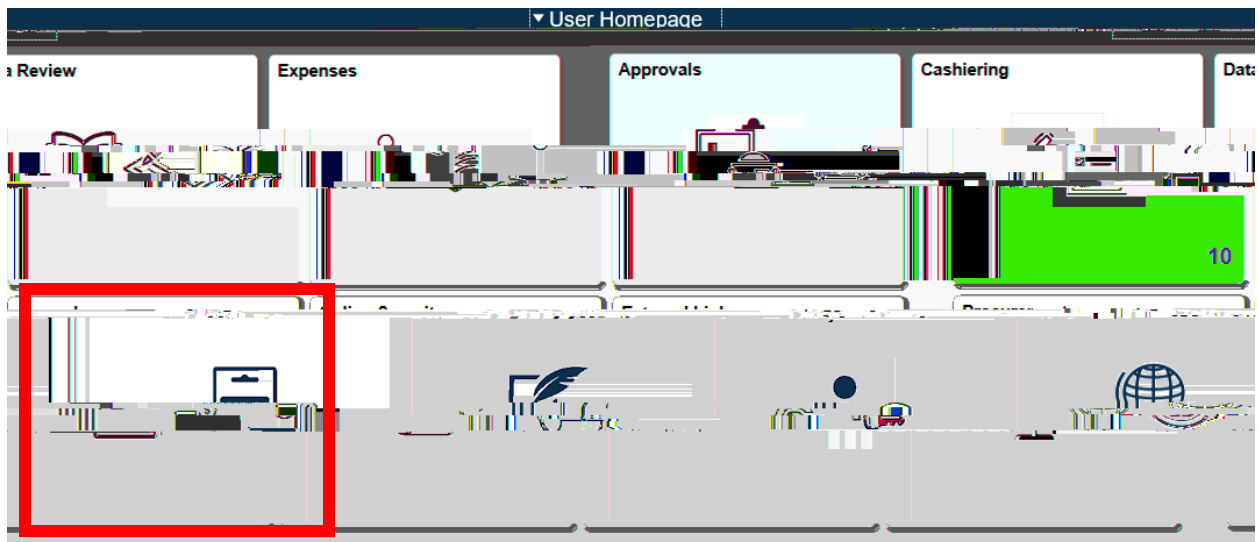
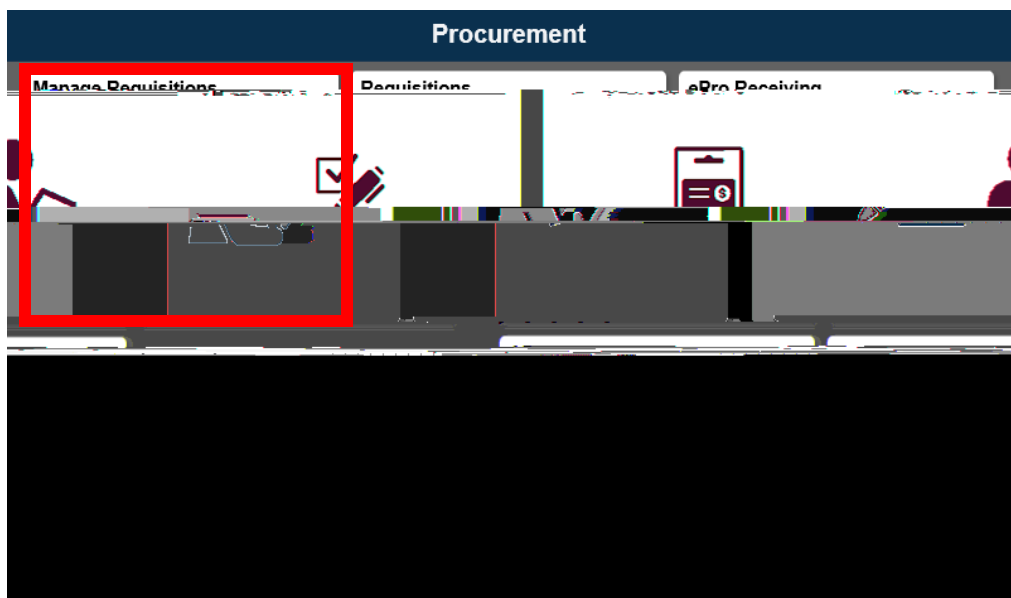


# PeopleSoft - Manage Requisitions

1. From the User Homepage, click the Procurement tile.



2. Click Manage Requisitions tile.



# PeopleSoft - Manage Requisitions

3. From the Manage Requisitions screen, you can enter criteria to search

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5. The Requisition Details screen contains all the details of your requisition. To edit the requisition, click the Edit Requisition button.
6. To see the “Line of Life” or requisition details, click the Expand Section button