



My Request											
	<p><b>My Request tile:</b></p> <ul style="list-style-type: none"> <li>% Use to check status of different request types</li> <li>% Click on the <b>My Request</b> tile</li> <li>% Request Period (filter based on predefined period)</li> <li>% Status (Open, Closed, All)</li> <li>% Cancel Requisition Item</li> <li>% Reorder</li> <li>% Finding Requisition No.: Click on the “information or I” icon and go to header details.</li> </ul> <table border="1" data-bbox="1527 858 2143 1265"> <thead> <tr> <th>Requisition Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>New</td> <td>Requisition submitted</td> </tr> <tr> <td>Pending Approval</td> <td>Requisition submitted, requires safety or cost centre approval</td> </tr> <tr> <td>Sent to purchasing</td> <td>Requisition has been sent for processing within the finance system</td> </tr> <tr> <td>Ordered</td> <td>Requisition has been processed into Purchase Order and dispatched to the supplier</td> </tr> </tbody> </table>	Requisition Status	Details	New	Requisition submitted	Pending Approval	Requisition submitted, requires safety or cost centre approval	Sent to purchasing	Requisition has been sent for processing within the finance system	Ordered	Requisition has been processed into Purchase Order and dispatched to the supplier
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