

If you receive an email stating that a requisition needs to be corrected, you must address it. If you ignore the request your requisition will not be converted into a Purchase Order.

This is the body of the email I received. Note that you're given the requisition number as well as the vendor.

Reply Reply All Forward



Mon 6/26/2017 11:00 AM

WFAdmin@mcoecn.org

Requisition Needs Correction

To Leslie Kamenik

Your requisition needs correction. Please revise the request.

TE180026
DISCOUNT ELECTRONICS (TE180026)

You need to open the referenced requisition in Sungard. If the requisition has multiple line items you'll need to check each line to find what needs to be corrected. Double click on the line item to open it.

General Information

| | | | |
|------------------|-----------------------|-----------|--------------------------|
| Requisition * | TE180026 | | |
| APPROVAL GROUP * | TECH - TECHNOLOGY | Freight | <input type="checkbox"/> |
| Requested | 07/01/2017 | Comments | OF |
| Required | | | PI |
| Vendor | 1000002 | Buyer | LE |
| Vendor Address | DISCOUNT ELECTRONICS | Attention | LE |
| | 1011 W. ANDERSON LANE | Ship To * | LH |
| | AUSTIN TX 78757 | | 42 |
| | | | LO |

| Item | Description | Quantity | Price | Total |
|------|-----------------------------|----------|----------|-----------|
| 1 | LENOVO X140E LAPTOPS | 100.00 | 130.0000 | 13,000.00 |
| 99 | ESTIMATED SHIPPING/HANDLING | 0.00 | 0.0000 | 200.00 |

Note the Status field says C-Needs Correction. In order to see Marie's comment you'll need to click on Approval Status.

Approval Status Vendor Quotes Tax Rate Add Item Delete Line Item

Date: 06/26/2017 Period: 1/18

Header Line Item (1 of 2)

Detail Information

Requisition: TE180026 1 Shipping Charge Continuous
Commodity: Status: C - Needs Correction
Stock Number:
Bid Item:
Fixed Asset:
Description*: LENOVO X140E LAPTOPS
NO OPERATING SYSTEM
1-YEAR WARRANTY

Pricing

A pop-up appears. It tells me I need to change an account code. Click the Back button at the bottom of the pop-up.

Requisition Approval - Loudonville-Perryville - Live

Req Number: TE180026 Line No: 1

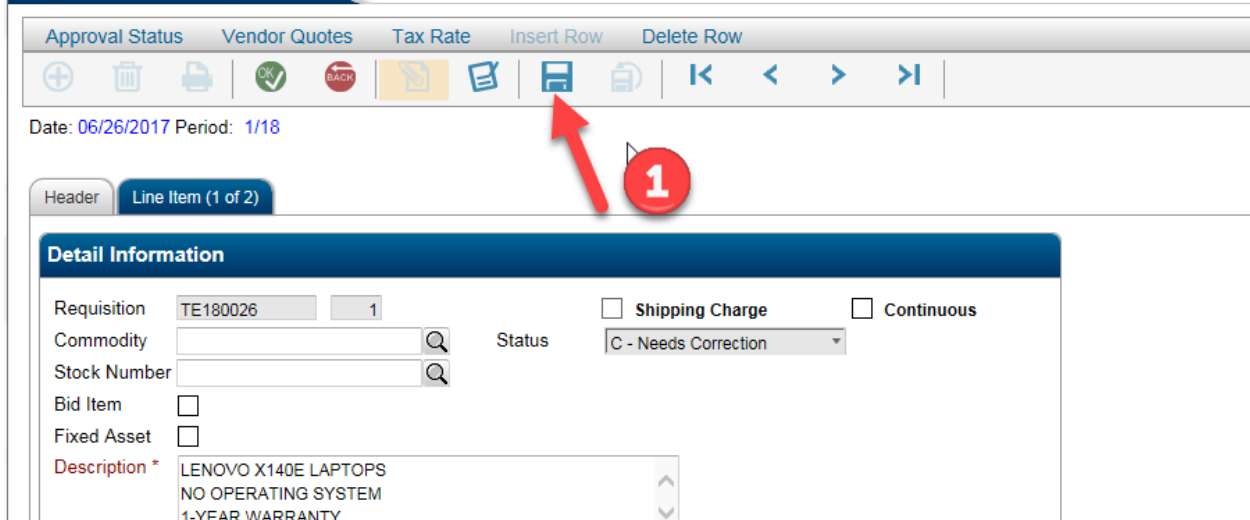
| Level/Code | Approver | Action Date | Action | Required | Comments |
|------------|----------|-------------|---------------|----------|------------------------------|
| 1 | beddomar | 06/26/2017 | C - Needs Co | Y - Yes | PLEASE CHANGE ACCOUNT TO 644 |
| 2 | | | O - No Action | N - No | |

Approval History

| Date | Time | Level/Code | Approver | Action Date | Action | Required | Comments |
|------------|----------|------------|----------|-------------|---------------|----------|------------------------------------|
| 06/26/2017 | 09:04:41 | 1 | beddomar | 06/26/2017 | C - Needs Co | Y - Yes | PLEASE CHANGE ACCOUNT TO 644 |
| 06/26/2017 | 08:53:38 | 1 | | | O - No Action | Y - Yes | REQUISITION UPDATED - RE-ROUTED FO |
| 06/26/2017 | 08:53:38 | 2 | | | O - No Action | N - No | REQUISITION UPDATED - RE-ROUTED FO |
| 06/23/2017 | 14:12:20 | 1 | beddomar | 06/23/2017 | C - Needs Co | Y - Yes | ALL ACCOUNTS SHOULD BE 644 FOR HAR |

Back

Make the needed changes and then click the Save button.



Approval Status Vendor Quotes Tax Rate Insert Row Delete Row

Date: 06/26/2017 Period: 1/18

Header Line Item (1 of 2)

Detail Information

Requisition: TE180026 1 Shipping Charge Continuous

Commodity: Status: C - Needs Correction

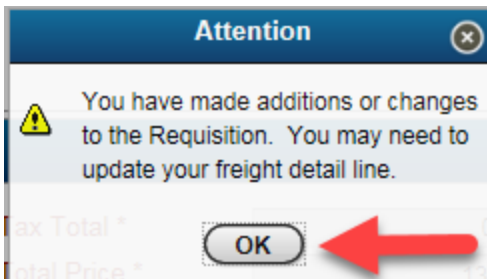
Stock Number:

Bid Item:


Fixed Asset:

Description *: LENOVO X140E LAPTOPS
NO OPERATING SYSTEM
1-YEAR WARRANTY

If one of your line items is SHIPPING, you'll get this pop-up. Click OK.



Attention

 You have made additions or changes to the Requisition. You may need to update your freight detail line.

OK

Your requisition will then be funneled back to Marie.