Hello and welcome to our Oracle Procurement Video Guide series. This video on checking requisition status will cover searching across UC San Diego orders, understanding possible approval statuses, determining prior, current & upcoming approval statuses, and knowing who to contact for status updates.

Start by navigating to Oracle at https://ofc.ucsd.edu. Click the **Company Single Sign-On** option, then log in with your active directory information. From there, in the **Procure to Pay** tab, click **Purchase Requisitions**. You can check the approval status of your most recent orders in the **Recent Requisitions** section of the Oracle Procurement homepage. Otherwise, navigate to the **Manage Requisitions** screen to view the status of all other requisitions. You will immediately see your own requisitions populated, but you can search for others' requisitions by substituting the name in the **Entered By** field. You can search for any order as long as you can populate one of the fields indicated by two blue asterisks.

There are five possible statuses

- **Incomplete** means the cart has not yet been submitted. Click on the cart number to edit and submit the order
- **Rejected** or **Returned** means the requisition has been returned to you. You should have received an email in your Outlook, and you can click on the cart to edit and resubmit or see more information
- **Approved** indicates one of two things depending on whether or not a purchase order is populated in the **Order** field.
    - If you see a PO populated in the Order field, that indicates the requisition is fully approved, and a PO has been sent to the supplier
    - If you do not see a PO populated in the order field, that indicates the requisition still requires professional buyer approval
        - When a PO is not populated in the order column, please do not send any draft PO copies to the supplier as the PO is not yet finalized
        - If you would like to inquire about status, you may submit a case via Services & Support
- **Pending approval** means the requisition requires approval from your financial unit approver or specialty approver to move forward. Click on pending approval to view who it's pending

Scroll past the list of approvals to view a more clean approval tree. The system update steps can be ignored as they are automatic and will not hold up the requisition approval. The two steps of importance are those with listed names, and those with a preceding number.

- The steps with names listed indicate approval outside of your own department. You can submit a case through Services & Support to contact these individuals
- The step preceded by a number indicated financial unit approval, where the number corresponds to the responsible financial unit. To determine the appropriate approver, you can reach out to your fund manager or supervisor or refer to the How to Look up Oracle and Concur Approvers KBA in Services & Support.

The glasses icon indicates a notification was sent out whereas a person icon indicates action is required from an approver.

The final step in blue which is not a system update step indicates the current step in the approval process. You can tell when approval has been given by the check mark next to the step or the individual's name. Please remember that once it goes through this approval tree, professional buyer approval may still be required. You can always look back and see if the requisition has the status **Approved** and no PO generated to confirm whether or not buyer approval is required.

Thank you for taking the time to watch our video guide – we hope this information has been helpful. All links referenced throughout the training are included in the video description. If you have any further questions, please reach out to us by submitting a case through Services & Support or by calling us at 858.534.9494.