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Save time and increase communication with the help of the My Requisitions Dashboard. Once your company's super user has set your team's Dollar Rules and assigned you as a user, you'll be able to view all open and closed requisitions. You can track your requests, correct mistakes, manage submissions, and more.

If you're a super user, please sign in to your account for information on Dollar Rules.

*Note: Dollar Rules must be set up before Requisitions.*

## My Requisitions

With the new **My Requisitions Dashboard**, you can see all open and closed requisitions in one place.

- View the details of your open requests
- Search for a specific requisition or sort by status
- Get a quick glimpse of your closed requisitions

If you're an approver, you can easily switch between requisitions for your approval and those you've submitted yourself.

Status	Amount	Total Qty	Requestor	PO Number	Account	Date
Denied	\$16,237.96	16	Brent Sub	12348625	100854321	01/11



## Requisition Details

See the details of your request, including:

- Shipping information
- Billing information
- Order details
- Items selected
- Requisition activity
- Comments from other users

**Requisition Details**

You are viewing order details as submitted by the requestor. As an approver, you can approve the request as is, make updates to the request, or deny the request. Requestors will receive an email notification informing them of the actions you have taken on the request.

[Back To Dashboard](#)

Shipping Information	Billing Information	Order summary
<b>Account Number:</b> 123456001 <b>Account alias:</b> - <b>Company or Institution:</b> FSCO TEST <b>Address:</b> 1 TWISTER CIR PITTSBURGH, PA, 15275 United States <b>Attention to:</b> <input type="text" value="Name"/> <b>Phone number:</b> <input type="text" value="(999) 999-9999"/> <b>Delivery</b> <b>Delivery Method:</b> All Delivery Next Day <b>Shipment Setting:</b> Multi Ship	<b>Account Number:</b> 123456001 <b>Company or Institution:</b> ABC COMPANY <b>Address:</b> 12345 ANY STREET USE ONLY TEST JW DO NOT MAIL INVOICE PITTSBURGH, PA, 15275 United States <b>Paying with</b> <b>Purchase order number:</b> 9003205773 <b>Selected approver:</b> auto perform auto perform	<b>Subtotal - 2 item(s)</b> \$87.10 <b>Shipping &amp; handling*</b> \$31.54 <b>Estimated tax</b> \$0.00 <b>Order total</b> \$118.66 <small>*Extra charges may apply for products that require special services.</small>

Item	Price	Qty	Subtotal
Kimtech Science™ Kimwipes™ Delicate Task Wipers, 1-Ply Catalog No. 06-666A by Kimberly-Clark Professional™ 34155 OPEN-MARKET Dimensions L x W, 8.4 x 4.4 in. (21.33...	\$11.75 / Pack of 280	1	\$4.10

## Email Notifications

Receive different notifications based on your role. Users can specify the types of notifications they want to receive.

- **Emails sent to requestors** notify users about edits and approvals
- **Emails sent to approvers** notify users of new requests

From this dashboard, you can edit your requisition, save changes, and submit for approval.

**Order Edited & Approved**

**Your order was edited & approved by approver, Jim Smith**

To see the changes to the order, view the comments below or view the details online. If you have additional questions [Contact Jim Smith](#).

**Order Number:** Pending      **P.O. Number:** Hy54872  
**Submission Date:** 02/29/2018      **Account Number:** 12345-001

[View Requisitions](#)

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