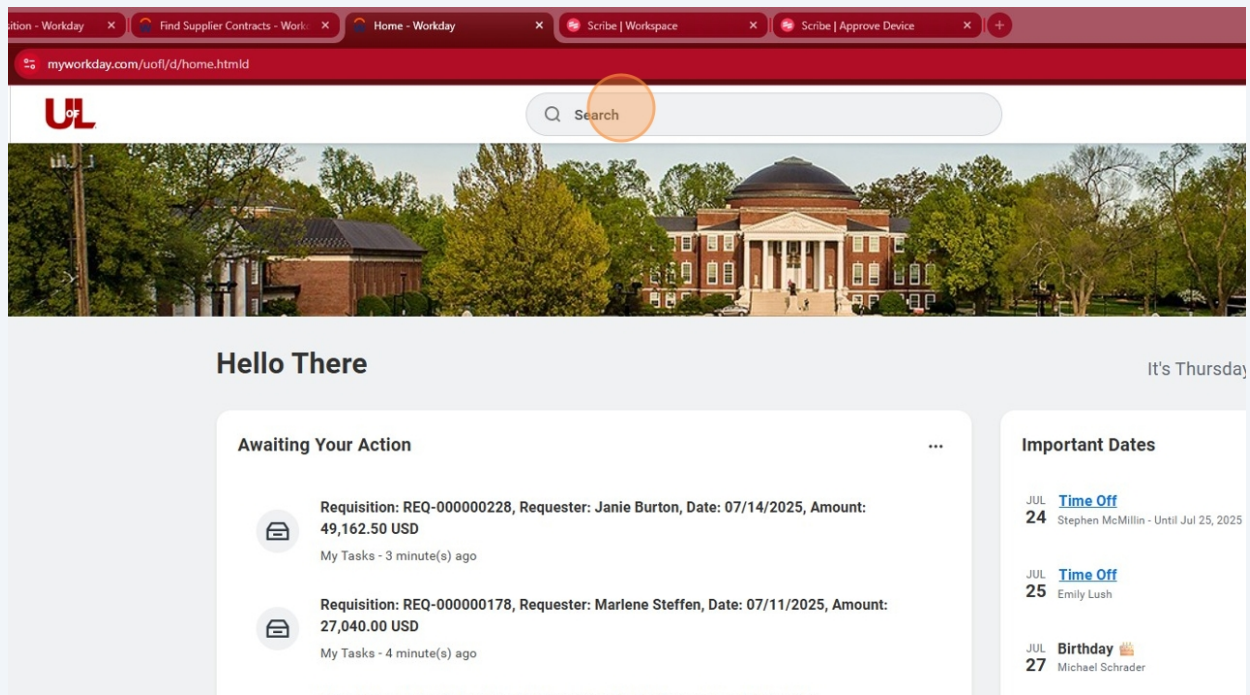


How to Locate a Send Back or Deny Comment on a Requisition

1 From the Workday Home screen enter Find Requisitions



2 Click "Find Requisitions Report"

The screenshot shows the myworkday.com homepage. The browser tabs at the top include 'Requisition - Workday', 'Find Supplier Contracts - Workday', 'Home - Workday', 'Scribe | Workspace', and 'Scribe | Approve Device'. The URL bar shows 'myworkday.com/uofl/d/home.html'. The page features a 'Hello There' greeting, a 'Awaiting Your Action' section with two requisition items, and an 'Important Dates' section. A search bar at the top right contains the text 'Find Requisitions', and a dropdown menu is open, listing several report options. The first option, 'Find Requisitions Report', is highlighted with an orange circle.

Find Requisitions Report

Find Replenishment Requisitions with Conversion Factor Exceptions Report

Find Requisition Sourcing Requests Report

Find Mass Change Requisition Requester Requests Report

RPT538 - Requisitions Awaiting Sourcing Report

[View More](#)

3 Select the appropriate Company

The screenshot shows the 'Find Requisitions' page in myworkday.com. The browser tabs at the top include 'Revise Requisition - Workday', 'Find Supplier Contracts - Workday', 'Find Requisitions - Workday', 'Scribe | Workspace', and 'Scribe | Approve Device'. The URL bar shows 'myworkday.com/uofl/d/task/299752589.html'. The page has a left sidebar with a menu and a main content area. The 'Find Requisitions' section contains several search filters. The 'Company' filter is expanded, showing a list of companies. The first option, 'CH02 Uofl. Consolidated', is highlighted with an orange circle.

Find Requisitions

Company

Recommended

+ CH02 Uofl. Consolidated

+ ULSA University of Louisville

+ ULRF Uofl. Research Foundation

Requisition

Requester

Requisition Type

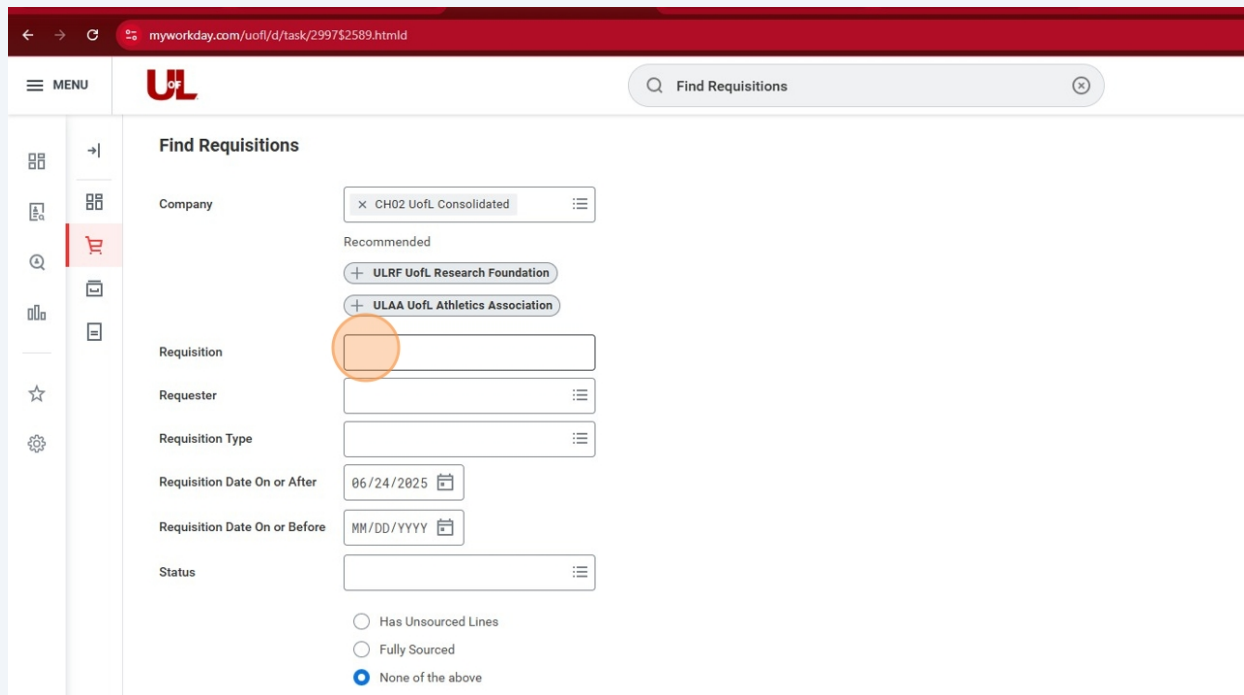
Requisition Date On or After 06/24/2025

Requisition Date On or Before MM/DD/YYYY

Status

☐ Has Unsourced Lines

4 Enter the Requisition number



myworkday.com/uofl/d/task/299752589.html

MENU

UL

Find Requisitions

Company: x CH02 UofL Consolidated

Recommended

- + ULRF UofL Research Foundation
- + ULAA UofL Athletics Association

Requisition:

Requester:

Requisition Type:

Requisition Date On or After: 06/24/2025

Requisition Date On or Before: MM/DD/YYYY

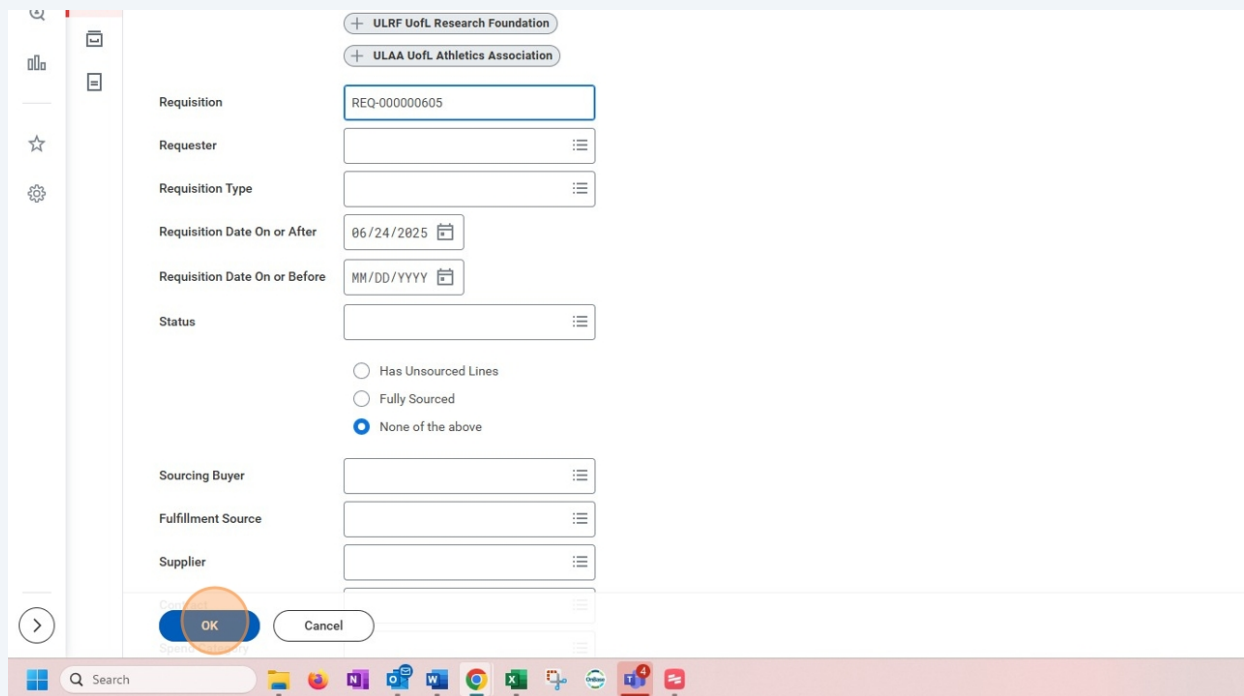
Status:

☐ Has Unsourced Lines

☐ Fully Sourced

☒ None of the above

5 Click "OK" to run report.



+ ULRF UofL Research Foundation

+ ULAA UofL Athletics Association

Requisition: REQ-00000605

Requester:

Requisition Type:

Requisition Date On or After: 06/24/2025

Requisition Date On or Before: MM/DD/YYYY

Status:

☐ Has Unsourced Lines

☐ Fully Sourced

☒ None of the above

Sourcing Buyer:

Fulfillment Source:

Supplier:

OK Cancel

6 Click Related Actions button.

Report Criteria

Company: CH02 UofL Consolidated

Requisition: REQ-000000605

Requisition Date On or After: 06/24/2025

Exclude Canceled: Yes

Exclude Closed: Yes

Requisitions: 1 item

Requisition	Requisition Number	Company	Status	Requisition Type	Requester	Requisition Date
...	REQ-000000605	ULSA University of Louisville	Denied	Standard Purchase	Ann Phillips	07/23/2025

7 Click "REQ-000000605" to open requisition details.

myworkday.com/uofl/d/gateway.html?reloadToken=c29a5609ed5c24d6c58a140c917c88bc6aa93b4197378de598ff5e4542c29de1

Requisition

[REQ-000000605](#)

Summary

Status	Denied
Company	ULSA University of Louisville
Worker	Ann Phillips
Shipping Address	2301 S. 3rd Street Grawemeyer Hall LOUISVILLE, KY 40208 United States of America
Date	07/23/2025
Currency	USD
Total Amount	3,025.00
Requisition Type	Standard Purchase

8 Click "Process History" tab.

The screenshot shows the 'Requisition Information' page. The 'Process History' tab is highlighted with an orange circle. Below the tabs, the 'Service Lines' section shows one item.

Line	Image	Company	Item	Amount	Date	Deliver-To
1		ULSA University of Louisville	Description Development of a student training program designed toward experiential learning for more	Requested 3,025.00	Start Date	Belknap Campus Charles Grawemeyer Hall (Belknap) > Room

9 Scroll to the last process and then all the way to the right.

	Not Required				0	
cial Approver	Not Required				0	
anager	Approved	07/23/2025 02:52:51 PM	Brandon Reams (Program Manager) ()	1		
pprover - Lab	Not Required			0		
pprover -	Not Required			0		
pprover - Fabric	Not Required			0		
pprover - Print	Not Required			0		
rable Operations	Not Required			0		
perations Lead	Not Required			0		
	Denied	07/24/2025 11:57:43 AM	Amber Horn (Spend Category Buyer)	1	Amber Horn: PSC ended 6/30/25. PO is not the correct method to pay an invoice on an expired contract. Submit your invoice to acctspay@louisville.edu with the PS contract: S-PSC25-091 referenced on supplier invoice request.	