

Procurement Updates

™Workday 2021R2 Release Feature

™Upcoming Training Classes

Procurement Updates

CHANGE ORDER REASON CODES



Procurement Updates

MASS CHANGE REQUISITION REQUESTER

The requester can now be changed (in bulk) on requisitions in 'Draft' and 'In Progress' statuses. Once changed, the new requester can edit and submit the requisition for approval. The request must include the following:

- Requisition Number(s)
- Purchase Order Number(s)
- Current Requester Name
- Proposed Requester Name

Note: This does not change the Ship-To-Contact on the PO; Procurement Services will edit the PO Ship-To-Contact based on this request.

The task must be initiated by Procurement Services. Requests to change requisition(s) requesters should be submitted via email to Procurement Services at purchase@lsu.edu.

Procurement Updates

MASS CANCEL PROCUREMENT DOCUMENTS

Incomplete procurement documents, such as requisitions and purchase orders, can now be canceled in bulk, upon request. This task must be done by Procurement Services and cannot be initiated on Requisitions in 'Successfully Completed' status or Purchase Orders in 'Change Order In Progress' status.

MASS CLOSE PROCUREMENT DOCUMENTS

New filters have been added to the Mass Close Procurement Documents task to better refine search results and close a larger volume of purchase ch
