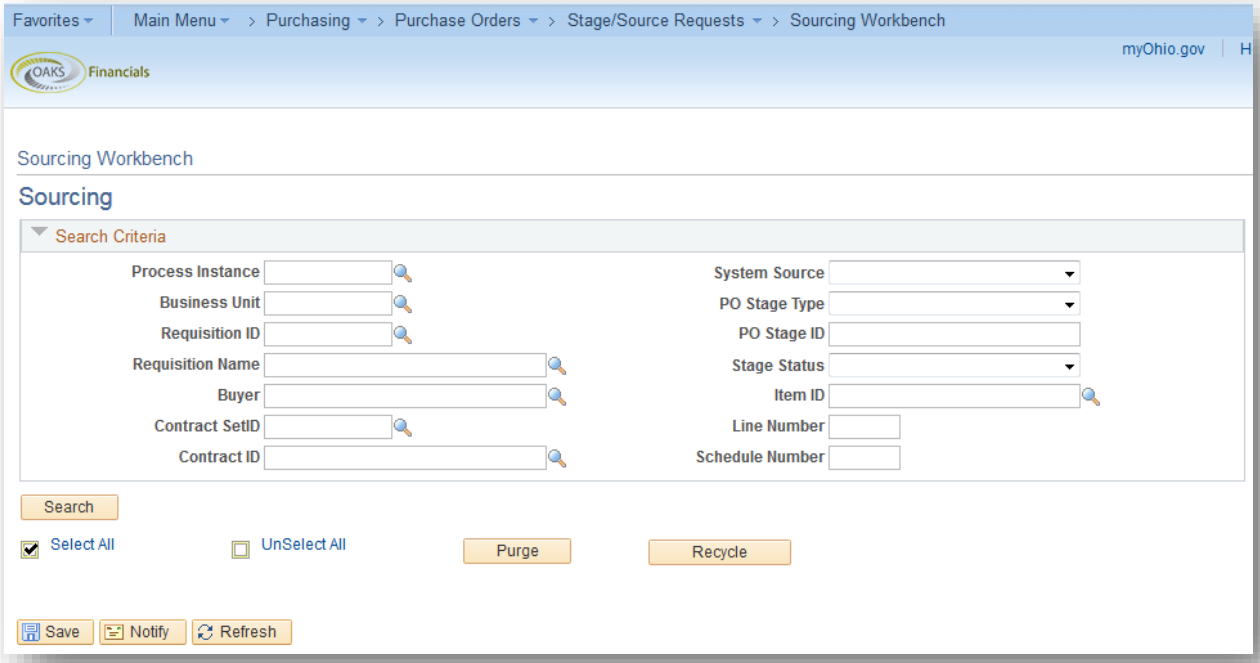
Helpful Hints for ePro: Requisition Errors & Sourcing Workbench

Q: My requisition has been approved but will not source to a PO – what should I do?

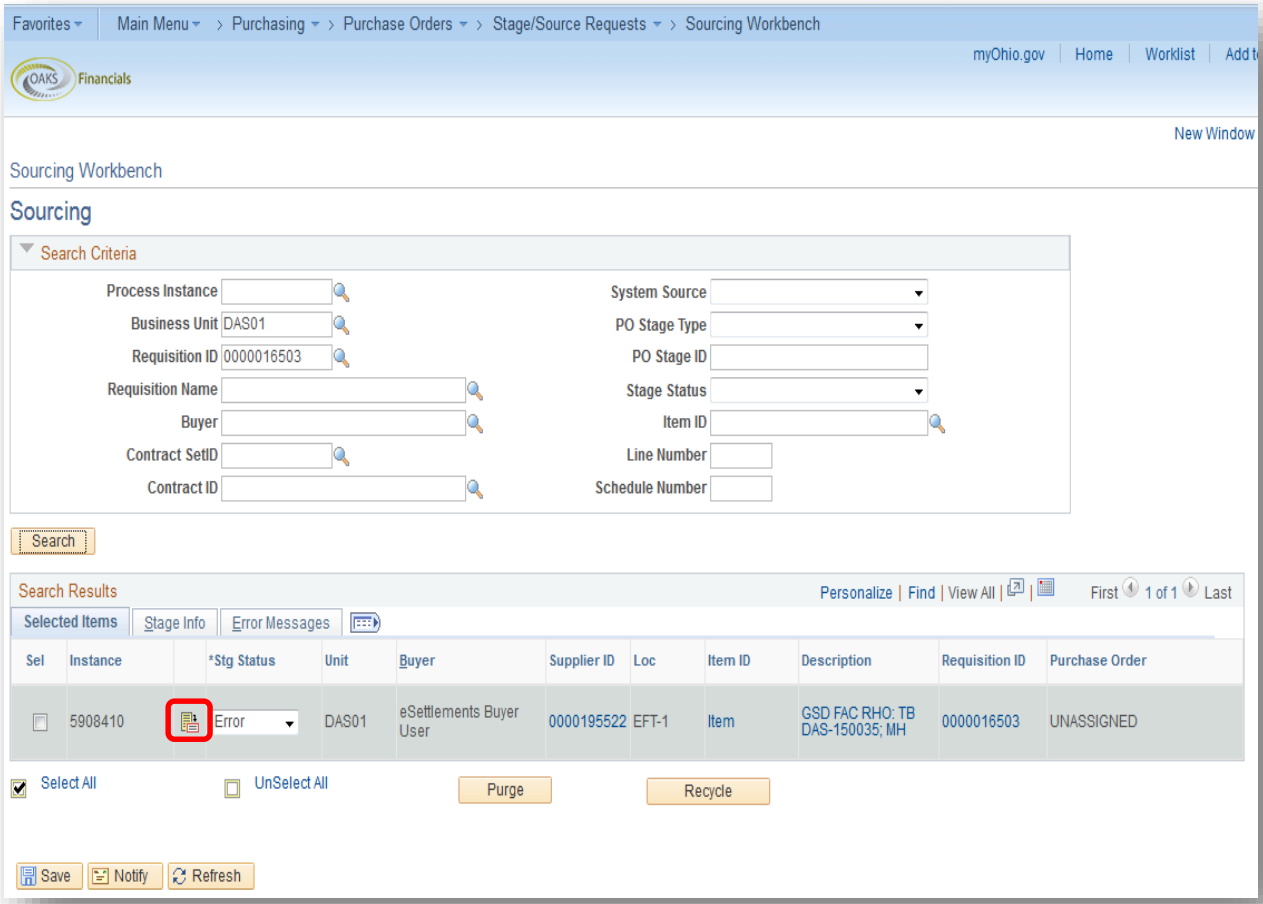
A: After a requisition receives all necessary approvals, OAKS **sources** the requisition to a PO. If the requisition is not sourcing, the requisition is in error and it is the requisitioner's responsibility to correct the issue. Errors commonly include issues such as needing to reference a more current version of a contract or verifying that the vendor on the requisition is in an approved status.

The **Sourcing Workbench** page displays details on any requisition that goes through the sourcing process. It lists where the requisition is in the sourcing process and whether or not OAKS sourced it successfully.

Navigation: Main Menu > Purchasing > Purchase Orders > Stage/Source Requests > Sourcing Workbench

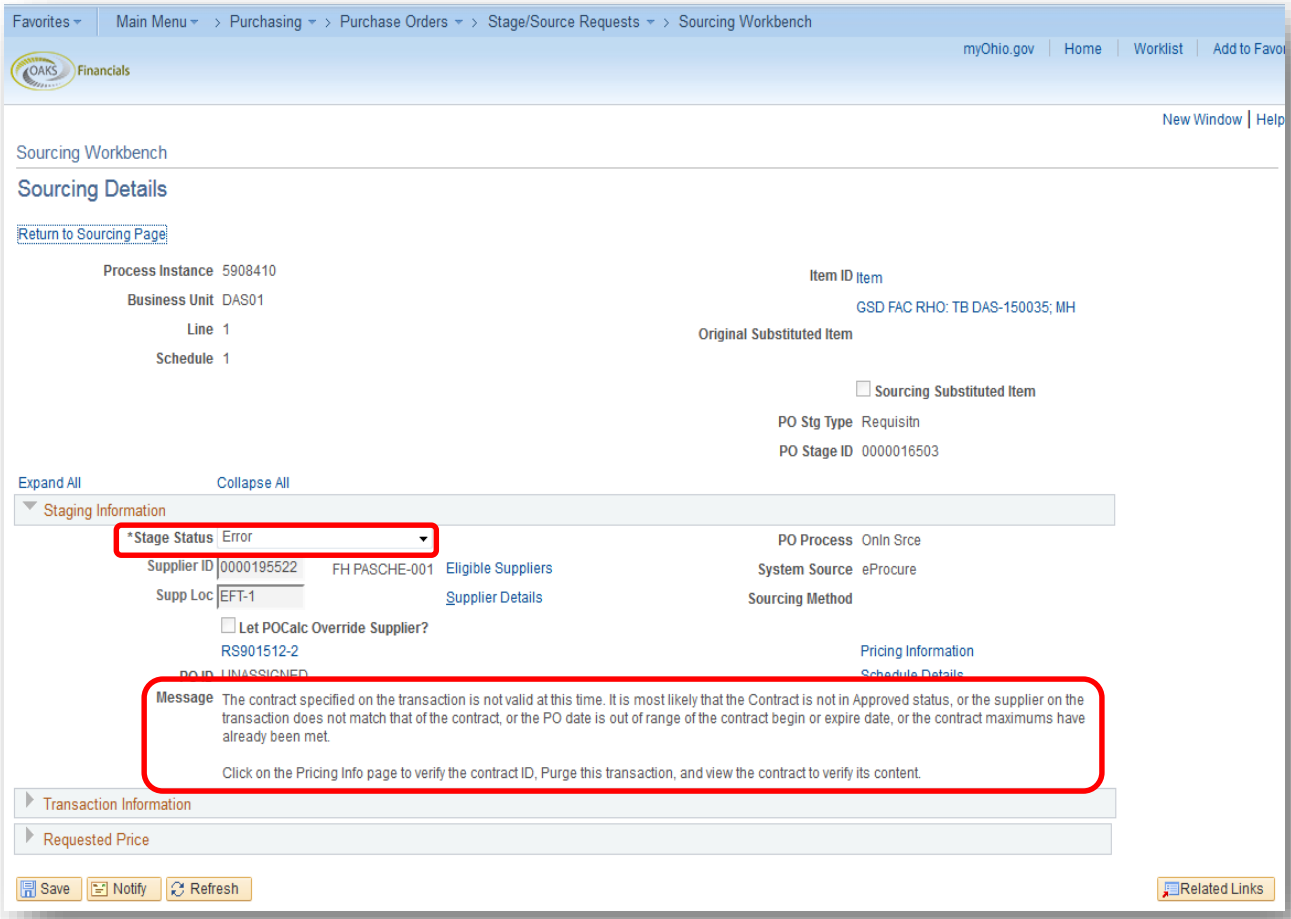


1. Click the **Business Unit** field and enter your **Business Unit**.
2. Enter your **Requisition Number** in the Requisition ID field.
3. Click the **Search** button.



- If the requisition did not source successfully, it will be listed in an **Error** status.

4. Select the **Sourcing Details** icon beside the requisition.



- The Message area will indicate what type of issue is causing the sourcing error. Once identified, you must “unlock” the error so that you can make any necessary changes to the requisition or allow it to be picked up for sourcing again.

  5. Change the **Stage Status** from Error to **Reset/Purg** to release the error.
  6. Click **Save**.
  7. Go to **Main Menu > eProcurement > Manage Requisitions** to make necessary changes to the requisition.

A **Sourcing Workbench - Requisition Errors** job aid can be found by going to: **MyOhio,gov > Career Resources > FIN Information Home > Financials Job Ads > eProcurement**

Questions regarding **Requisition Errors & Sourcing Workbench** can be directed to the Ohio Shared Services Service Center at 877-644-6771.