Placing a Purchase Requisition “In Process” (Suspending)

There may be times when you want to suspend a purchase requisition temporarily and access it later for completion or other action. Instead of completing a purchase requisition, follow the steps below to place it “In Process”.

NOTE: Recommended browsers are Firefox, Safari, Chrome, and Edge.
Internet Explorer is not recommended.

1. To place a myGate purchase requisition “in process”, follow all steps for creating a purchase requisition up to, but not including, the final completion step. Do not click the Complete button.

2. Confirm that you are viewing the Balancing/Completion section of the purchase requisition.

3. **PLEASE WRITE DOWN THE PURCHASE REQUISITION NUMBER!**
4. Click In Process button at bottom of screen.

5. Once you put the Purchase Requisition “In Process”, you will be returned to the key block of the FPAREQN form.

6. Click on PROD Home to exit FPAREQN.