1. Log into RIAS using your NETID and password.

2. Select the “P2P and Financials” tab, then click on “RU Internet Procurement.”
3. On the next page, in the second column, select “Home Page.”

4. At the bottom of the screen, you will see your notifications where you can select the one that includes “Response to Requisition [Requisition Number] Change Request for [Preparer Name].” Click on the one you wish to view to see the overall status. You can also click on “Full List” to see all of your notifications.
5. **Note** that notifications may appear from the account “Procurement Department,” or a user **account**, as represented in the screenshot below. The default verbiage to watch for always will include the phrase “**Response to Requisition [Requisition Number] Change Request for [Preparer Name].**”

![Notification Screenshot](image)

6. Click on the Requisition notification you’d like to view. On the next page, you will see the Information bar at the top stating this notification does not require a response, and below, the overall status of the change request.

![Notification Details](image)

7. If Overall Status is “Rejected”, click on the “Requisitions” tab at the upper right of the screen, and on the following screen, click on the “Search” button.

![Search Requisitions](image)
8. Next, change the “Requisition Created” box to display “Anytime,” and enter the Requisition Number in the next line, then click “Go.”

9. You will now see your requisition with a status under the “Status” heading. Click on the status message to continue.
10. The next screen will display the sequence of the change request and approvals. In the upper left hand corner, a message will instruct you to click on the “View Change History” button in order to see the Requisition change history.

11. On the next screen, you will see the Requisition change history, and the status. Click on the status message under the heading “Overall Status.”

12. The next screen will now display the line status details for that specific change request with the response status and reason. Below are a few examples of the Response Reasons upon receiving a rejection notification.

A: Rejected by Procurement Department or User:

B: Rejected by system: