

## Finding the Assigned Buyer for a Requisition in *iBuy*

If your pending requisition has been routed to the Purchasing Division, follow these steps to find the assigned buyer and the buyer's contact information.

Step	Task
1.	Type the requisition number in the <b>Search</b> field in the top right-hand corner of the page.
2.	Press ENTER to open the search results.
3.	Click the requisition number to open it.
4.	<p>Review the <b>Status</b> field under the <b>General</b> section. If it shows <b>Pending</b> and <b>Purchasing Department</b>, the requisition has been routed to the Purchasing Division. The assigned buyer's name is in parentheses after <b>Purchasing Department</b>. Continue to step 5.</p> <p><b>OR</b></p> <p>If the <b>Status</b> field shows <b>Pending</b> and <b>Purchasing Department</b> but no buyer's name, the requisition has not been assigned. Contact your Purchasing Division:</p> <ul style="list-style-type: none"> <li>• Urbana-Champaign (217) 333-3505 <a href="mailto:UrbanaPurchasing@uillinois.edu">UrbanaPurchasing@uillinois.edu</a></li> <li>• Chicago (312) 996-7084 <a href="mailto:UICPurchasing@uillinois.edu">UICPurchasing@uillinois.edu</a></li> <li>• Springfield (217) 206-6651 <a href="mailto:UISPurchasing@uillinois.edu">UISPurchasing@uillinois.edu</a></li> </ul> <p><b>OR</b></p> <p>If the <b>Status</b> field shows <b>Pending</b> and anything other than <b>Purchasing Department</b>, it has not been routed to the Purchasing Division yet. See the <i>Viewing Approver Contact Information on a Pending Requisition</i> section below.</p>
5.	Click the <b>Req Approvals</b> tab.
6.	To see contact information for the assigned buyer, click the <b>View Approvers</b> link under <b>Purchasing Department</b> .

## Viewing Approver Contact Information on a Pending Requisition

If your pending requisition has not been routed to the Purchasing Division yet, you can find contact information for the person responsible for approving that step in the process.

Step	Task
1.	Click the <b>Req Approvals</b> tab.
2.	Find the step marked <b>Active</b> .
3.	Click the <b>View Approvers</b> link.