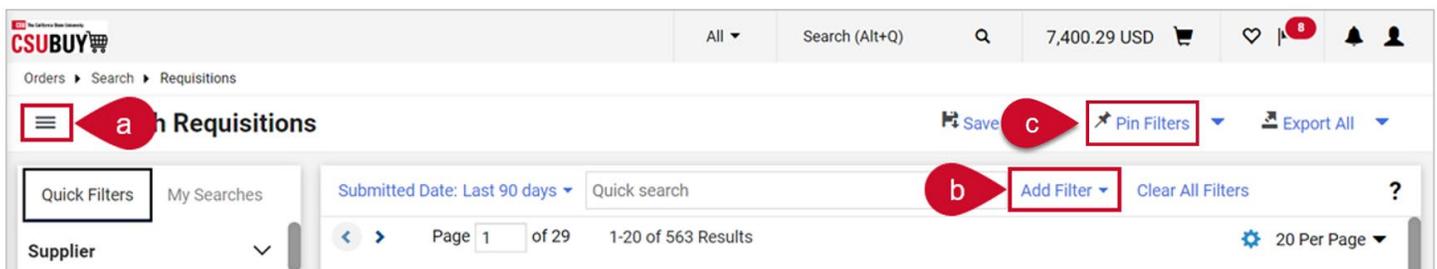




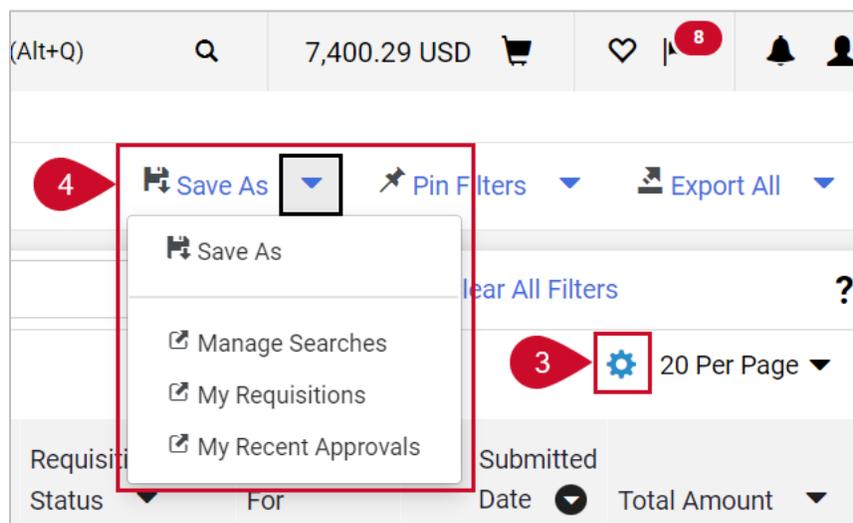
Learn how to search for a requisition and identify its status.

Locate a Requisition

1. Navigate to **Orders > Search > Requisitions**.
2. Filters can be applied to the Search Requisitions page in multiple ways.
 - a. Use **Quick Filters** to narrow down the search results. Select the **Show/Hide Side Panel icon** to open and close the Quick Filters panel.
 - b. Use **Add Filter** for additional filters.
 - c. Select **Pin Filters** to make the filters you added default.



3. Select the **Configure Columns** icon to open the Configure Column Display pop-up window.
 - a. Select or deselect columns to customize what data the search results display.
 - b. To manage the column display order, select and drag the columns up or down.
 - c. Select **Pin Columns as my defaults** to save this column configuration for all future searches.
 - d. Select **Apply**.
4. Select the **Save As** icon at the top of the page to save your search to your Personal Folder as a favorite. Additional options are available from the drop-down menu.





View the Requisition Status

1. The **Requisition Status** column shows the status: Completed, Pending, Withdrawn, or Rejected. Click the column header to sort by status.
2. Select the **Requisition Status** section in the Quick Filters panel to filter results by status.

Submitted Date: Last 90 days | Quick search | Add Filter | Clear All Filters

Prepared For: Gieseke, Janelle

1-2 of 2 Results | 20 Per Page

Requisition Number	Supplier	Requisition Name	Requisition Status	Prepared For	Submitted Date	Total Amount
3824621	Carolina Biological Supply Co.	2023-07-17 jgieseke 01	Pending	Janelle Gieseke	7/19/2023 9:54:52 AM	93.58 USD
3821601	Carolina Biological Supply Co.	2023-07-12 jgieseke 03	Withdrawn	Janelle Gieseke	7/14/2023 3:25:56 PM	0.00 USD

3. Select and open a requisition.
4. The **General Information** section includes the **Status** of the requisition as well as additional information.

General Information

General Information

Status ✓ **Completed**
(7/27/2023 4:06 PM)

Cart Name: Fix Migration - Wire payment

Business Unit: CSU Fresno P2P (FRXNO)

Submitted: 7/27/2023 3:55 PM

Purchase Order: 2300001227 [view](#) | [print](#)