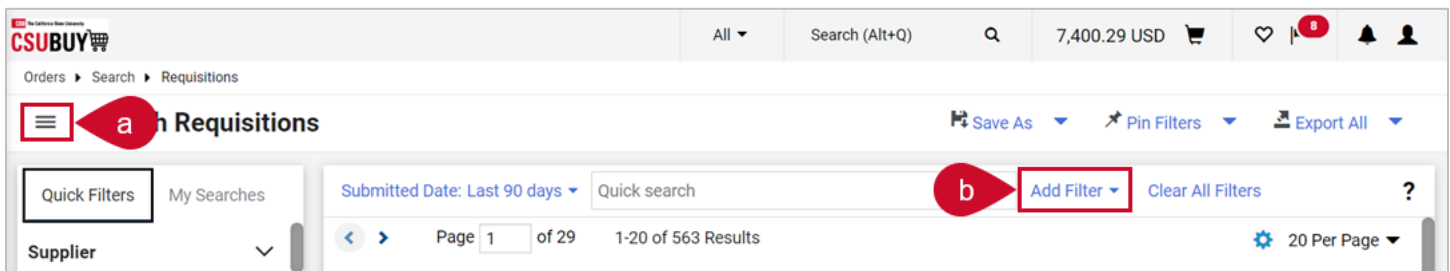


Search for a Requisition

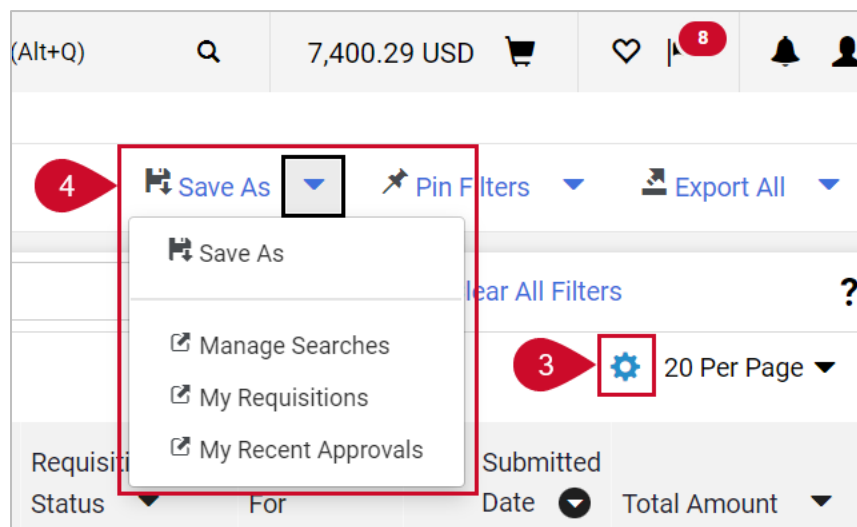
Learn how to search for a requisition and identify its status.

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 The **Requisition Status** column shows the status: Completed, Pending, Withdrawn, or Rejected.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

The screenshot shows the CSUBUY 'My Requisitions' page. On the left, a 'Quick Filters' panel is open, with the 'Requisition Status' dropdown menu expanded to show 'Pending' (1) and 'Withdrawn' (1) options. A red circle with the number '2' highlights this filter panel. The main table displays two requisitions. The first requisition (3824621) has a 'Pending' status, and the second (3821601) has a 'Withdrawn' status. A red circle with the number '1' highlights the 'Requisition Status' column header and the status buttons for these two rows.

| 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 and additional information.

The screenshot shows the 'General Information' section for a requisition. The 'Status' is 'Completed' with a green checkmark and a timestamp of '(7/27/2023 4:06 PM)'. Other information includes the Cart Name 'Fix Migration - Wire payment', Business Unit 'CSU Fresno P2P (FRXNO)', Submitted date '7/27/2023 3:55 PM', and Purchase Order '2300001227 view | print'. A red box highlights the 'Status' field.

| | |
|----------------------------|------------------------------------|
| 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 |