

How do I search for Requisitions or POs?

Problem

I need to know the status of my requisition.

Solution

Search Documents to find Requisitions or POs

1. **Orders > Search > All Orders**
2. Change the Type of Order to Requisitions or Purchase Orders (depending on what you want to search for)
3. If you know the order number enter it in the **Quick Search** and hit **enter** - Otherwise utilize the **filter** to limit the search results

Type of Order: All

Created Date: Last 90 days

Quick search

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Add Filter

Clear All Filters

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1-200 of 12492 Results

☐ Order Identifier	Type	Order Status	Order Owners	Created Date/Time	Completed Date	Supplier
☐ EI088881	Invoice	Complete	Nicole Shomaker	4/9/2021 9:50:25 AM	4/9/2021 9:50:42 AM	Reliant Capital Solutions LLC ⓘ
☐ 116019385	Purchase Order	Complete	Nicole Shomaker	4/9/2021 9:50:16 AM	4/9/2021 9:50:26 AM	Reliant Capital Solutions LLC ⓘ
☐ 142735779	Requisition	Pending	Bryan Estel	4/9/2021 9:49:16 AM		– Sharp Electronics Corporation ⓘ
☐ EI088880	Invoice	Complete	Amanda Lewis Martha Presnell	4/9/2021 9:48:12 AM	4/9/2021 9:50:08 AM	Unifirst Corporation ⓘ

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