

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   Add Filter ▾ Clear All Filters							
< > Page 1 of 50 1-200 of 12492 Results 							
<input type="checkbox"/> Order Identifier ▾	Type	Order Status	Order Owners	Created Date/Time 	Completed Date ▾	Supplier	
<input type="checkbox"/> EI088881	Invoice	Complete	Nicole Shomaker	4/9/2021 9:50:25 AM	4/9/2021 9:50:42 AM	Reliant Capital Solutions LLC 	
<input type="checkbox"/> 116019385	Purchase Order	Complete	Nicole Shomaker	4/9/2021 9:50:16 AM	4/9/2021 9:50:26 AM	Reliant Capital Solutions LLC 	
<input type="checkbox"/> 142735779	Requisition	Pending	Bryan Estel	4/9/2021 9:49:16 AM		– Sharp Electronics Corporation 	
<input type="checkbox"/> 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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