How do I search for Requisitions or POs?

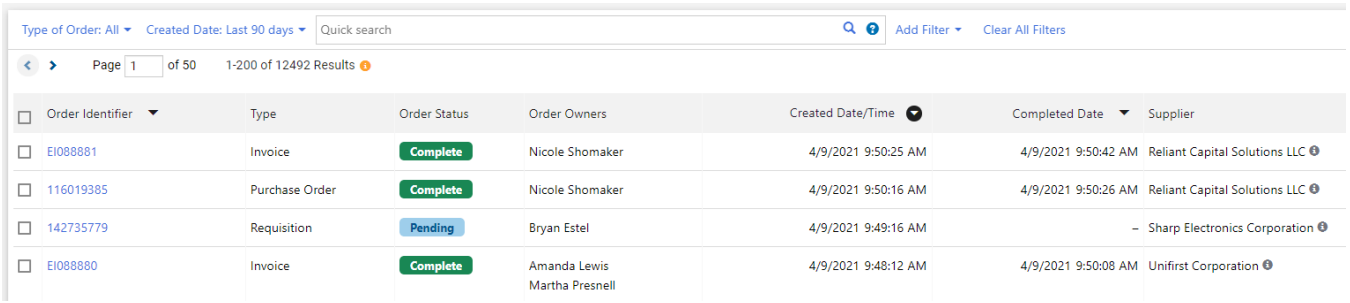
Problem

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



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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