

TEAMS: Requisition Search

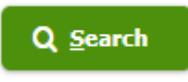
This guide will demonstrate how to perform a requisition search.

1. Navigate to the **Requisition Search** entry point.



2. If searching for a requisition to a particular vendor, choose the vendor name in the search criteria. To search for all approvals pending approval, choose *Approval Chain* as the Stage.

A screenshot of the "Requisition Search" form. It has two tabs: "Requisition Search" (active) and "Requisition Search Results". Under "Search Types to Include", there are radio buttons for "My Requisitions" (checked) and "All Requisitions". Under "Requisition Criteria", there are several fields: "Vendor:" (highlighted in yellow), "Requestor:", "Stage:" (highlighted in yellow), "Status:", "Order From:", "Shopping Cart Name:", "Ship-To Location:", and "Delivery Location:". Each field is a dropdown menu or a text input with a search icon.

Click 

The Next in Workflow column will display the next approver.

If the requisition has received all necessary approval from workflow, the requisition will enter the *Buyer Analysis* stage. To search for requisitions in this stage, repeat step 2, with the *Buyer Analysis* stage selected.

Stage	Status	Next in Workflow	Creation Date	Requestor
Approval Chain	Approval in Progress		2016-05-16	
Approval Chain	Approval in Progress		2016-05-16	

TEAMS: Requisition Search

Requisition Criteria

Vendor: 

Requestor: 

Stage: **Buyer Analysis** 

Status: 

Requisitions in this stage will show members of the Purchasing team as the Next in Workflow.

Stage	Status	Next in Workflow	Creation Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Buyer Analysis	Analysis in Progress	Flores, Mary E	2016-05-16