

SEARCH FOR SAVED REQUISITIONS

- Home – My Entry Points
- **My Requisitions**
- **Create Requisitions**
- Requisition Type: **Saved Requisitions**
- Choose type of Requisition Saved:
Traditional (Saved) or Warehouse (Saved)
- Fiscal Year: Should be current year
- Cart Name: Click on arrow to see cart name(s)
You will need to know the cart name or you will have to click on each to see which one you are trying to complete
- **Continue**
- Verify Traditional Requisition Header Information is correct (Category, Vendor, Order From, Ship to Location, Ship to Receiving Group)
- **Add Line Items**
- Complete information or **Upload Attachment(s)**
- **Submit** when complete