

## Searching for a Requisition R12

### Step 1



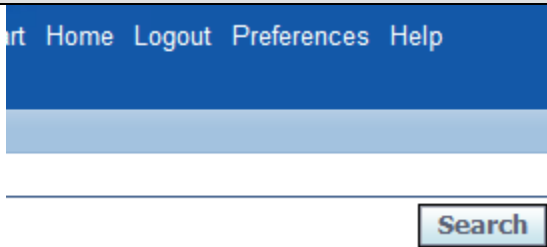
Click the APS iProcurement Super User link.  
Click the iProcurement Home link

### Step 2



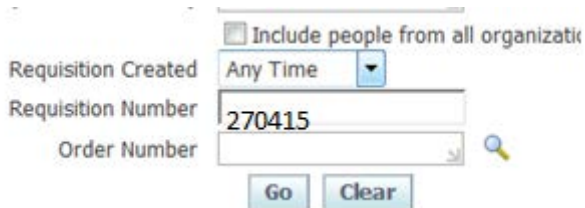
Click the **Requisitions** tab.

### Step 3



Click the **Search** button, which is way over on the right side of the screen.

### Step 4

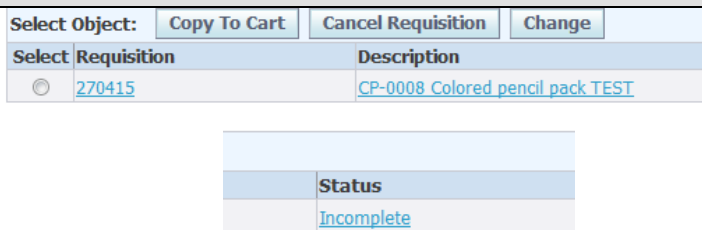


Enter the values you want to search for in the available search fields.

*Note: It's always a good idea to change the date range in the 'Requisition Created' field to 'Any Time.'*

Click the **Go** button.

### Step 5



See the Requisition and its Status in the search results.

*Note: the Status is on the right side of the screen.*