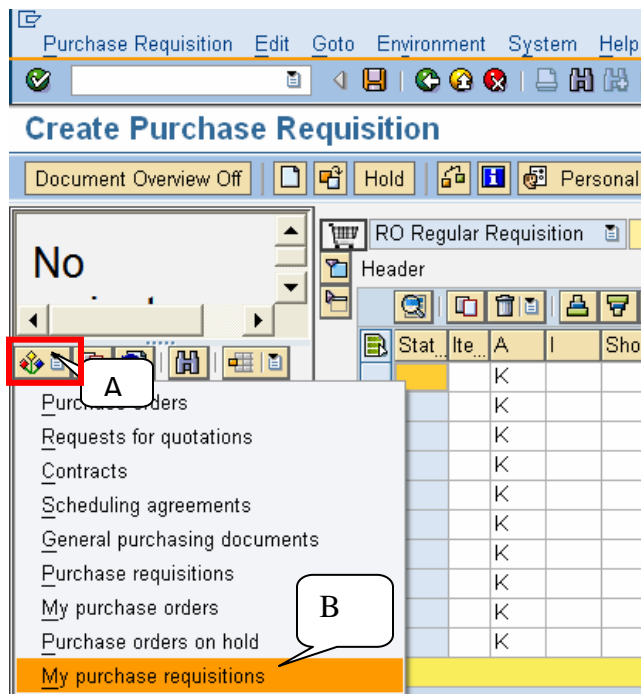


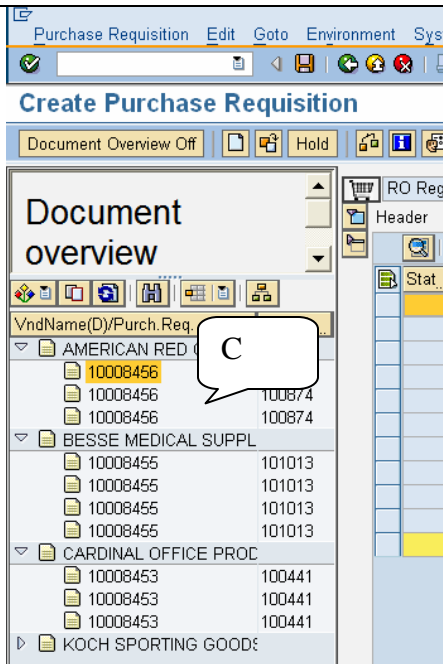
Document Overview

In the **document overview**, which you can show or hide as required, you can display different purchasing documents that you need to perform your day-to-day work (such as purchase orders and requisitions).

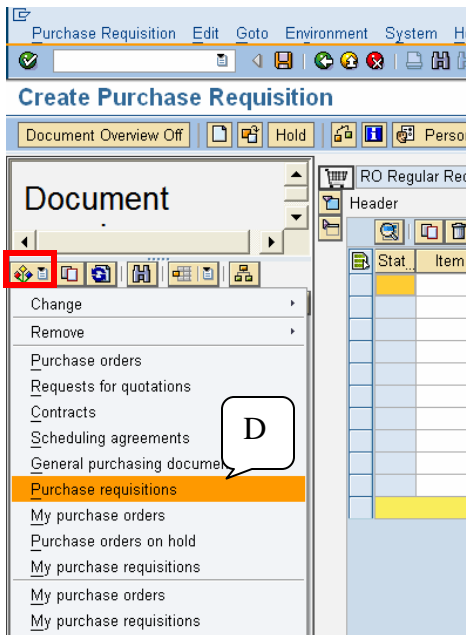
- Click the Selection Variant drop-down button (A) to view a menu of choices (B).



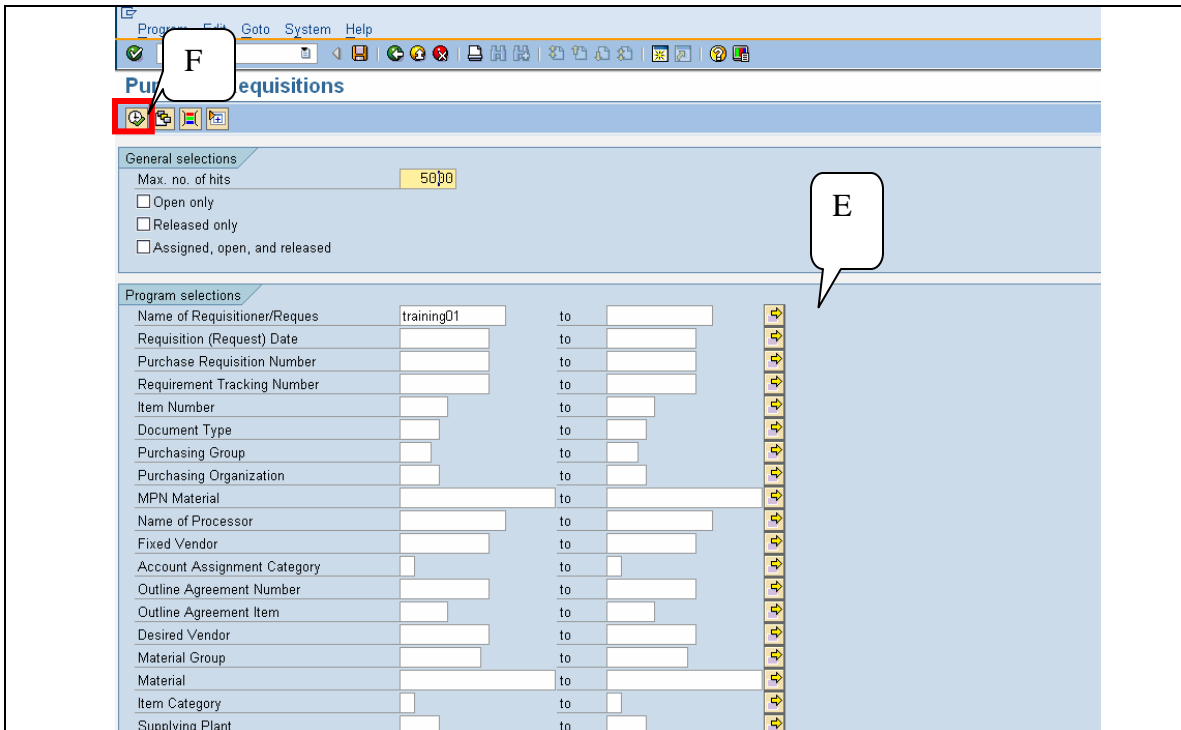
- To display purchase requisitions that you create, choose **My purchase requisitions**.
- The information will display by **Vendor name**. Click on the appropriate vendor to display the corresponding purchase requisition number (C)



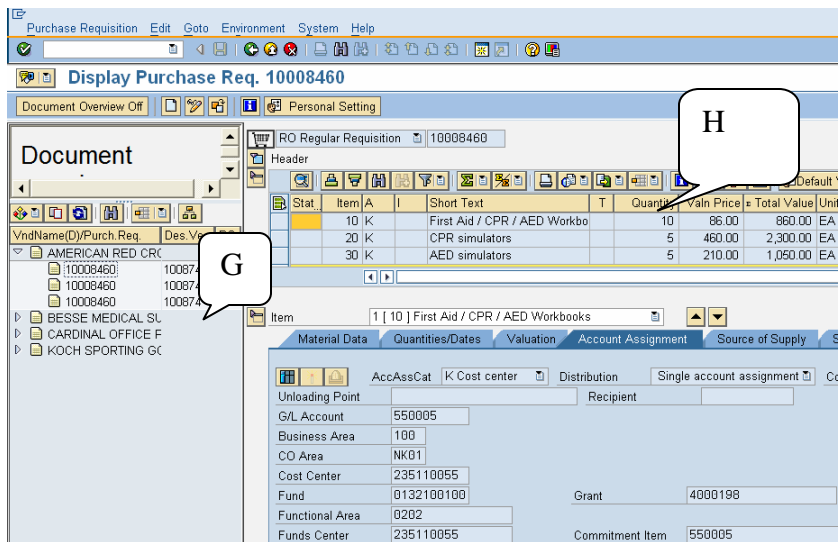
- To search for requisitions, click the Selection Variant drop-down button and choose Purchase requisitions (D).



- A search area will appear to populate as needed. Common searches include requisitioner or desired vendor number (E).
- After completing the search criteria, click Execute (F).



- If requisitions are found to meet the search criteria, they will display in the Document Overview (G).
- Double-click on a requisition to display the details to the right (H).



- It is possible to use a requisition created by another user as a template for a new requisition.
- Click Create new button (I).
- Click and drag the appropriate requisition number and drop on the Shopping cart button (J).