

Select Requisitions

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Select Requisitions

The Requisitions lookup is used to select a requisition(s).

Select a requisition:

- The requisitions(s) are listed in ascending order.
- To search for a specific requisition, begin typing the requisition number in the **Search** field. The list is automatically filtered to display the requisitions that contain the numbers that you have typed.
- When you locate the requisitions that you want to include, select the corresponding check box and click **OK**. The lookup closes, and the field/parameter is populated with the selected requisition(s).
- Click **Cancel** to close the lookup without selecting a requisition.