

## requisition\_directory

## **Table of Contents**

Click to select a requisition to be added to the bid. The Requisition Directory is displayed. Only requisitions pending final approval from the logged-on user are displayed.

- To search for a specific item, type data in the desired search fields.
- To search through all available data, leave all fields blank.
- Click **Search**. A list of data that matches the search criteria is displayed.
- Click \( \frac{1}{2}\) to view the line items for the selected requisition.
- Click **Copy Line Items** to copy the line items from the requisition to the bid.
- Click **Cancel** or X to close the Requisition Directory.



## **Back Cover**