




## **requisition\_directory**



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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  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