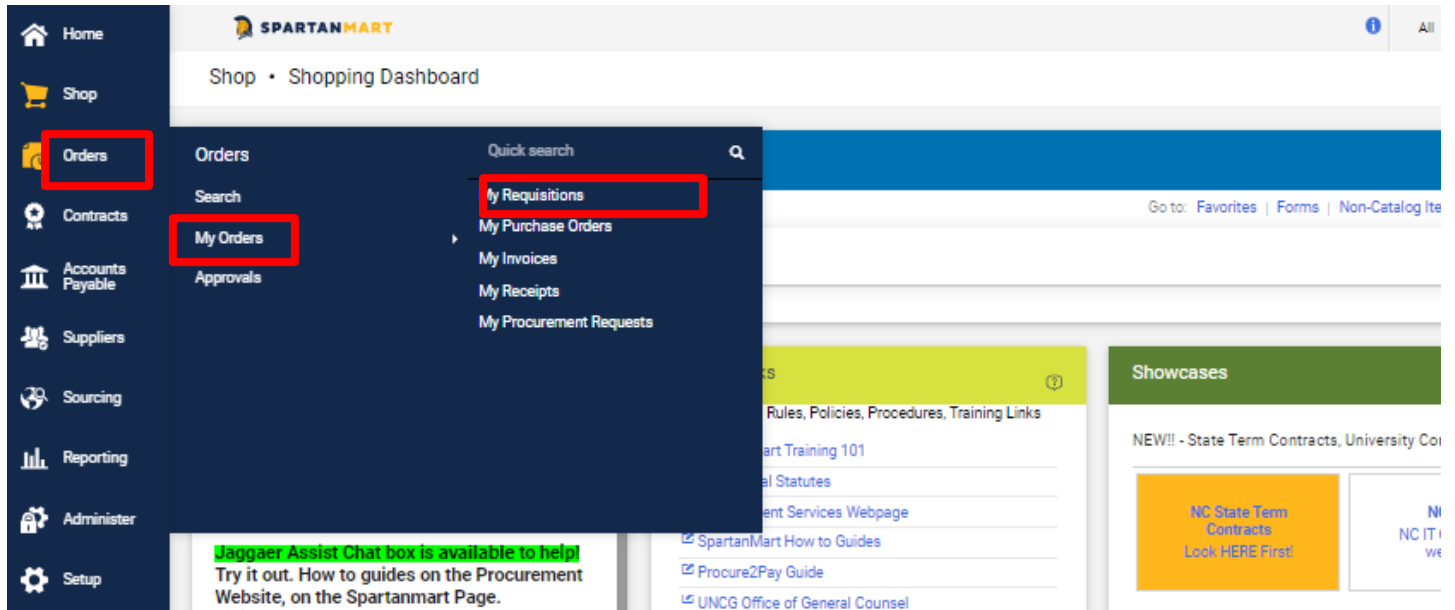


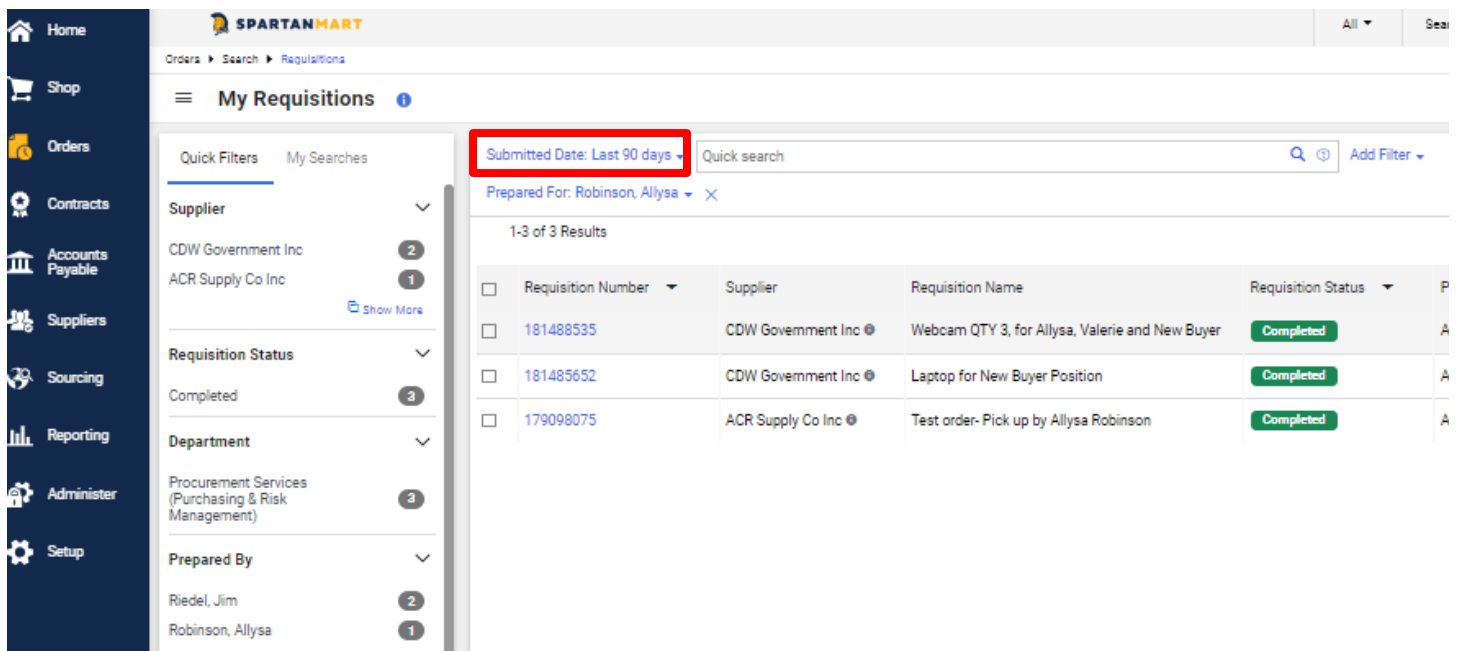
My Requisitions

A 90-day history of your requisitions is listed here.

1. Hover over the 'Orders' icon on the left hand menu and select **My Orders**, then Click "My Requisitions"



You will be taken to this screen of your requisitions for the last 90 days. You can change this filter if you need to see a different time frame.



- These are the requisitions submitted in the last 90 days.

2. You can Save this search for future needs. Click Save As

| Requisition Number | Supplier | Requisition Name | Requisition Status | Prepared For | Submitted Date | Total Amount |
|--------------------|--------------------|-------------------------------------------------|--------------------|-----------------|------------------------|--------------|
| 181488535 | CDW Government Inc | Webcam QTY 3, for Allysa, Valerie and New Buyer | Completed | Allysa Robinson | 1/16/2024 9:34:13 AM | 252.84 USD |
| 181485652 | CDW Government Inc | Laptop for New Buyer Position | Completed | Allysa Robinson | 1/16/2024 8:39:51 AM | 1,448.12 USD |
| 179098075 | ACR Supply Co Inc | Test order- Pick up by Allysa Robinson | Completed | Allysa Robinson | 11/10/2023 10:10:18 AM | 15.24 USD |

3. Add a name to your search. Select a folder to save it to. I recommend your personal folder.

Step 1: Details

Nickname ★

Step 2: Select Folder Destination

- Personal
 - A. Robinson Reports
- Shared
 - Accounting Services

4. Click Save

- PO's-mark closed
- Print Spend
- Procurement Searches
- Receipt Searches
- Standing Orders
- Student Health PO's
- Test Shared Folder
- Year End Reports

5. Check that your search save was successful. Click on My Searches on left hand side bar.

The screenshot shows the SpartanMart interface. On the left is a dark blue navigation sidebar with icons and labels for Home, Shop, Orders, Contracts, Accounts Payable, Suppliers, Sourcing, Reporting, Administer, and Setup. The main header area includes the SpartanMart logo, a breadcrumb trail 'Orders > Search > Requisitions', and a search title 'Test Save Search last 90days Reqs' with an information icon. Below the header, there are filter sections: 'Quick Filters' with 'My Searches' highlighted in a red box, 'Supplier' (CDW Government Inc: 2, ACR Supply Co Inc: 1), 'Requisition Status' (Completed: 3), 'Department' (Procurement Services: 3), and 'Prepared By' (Riedel, Jim: 2, Robinson, Allysa: 1). On the right, there are filter options for 'Submitted Date: Last 90 days' and 'Prepared For: Robinson, Allysa'. Below these is a table with 3 results:

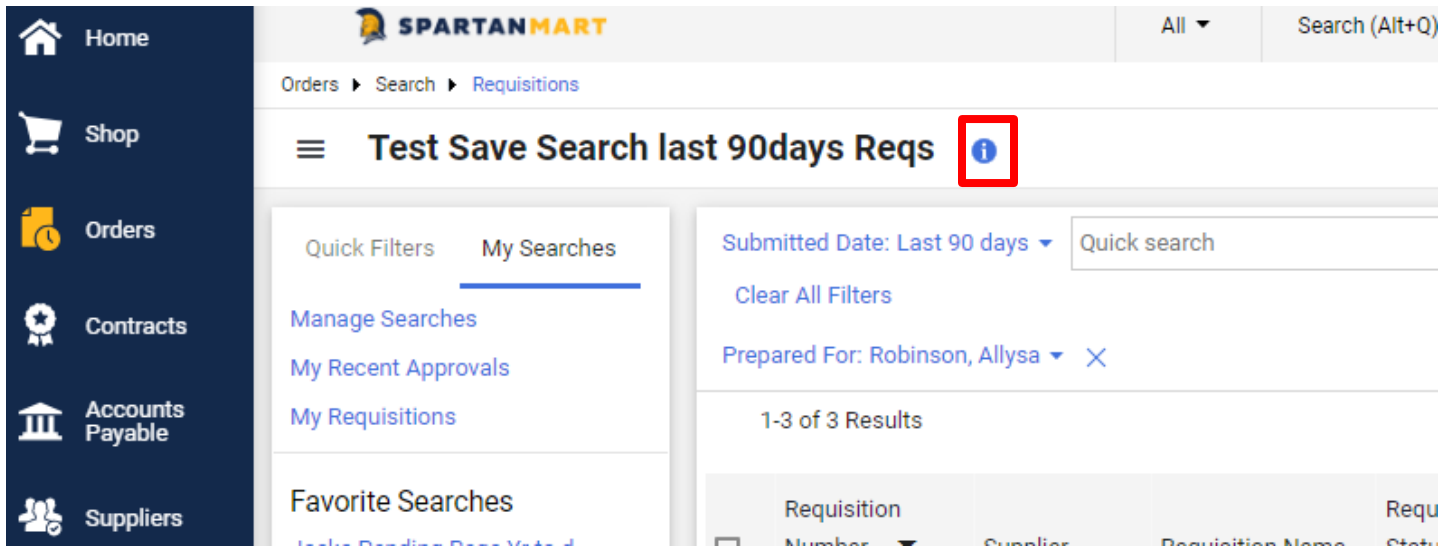
| Requisition Number | Supplier |
|--------------------|--------------------|
| 181488535 | CDW Government Inc |
| 181485652 | CDW Government Inc |
| 179098075 | ACR Supply Co Inc |

6. See New Saved Search

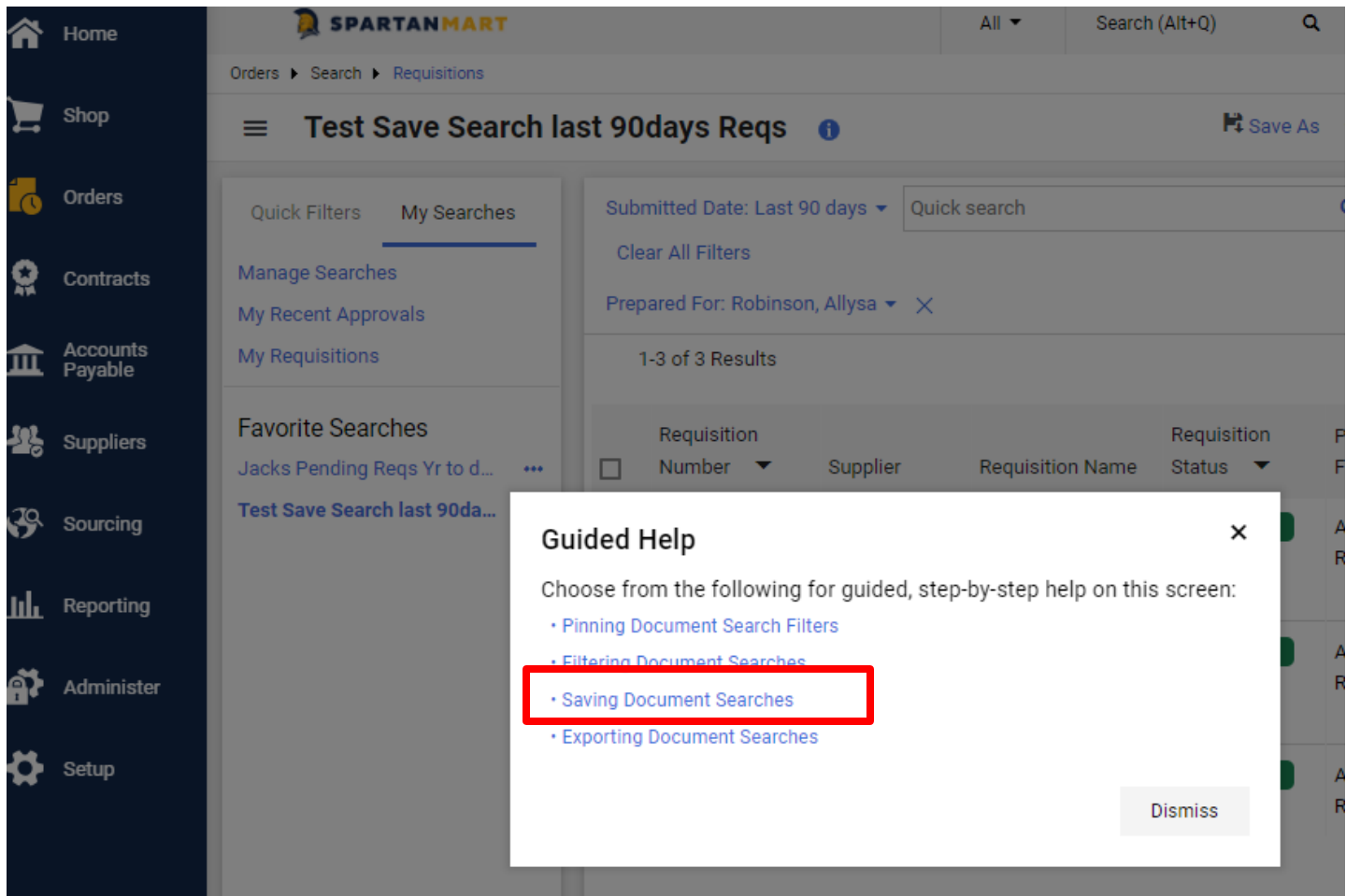
This screenshot shows the same SpartanMart interface but with additional elements. A yellow arrow points to the search title 'Test Save Search last 90days Reqs'. The 'Quick Filters' section now includes 'My Searches' (highlighted in red), 'Manage Searches', 'My Recent Approvals', and 'My Requisitions'. Under 'Favorite Searches', 'Test Save Search last 90da...' is highlighted in red. The right side of the interface shows filter options for 'Submitted Date: Last 90 days' and 'Prepared For: Robinson, Allysa'. Below is a table with 3 results:

| Requisition Number | Supplier | Requisition Name | Requisition Status | Prepared For | Submitted Date |
|--------------------|--------------------|-------------------------------------------------|--------------------|-----------------|----------------------|
| 181488535 | CDW Government Inc | Webcam QTY 3, for Allysa, Valerie and New Buyer | Completed | Allysa Robinson | 1/16/2024 9:34:13 AM |

7. Guided help for saving Document searches, exporting document searches, filtering document searches, and pinning document search filters.



8. Select the Guided help you would like to view.



9. Guided pop-up help (called Adopt) will guide you to the task that you selected. (See **Adopt guide** for more information).

The screenshot shows the SpartanMart Requisitions interface. A red box highlights a pop-up window titled "Saving Document Searches". The pop-up contains the following text:

Step 1 of 5

To save your document search, click **Save As**.

You can also access your saved searches from the **Save As** dropdown button.

The background interface includes a top navigation bar with the SpartanMart logo, search bar, and user information. Below the navigation bar, there is a breadcrumb trail: Orders > Search > Requisitions. The main heading is "Test Save Search last 90days Reqs". To the right of the heading are buttons for "Save As", "Pin Filters", and "Export All". On the left side, there is a sidebar with "Quick Filters" and "My Searches" sections. The "My Searches" section is active, showing a list of searches including "Test Save Search last 90da...". Below the sidebar, there is a table of requisitions. The table has columns for "Number", "Supplier", "Requisition Name", "Status", "Prepared For", "Submitted Date", and "Total Amount". The first row in the table is highlighted.

| Number | Supplier | Requisition Name | Status | Prepared For | Submitted Date | Total Amount |
|------------------------------------|--------------------|-------------------------------------------------|-----------|-----------------|----------------------|--------------|
| <input type="checkbox"/> 181488535 | CDW Government Inc | Webcam QTY 3, for Allysa, Valerie and New Buyer | Completed | Allysa Robinson | 1/16/2024 9:34:13 AM | 252.84 USD |