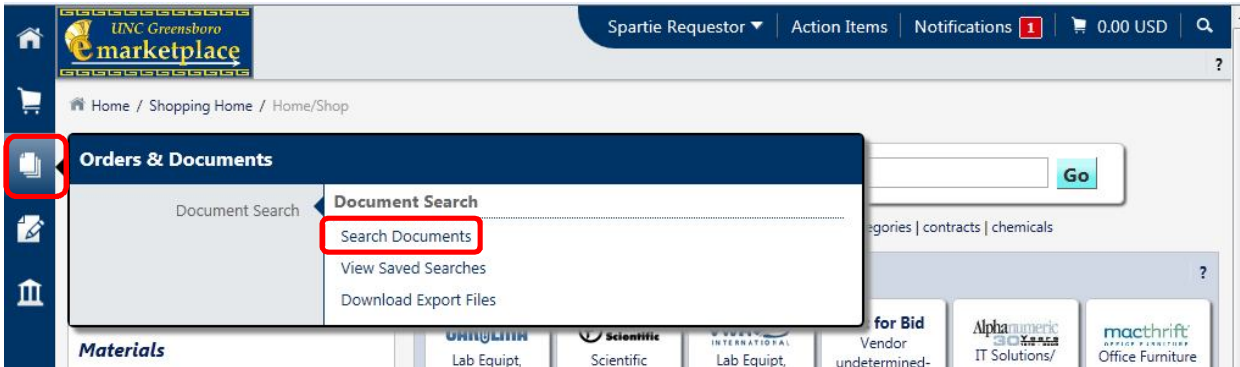


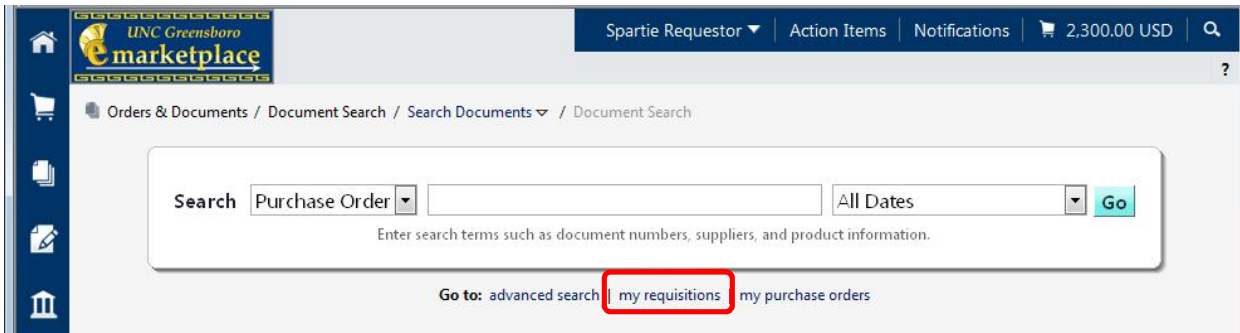
My requisitions

A 90 day history of your requisitions is listed here.

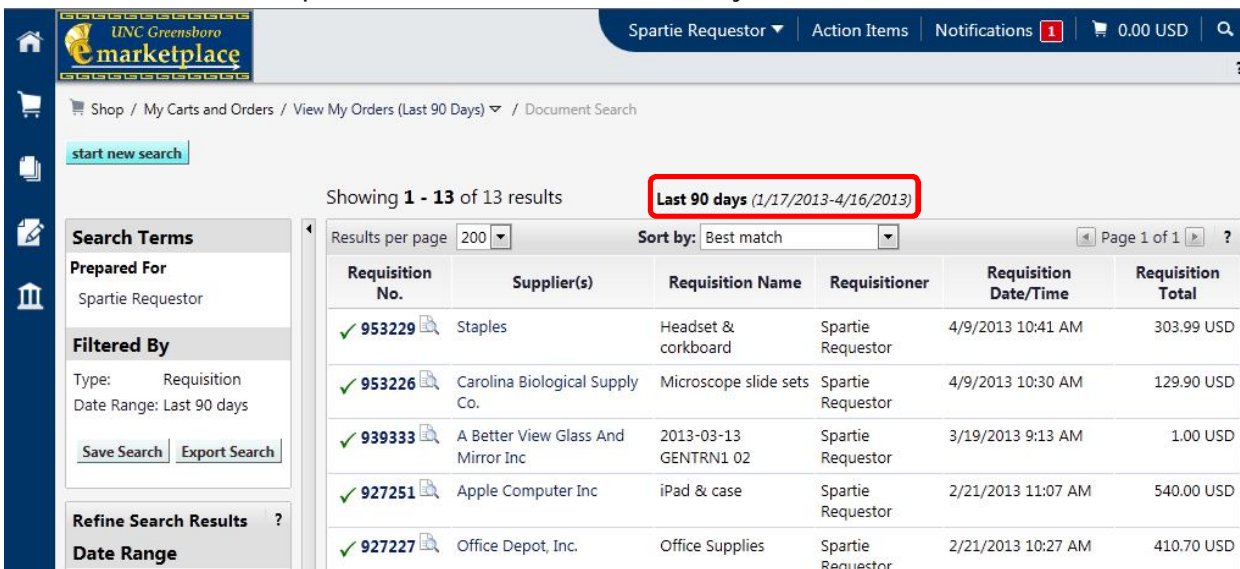
1. Hover over the 'Orders & Documents' icon on the left hand menu and select 'Search Documents'.



2. Click the 'my requisitions' link.



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



From this page you can:
Start a New Search –

1. Click **start new search**.

UNC Greensboro marketplace

Spartie Requestor | Action Items | Notifications 1 | 0.00 USD

Shop / My Carts and Orders / View My Orders (Last 90 Days) / Document Search

start new search

Showing 1 - 13 of 13 results Last 90 days (1/17/2013-4/16/2013)

Results per page: 200 Sort by: Best match Page 1 of 1

Requisition No.	Supplier(s)	Requisition Name	Requisitioner	Requisition Date/Time	Requisition Total
✓ 953229	Staples	Headset & corkboard	Spartie Requestor	4/9/2013 10:41 AM	303.99 USD
✓ 953226	Carolina Biological Supply Co.	Microscope slide sets	Spartie Requestor	4/9/2013 10:30 AM	129.90 USD
✓ 939333	A Better View Glass And Mirror Inc	2013-03-13 GENTRN1 02	Spartie Requestor	3/19/2013 9:13 AM	1.00 USD
✓ 927251	Apple Computer Inc	iPad & case	Spartie Requestor	2/21/2013 11:07 AM	540.00 USD
✓ 927227	Office Depot, Inc.	Office Supplies	Spartie Requestor	2/21/2013 10:27 AM	410.70 USD

2. You are taken to the **document search** tab where you can search for **Requisitions, Purchase Orders, Receipts or All Documents**. (See Document Search [Advanced Search](#) and [Simple Search](#) for more search instructions.)

UNC Greensboro marketplace

Spartie Requestor | Action Items | Notifications 1 | 0.00 USD

Orders & Documents / Document Search / Search Documents / Document Search

Search: **Requisition** | All Dates | Go

search terms such as document numbers, suppliers, and product information.

Go to: advanced search | my requisitions | my purchase orders

Save a Search –

Click **Save Search**. (See [Advanced Search](#) for Saved Search instructions.)

The screenshot shows the UNC Greensboro marketplace interface. The top navigation bar includes 'Spartie Requestor', 'Action Items', 'Notifications' (with a red indicator), and '0.00 USD'. The breadcrumb trail is 'Shop / My Carts and Orders / View My Orders (Last 90 Days) / Document Search'. A 'start new search' button is visible. The search results are for 'Last 90 days (1/17/2013-4/16/2013)'. The left sidebar shows 'Search Terms' with 'Prepared For: Spartie Requestor' and 'Filtered By' with 'Type: Requisition' and 'Date Range: Last 90 days'. The main table displays 4 requisitions:

Requisition No.	Supplier(s)	Requisition Name	Requisitioner	Requisition Date/Time	Requisition Total
✓ 953229	Staples	Headset & corkboard	Spartie Requestor	4/9/2013 10:41 AM	303.99 USD
✓ 953226	Carolina Biological Supply Co.	Microscope slide sets	Spartie Requestor	4/9/2013 10:30 AM	129.90 USD
✓ 939333	A Better View Glass And Mirror Inc	2013-03-13 GENTRN1 02	Spartie Requestor	3/19/2013 9:13 AM	1.00 USD
✓ 927251	Apple Computer Inc	iPad & case	Spartie Requestor	2/21/2013 11:07 AM	540.00 USD

Export a Search –

Click **Export Search**. (See [Advanced Search](#) for Export Search instructions.)

This screenshot is identical to the one above, but the 'Export Search' button in the 'Filtered By' section of the left sidebar is highlighted with a red rectangular box.