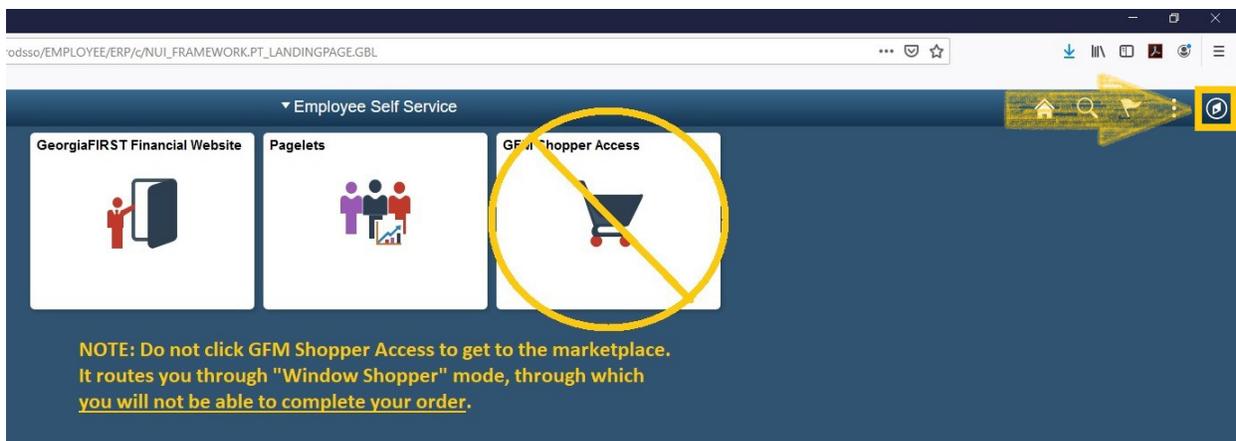


## How To Search for a Requisition

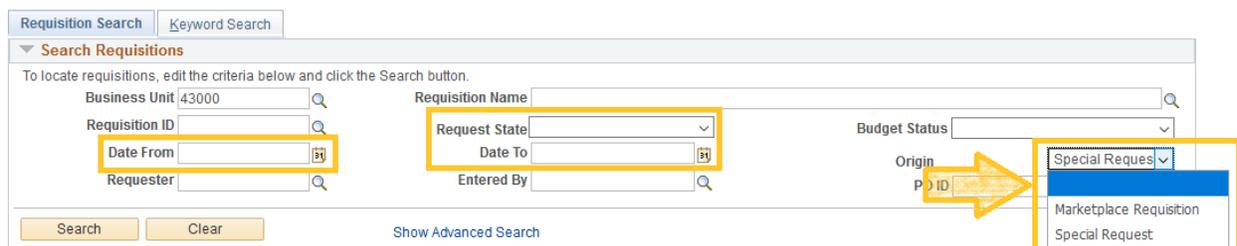
If you are a requester or an approver, you will be able to search for requisitions you have submitted or approved – so long as they are under your department coding. These steps will show you how to search for single requisitions, or view all requisitions under your purview. If you have any questions, please submit a service request via [service.kennesaw.edu/ofc](https://service.kennesaw.edu/ofc).

1. Log in to PeopleSoft via <https://www.usg.edu/gafirst-fin/> by clicking GeorgiaFIRST Financials under Core Users on the right of the page. You will be prompted to log in using Duo.
2. Click the compass icon at the top right of the page. This opens the NavBar menu.
  - a. NOTE: Do not click the *GFM Shopper Access* tile to get to the marketplace. It routes you through "Window Shopper" mode, where you will not be able to complete your order.



3. On the NavBar menu, click **Navigator > eProcurement > Manage Requisitions**.
4. Clear out all filters except the Business Unit (43000).

### Manage Requisitions



5. If you'd like to search for a single requisition, enter the **Requisition ID** and press **Search**. If you'd like to view all requisitions under your purview, press search with only the Business Unit filled in. The requisition(s) will show up below.