

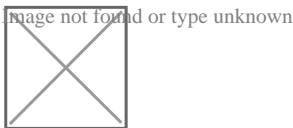
## CU Marketplace How-to: Searching for Requisitions in CU Marketplace <sup>[1]</sup>

There are multiple options for locating a requisition in the CU Marketplace, depending on the scenario. This article covers:

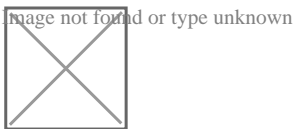
1. Searching for requisitions that you submitted
2. Searching for a requisition when you have the requisition number
3. Searching for a requisition when you do not have the requisition number

### Searching for Orders Submitted by Yourself

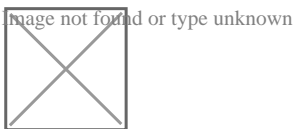
If you are the user that originally submitted, the order, they will be located in **My Orders** in the left-side panel:



This screen defaults to orders placed in the last 90 days, but this can be changed by changing the **Submitted Date** filter:

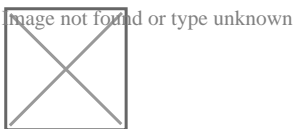


Orders can be filtered additionally using the **Add Filter** dialogue. Some common filters include *Supplier* and *Total Amount*:



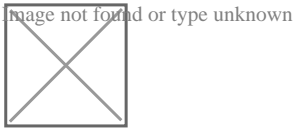
### Requisition Number is Known

Even if the user is the original order submitter, it may be more convenient to use this method if the requisition number is already known. Use the search dialogue in the top right of CU Marketplace and enter the requisition number. Click on the requisition:

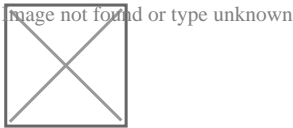


## Requisition Number is Not Known

If the user is not the individual that originally submitted the order, use the general order search on the left-side panel of CU Marketplace:



Use the 1) **Created Date** and 2) **Add Filter** dialogues to narrow the search. Some common filters include *Supplier*, *Prepared By*, and *Total Amount*.



This search option can also be used to search for a multitude of Requisitions where the Requisition number is known. If utilizing search in this manner, note that Requisition numbers should be entered and separated with a space. Non-space characters will result in an error in the Requisition search.

Review the summary of an order with [CU Marketplace: Requisition Status and Approvals](#) <sup>[2]</sup>

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**Source URL:** <https://www.cu.edu/psc/cu-marketplace-how-searching-requisitions-cu-marketplace>

### Links

[1] <https://www.cu.edu/psc/cu-marketplace-how-searching-requisitions-cu-marketplace>

[2] <https://www.cu.edu/psc/cu-marketplace-how-requisition-status-and-approvals>