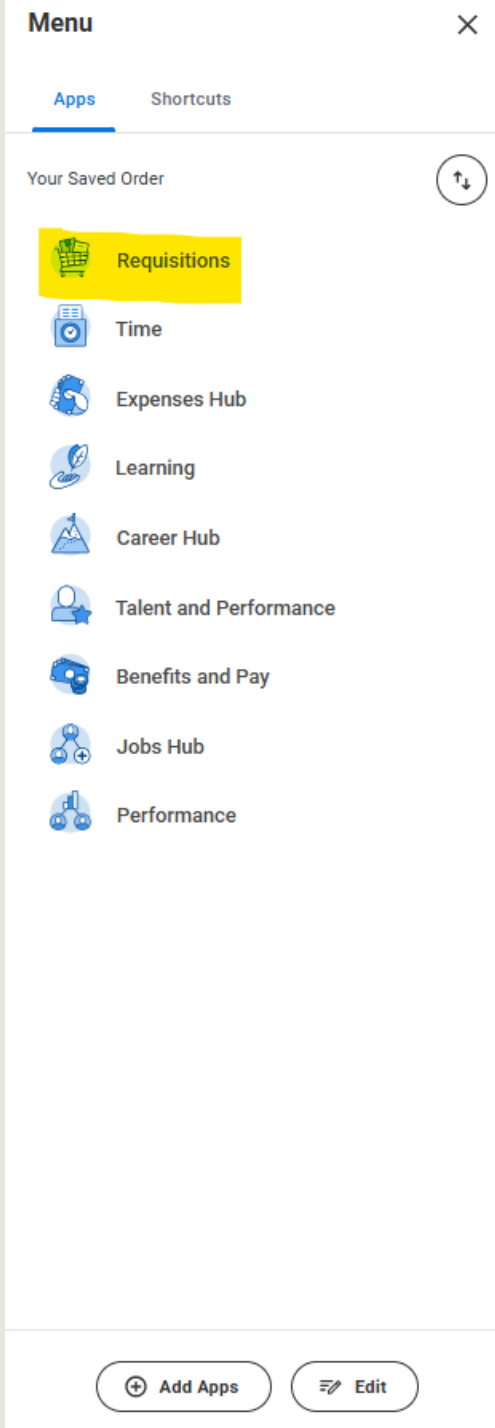


Abstract geometric lines forming various polygons and shapes in the upper left corner of the page.

HOW TO FIND ORDERS

-Click on the Requisitions tab under the menu option



-You can toggle between "open" and "completed" orders

-You can see if your requisition is waiting approval from anyone

-You can click on the "2 items" to expand to see all items on the req

-You can click on the icon in the ordered column to view the PO

Instructions

If goods will weigh 75 lbs or more shipped on a pallet, items should be shipped to 2350 N. Freedom Blvd
BYU Policy requires multiple quotes. Click [here](#) to view the policy.
If your Supplier is not available or unknown, leave the supplier field BLANK. Click [here](#) to create a Supplier Request.

1. SEARCH CATALOG: This link is for Inventory use only. (if there's room, you can follow this with the existing text.)
2. REQUEST NON-CATALOG ITEM: Request goods or services that are not found in a punchout catalog. Cart will be saved until you checkout.
3. CONNECT TO SUPPLIER WEBSITE: Punchout catalogs like Staples, Dell, etc.

Requisitions (Past 6 Months)

[Edit Filters](#)**Open (75)****Completed (10)****REQ00000314 *****

Total Amount: \$5.00

1 item ▾

Awaiting Action b

Created on 11/13/2024

Ordering

Receiving

Invoicing

REQ00000312 ***

Total Amount: \$403.48

2 items ▾

Awaiting Action b

Created on 11/13/2024

Ordering

Receiving

Invoicing

REQ00000307 ***

Total Amount: \$6.49

1 item ▾

Approved

Created on 11/13/2024



Ordering

Receiving

Invoicing

REQ00000305 ***

Total Amount: \$6.96

1 item ▾

Approved

Created on 11/13/2024



Ordering

Receiving

Invoicing

REQ00000301 ***

Total Amount: \$61.73

1 item ▾

Approved

Created on 11/13/2024



Ordered

Receiving

Invoicing