

# Search for an Existing Requisition

**Purpose:** Use this document as a reference for searching for requisitions in ctcLink.

**Audience:** Purchasing staff

! You must have at least one of these local college managed security roles:

- ZZ Requisition Entry

You must also set these User Preference Definitions:

- [User Preferences: Requisition Entry](#)
- [Requester Setup](#)

If you need assistance with the above security roles or User Preference Definitions, please contact your local college supervisor or IT Admin to request role access.

## Search for an Existing Requisition

**Navigation:** Purchasing > Requisitions > Add/Update Requisitions

1. The **Requisitions** page displays.
2. Select the **Find an Existing Value** tab.
3. Enter **Business Unit**.
4. Enter additional **Search Criteria** to identify your requisition.
5. Select **Search** and select desired results.
7. The **Maintain Requisitions** page displays.
8. You can use the page to create and update requisitions online.
9. If you make any changes, please select **Save**.

**Maintain Requisitions**

**Requisition**

Business Unit: VIA280  
 Requisition ID: 0000000875  
 Requisition Name: Dental Lab. THS Supplies

Status: Open ☒ ☐ ☒ ☐  
 Budget Status: Not Chkd ☒ ☐ ☐ ☐  
☐ Hold From Further Processing

**Header**

\*Requester: 2016   Toni   
 \*Requisition Date: 06/07/2023   
 Origin: CNL   On Line Entry  
 \*Currency Code: USD   Dollar  
 Accounting Date: 06/07/2023

**Amount Summary**

Total Amount: 137.04 USD

**Add Items From**

Purchasing Kit Item Search

**Select Lines To Display**

Search for Lines  
 Line  To

**Line**

Line	Item	Description	Quantity	UOM	Category	Price	Merchandise Amount	Status
1	<input type="text"/>	<a href="https://www.amazon.com">https://www.amazon.com</a> <input type="button" value="Q"/>	3.0000	EA <input type="text"/>	578 <input type="text"/>	45.68000	137.04	Open

View Printable Version  \*Go to

10. Process complete.

## Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

## Video Tutorial Via Panopto

View the external link to [Search for an Existing Requisition](#). This link will open in a new tab/window