

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: 000000875
 Requisition Name: Dental Lab. THS Supplies

Status: Open
 Budget Status: Not Chkd
 Held From Further Processing

Header

*Requester: 2016 Toni
 *Requisition Date: 08/07/2023 Requester Info
 Origin: ONL On Line Entry
 *Currency Code: USD Dollar
 Accounting Date: 08/07/2023

Amount Summary

Total Amount: 137.04 USD

Requisition Details
 Requisition Activities
 Document Status

Edit Comments
 Add Request Document

Add Items From

Purchasing Kit
 Item Search

Catalog
 Requisition Items

Select Lines To Display

Search for Lines
 Line: To:

Line

1-1 of 1 | View All

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

View Printable Version | View Approvals | | *Go to ...More...

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