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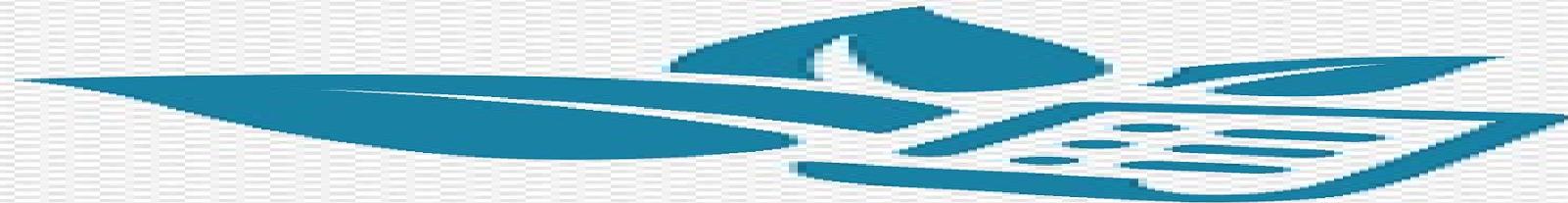
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# New Requisition - Select Type

Select Requisition Type ▾

- Office Supplies
- IT Equipment
- Marketing Equipment

Save As Draft

Next



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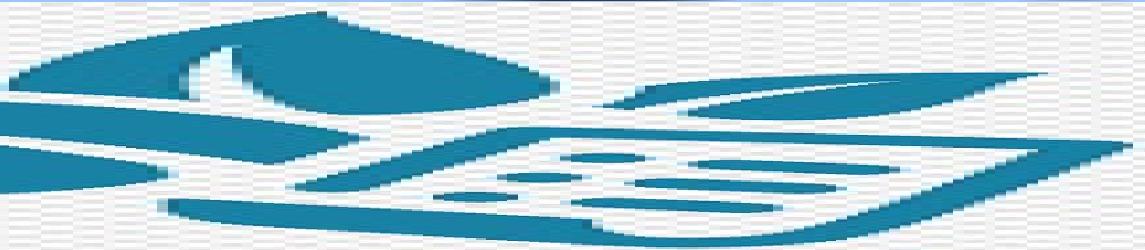
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# New Requisition - Enter Details

Item Name

Quantity

Budget

Delivery Timeline



Description

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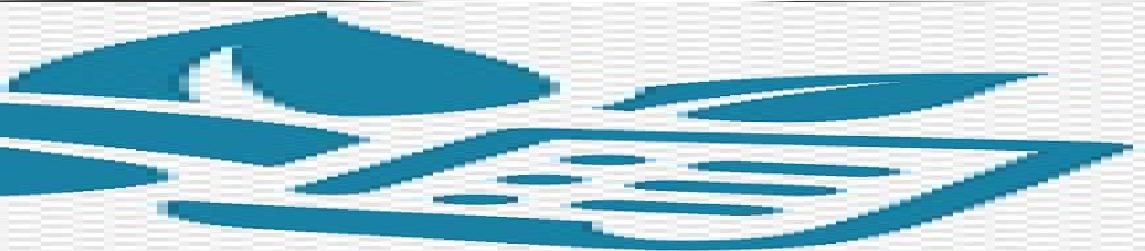
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# New Requisition - Attach Documents

**Upload File**

Accepted File Types(PDF,PNG,JPG Etc)



Choose files to Upload

or drag and drop them



File-name.pdf

Uploaded by User  
Uploaded on January 1, 2023 at 11:14

X

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# Submit Requisition For Approval

Alert

Are You Sure You want to submit the requisition for approval

cancel

Submit



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# My Requisition

Drafts Pending Approved Rejected Additional Information Required

Search Orders by #, status, date, etc.

Filter

<p>Requisition ID <b>1234567</b></p> <p>Status <span>Pending</span></p> <p>Last Update Nov 11th, 2019 at 3:27pm MW-2   Chicago, IL   102   IO-A</p>	<p>Requisition ID <b>8151515</b></p> <p>Status <span>Rejected</span></p> <p>Last Update Nov 11th, 2019 at 3:27pm MW-2   Chicago, IL   102   IO-A</p>	<p>Requisition ID <b>9686973</b></p> <p>Status <span>Requires Review</span></p> <p>Last Update Nov 11th, 2019 at 3:27pm MW-2   Chicago, IL   102   IO-A</p>
<p>Requisition ID <b>2906767</b></p> <p>Status <span>Pending</span></p> <p>Last Update Nov 11th, 2019 at 3:27pm MW-2   Chicago, IL   102   IO-A</p>	<p>Requisition ID <b>7731818</b></p> <p>Status <span>Rejected</span></p> <p>Last Update Nov 11th, 2019 at 3:27pm MW-2   Chicago, IL   102   IO-A</p>	<p>Requisition ID <b>7498931</b></p> <p>Status <span>Approved</span></p> <p>Last Update Nov 11th, 2019 at 3:27pm MW-2   Chicago, IL   102   IO-A</p>
<p>Requisition ID <b>6307575</b></p> <p>Status <span>Approved</span></p> <p>Last Update Nov 11th, 2019 at 3:27pm MW-2   Chicago, IL   102   IO-A</p>	<p>Requisition ID <b>3124455</b></p> <p>Status <span>Pending</span></p> <p>Last Update Nov 11th, 2019 at 3:27pm MW-2   Chicago, IL   102   IO-A</p>	<p>Requisition ID <b>9876543</b></p> <p>Status <span>Pending</span></p> <p>Last Update Nov 11th, 2019 at 3:27pm MW-2   Chicago, IL   102   IO-A</p>



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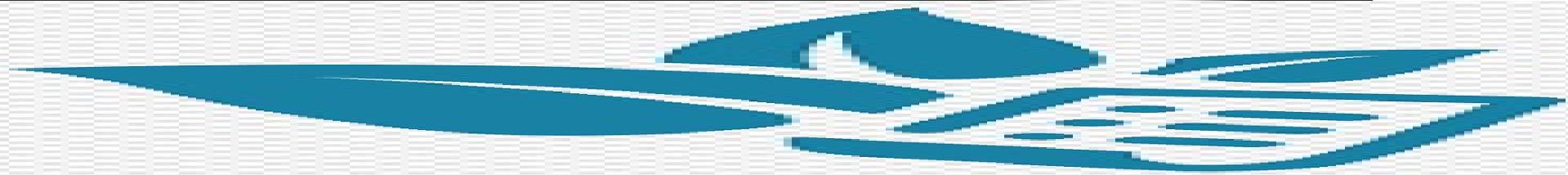
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