### iProcurement: Retrieve a Requisition

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| **1.** Locate a requisition under either **My Requisitions** or **Requisitions**. | ![My Requisitions](image1)
| **2.** Click on either the requisition number or description. | ![Select requisition](image2)
| **3.** Click **Complete**. | ![Complete](image3)
| **4.** You will be routed to the **Edit and Submit Requisition** screen to continue on with the checkout process. | ![Edit and Submit Requisition](image4)

*Updated December 2021*