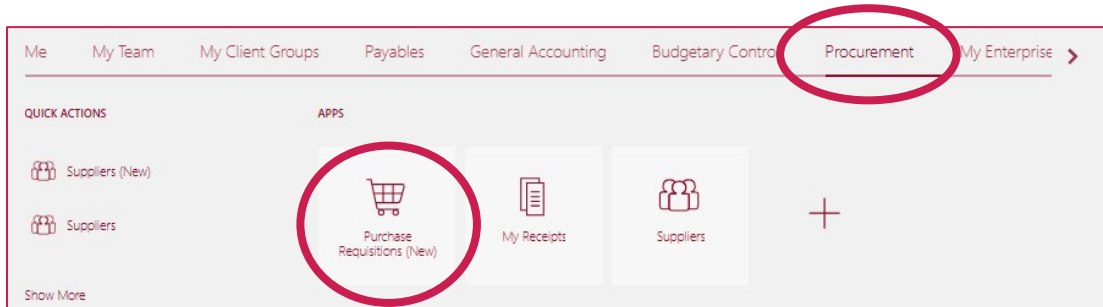
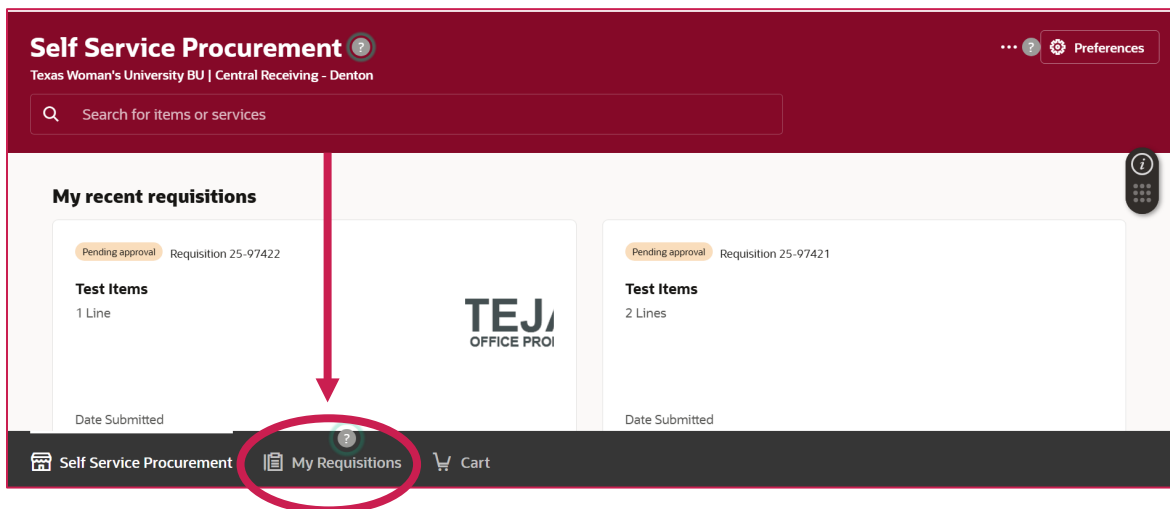


# How to View Requisitions Created by Other Preparers

1. Navigate to **Procurement > Purchase Requisitions (New)**



2. Select **My Requisitions** at the bottom of the page.



3. Remove the **Entered By** filter by clicking the X next to your name.

