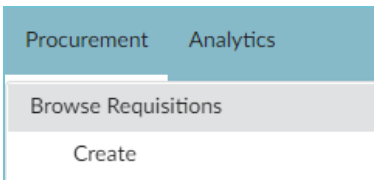


Viewing Requisitions

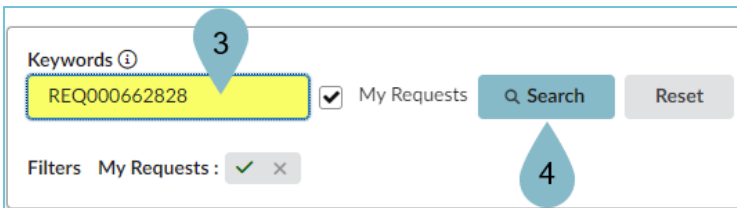
This document is a quick reference guide for searching and viewing requisitions in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

Viewing Requisitions

1. Log into APP
2. Navigate to the **Procurement** drop-down menu and select **Browse Requisitions**.



3. On the Browse Requisitions page, search for the requisition you would like to view.
4. Click **Search**.



You will only see a list of requisitions that ONLY you have initiated. To view all requisitions you have access to uncheck the **My Requests** checkbox.

5. Click the **Pencil**  icon to open the requisition.

Resources

Click the link below for more information on the requisition creation processes in APP:

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/procure-pay-grgs-176>