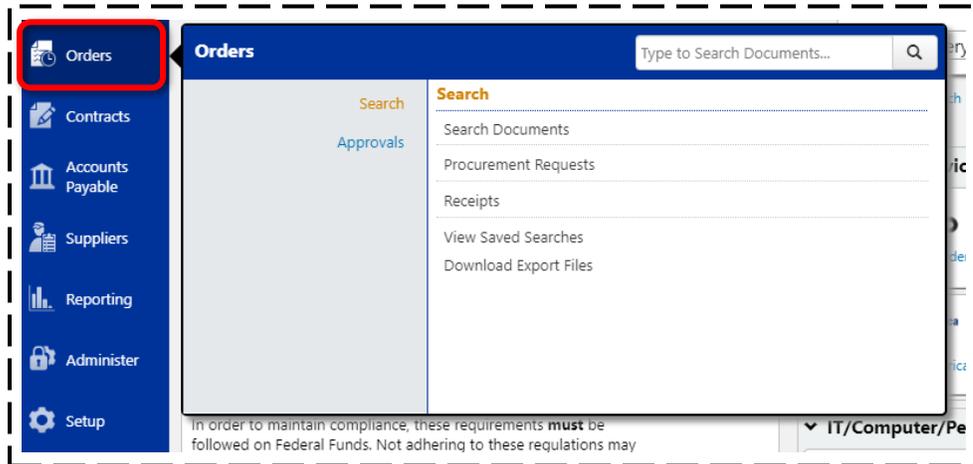
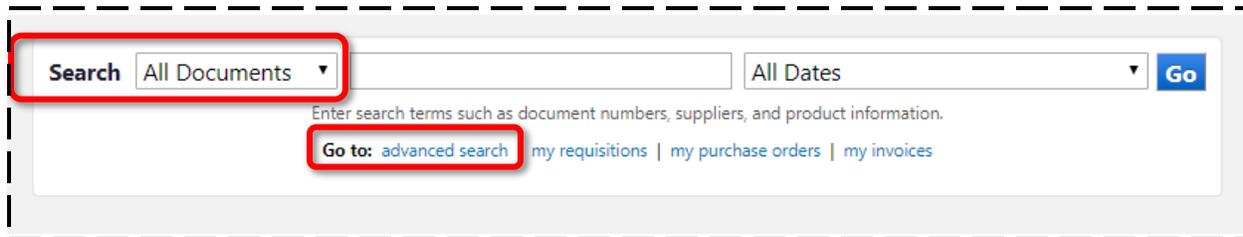


# E-Procurement's Updated Search Interface

**“Documents” is Now “Orders”:**



To search select the **“Orders”** icon and click on **“Search Documents.”** Select **“All Documents,”** **“Requisitions,”** **“Purchase Orders,”** or **“Invoices,”** from the dropdown menu (**Form Requests is no longer an option to select**). If needed, you can select **“advanced search”** below the search field to expand for more search options:



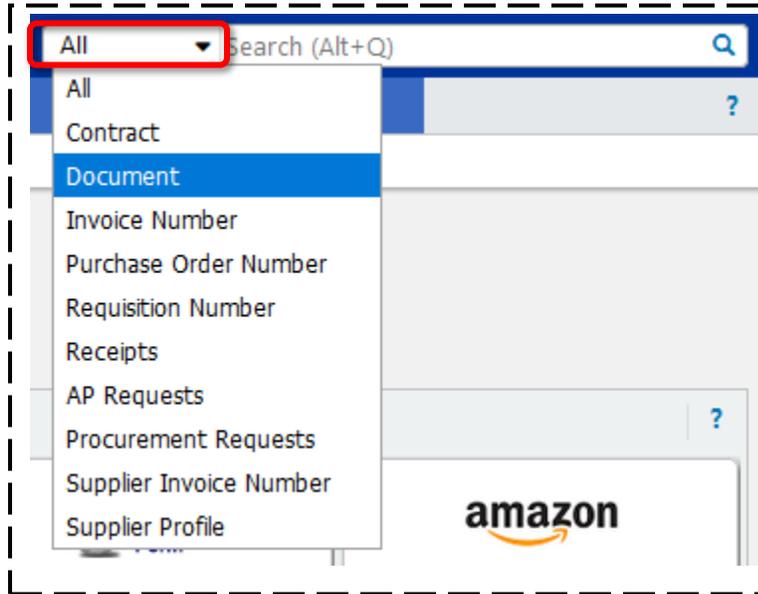
**To search for check requests please review next section.**

**Searching Via Upper Right Toolbar to Search Across System:**

If you have your document number and would like to search across the entire system you can use the search box in the upper right hand corner.

To conduct a more targeted search click into the upper right search field (next to your shopping cart) to unveil the dropdown menu containing additional search options. Select the document you are searching for and enter the document number. All documents are categorized by their respective module (**ie. Check Requests are now under “AP Requests”**).



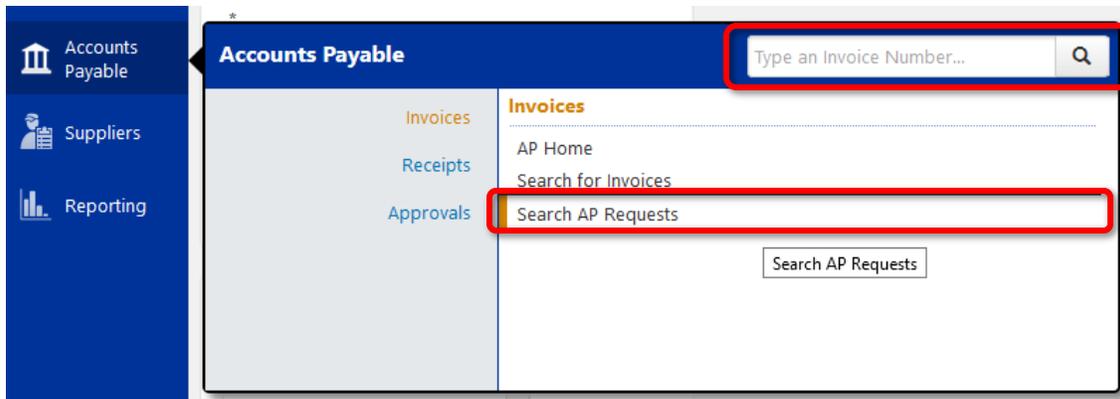


**PLEASE NOTE:** “Form Requests” have been removed as an available search filter. If searching for a Check Request you must select “**AP Requests**” to search.

**Searching Via Each Module Menu:**

In addition to “**Orders**” each module has their own search bar and search options.

“**Check Requests**” are now rebranded as “**AP Requests.**” To search for a Check Request you can click on the “**Accounts Payable**” icon to search for your Check Request document number via the search toolbar or click on “**Invoices**” and select “**Search AP Requests.**”



To sort by Submitted Date click on the “**Submitted Date**” column title until your results are sorted by the desired order.

