Using Document Overview

Use the Document Overview On to display purchase requisitions already created. This allows easy access to find/copy existing purchase requisitions when appropriate. To define a Variant to search for existing requisitions click the Variant button.

You can then select from a listing of possible selection choices. You can choose My Purchase Requisitions in order to see a listing of all open (not converted to PO) requisitions you have created.
In order to see a listing of all the purchase requisitions you (or someone else) have entered, select the Purchase Requisitions choice. You will then see the selection screen below:

The name of processor can be populated with the SAP User ID of the person for which you wish to search. Then click the Execute button to get the listing.
After selecting a variant the list will be populated according to your selection.

Click the triangle in front of the requisition number to display the line items.

To view the requisition, just double click the requisition number to move it into the right side viewing pane.