1. To search for a LoboMart Purchase Requisition, begin by clicking on **document search**.

2. Next, choose the document type to search: Requisition, Purchase Order (PCard orders) or All Documents for both.

3. Enter a search term. You can search by Cart Name, Supplier, Item, or even keywords from your Business Purpose or Note to Purchasing/Supplier.

4. Choose a date range. You can enter a custom date range, or select Fiscal Year, FY to date, Calendar year, Month, etc. Click on **advanced search** for more options.

5. Click on the **Go** button.

6. Click on the document number you want to view first.

7. Click on the arrows to scroll between documents returned from your search. Click on **Return to Search Results** to see the original list. Click on the **search** tab to begin a new search.