



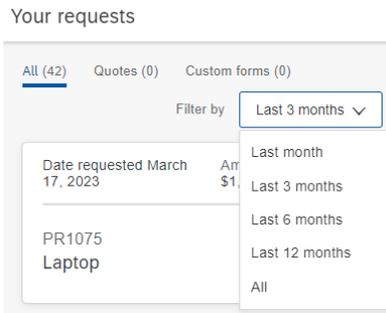
## Searching for PRs and POs: Requestor or Approver

**Overview:** This job aid demonstrates how to find PR (purchase requisition) and PO (purchase order) documents in SAP Ariba as the requestor (person that submitted the PR) or an approver on the PR. For instructions on finding PRs and POs where you are a watcher, [view this tutorial](#).

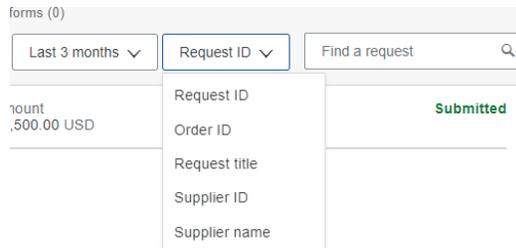
1. Log in to [ebs.msu.edu](https://ebs.msu.edu) and click the **Procure-to-Pay System** tile.
2. Select the **Your requests** tab for documents you've submitted or that were submitted on your behalf, or select the **Your approvals** tab for documents where you were an approver.



3. In the **Filter by** section at the top of the page, set your filters to find the appropriate document:
  - a. Left dropdown: date range



- b. Center dropdown: document information
  - i. Request ID: PR number
  - ii. Order ID: PO number
- c. Right field: specific criteria related to select document information



4. Click on the magnifying glass **Search** icon.



5. The resulting page will include your search results. Open the PR or PO document by clicking the document **ID**.

