

## Reviewing Requisition Change History

1.	Click the <b>Purchasing</b> link. 
2.	Click the <b>Requisitions</b> link. 
3.	Click the <b>Review Requisition Information</b> link. 
4.	Click the <b>Change History</b> link. 
5.	Click the <b>Look up Business Unit (Alt+5)</b> graphic to enter the FIU01 Business Unit. 
6.	Click the <b>FIU01</b> link. 
7.	Enter the desired information into the <b>Requisition ID:</b> field. Enter
8.	Click the <b>Search</b> button. 
9.	Click the <b>Header</b> link.  Use the <b>Header</b> page to view requisition change order header history. 
10.	Click the <b>Line</b> link.  Use the <b>Line</b> page to view requisition change order line history. 
11.	Click the <b>Ship</b> link.  Use the <b>Ship</b> page to view requisition change order ship history. 
12.	Click the <b>Return to Search</b> button. 
13.	Click the <b>Home</b> link. 
14.	Congratulations. You have successfully reviewed Requisition Change History. <b>End of Procedure.</b>