Selecting a Category
The “Group By” section allows users to sort data by:

- **Supplier (the default):** Displays all orders by supplier, including orders that may be awaiting approval, or were unsubmitted, cancelled, or disapproved.
- Order Status
- REQS status code
- PO Status Code

Choose a Date Range
Select from a variety of date ranges or input a custom range. Click **Apply**, then click **Search**.
**My Orders Graph** graphically represents the number of orders and the total in dollars based on the search parameters. Click on a colored section of the graph or one of the legends and a new browser page “Order History” will open. **My Orders Graph** will show up to 500 orders.