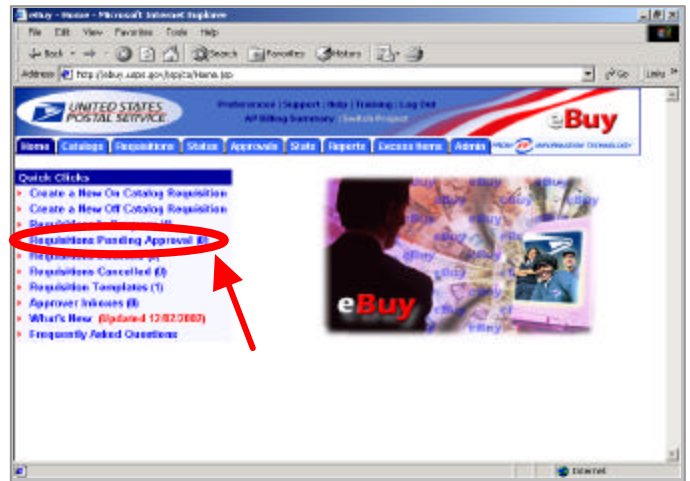


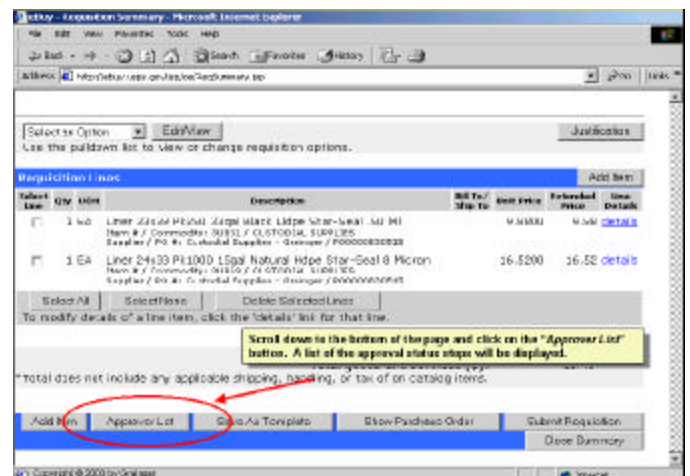
# Checking a requisitions approval status on the USPS eBuy Electronic Web Purchasing System.

1. To check the approval status of a requisition on eBuy, click on the "home" tab to start.

2. To open a pending requisition, first click on "Requisition Pending Approval" under the Quick Clicks list. Then click on the specific requisition number to open it.



3. Scroll to the bottom of the page and click on "Approver List" to display the approval status steps.



4. View of requisition awaiting full approval.

