


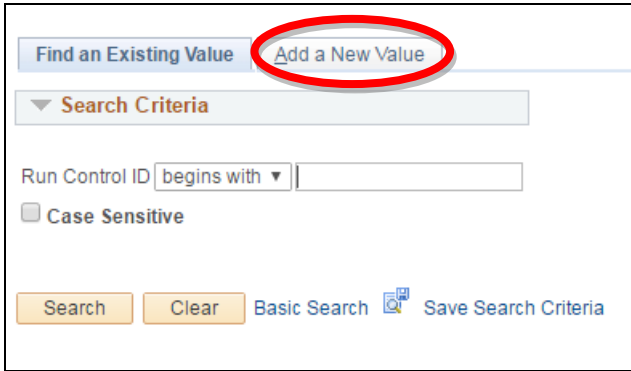


# ADDY NOTES



## Printing an ePro Requisition

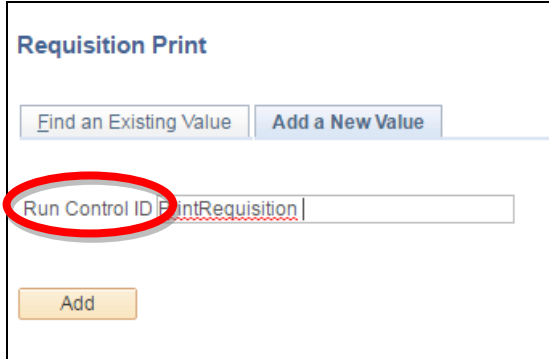
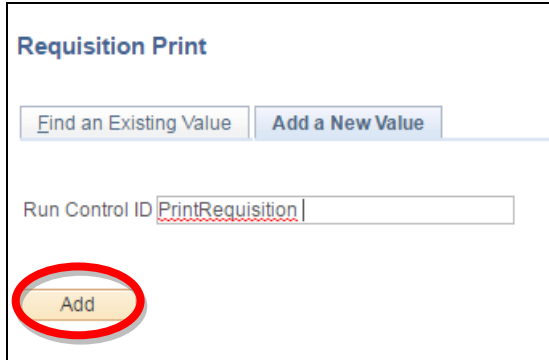
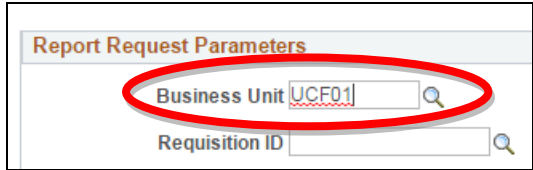
If you need to print a requisition, this Addy Note explains the steps you'll need to follow. Your requisition will print as a PDF document, which you can save as a file and/or print as a hard copy.

Step	Action
1.	Navigate to: <b>Main Menu &gt; eProcurement &gt; Manage Requisitions.</b>
2.	Click the <b>Requisition Report</b> link at the bottom of the <b>Manage Requisitions</b> page. 
3.	The first time you print a requisition, create a run control by selecting the <b>Add a New Value</b> tab. (If you already have a run control ID, enter it in the <b>Run Control ID</b> field and skip to Step 6.) 



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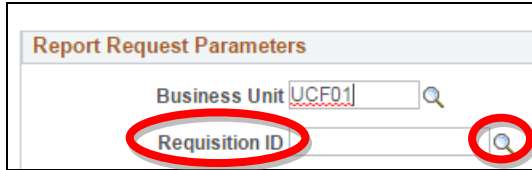
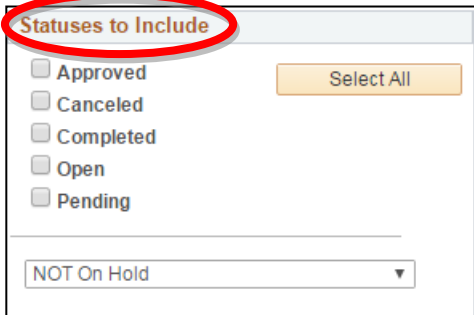
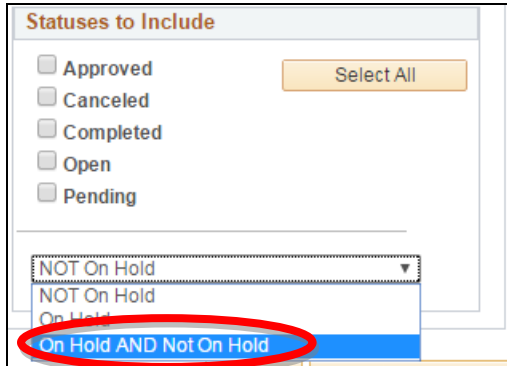


Step	Action
4.	<p>Create a <b>Run Control ID</b> (for example “<b>PrintRequisition</b>”).</p> 
5.	<p>Click <b>Add</b>.</p>  <p><b>Note:</b> Each time thereafter, you will use the Find an Existing Value tab and retrieve the run control initially created.</p>
6.	<p>Enter <b>UCF01</b> in the <b>Business Unit</b> field.</p> 



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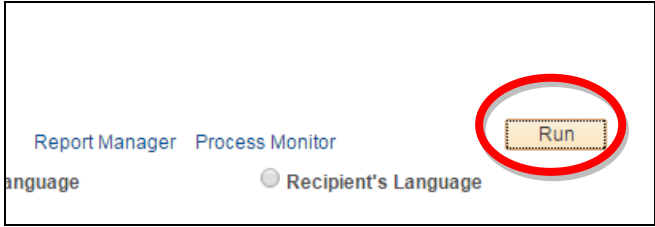
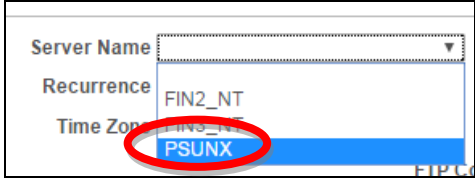

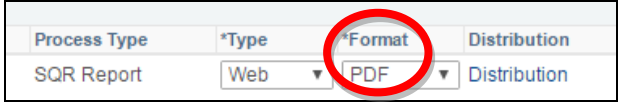
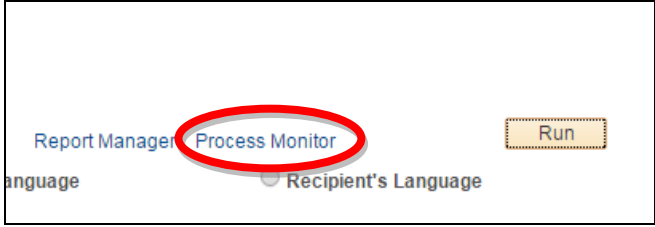


Step	Action
7.	<p>Enter the requisition number (including zeros) in the <b>Requisition ID</b> field. Or, click the <b>Lookup</b> icon to search for your requisition.</p> 
8.	<p>In the <b>Statuses to Include</b> section, select one or more of the check boxes, or click the <b>Select All</b> button.</p> 
9.	<p>From the <b>Statuses to Include</b> drop down list, select <b>On Hold AND Not On Hold</b>.</p> 



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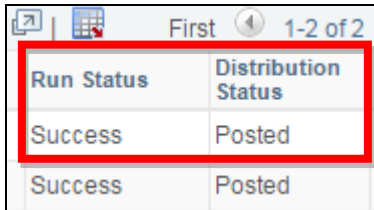
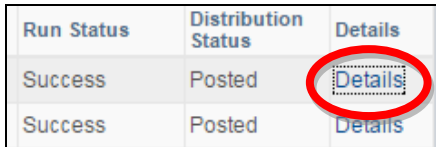
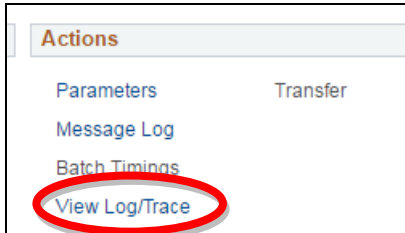



Step	Action
10.	Click the <b>Run</b> button near the top of the page.  
11.	Select <b>PSUNX</b> from the <b>Server Name</b> drop down field.  
12.	Select <b>Web</b> from the <b>Type</b> drop down field, if it does not default.  
13.	Select <b>PDF</b> from the <b>Format</b> field, if it does not default.  
14.	Click <b>OK</b> .
15.	Click the <b>Process Monitor</b> link.  



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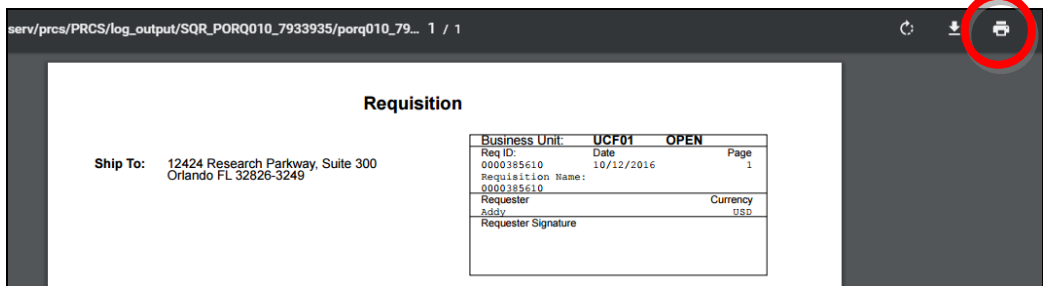


Step	Action
16.	<p>Click the <b>Refresh</b> button until your process has a:</p> <ul style="list-style-type: none"> <li>• <b>Run Status</b> of <b>Success</b></li> <li>• <b>Distribution Status</b> of <b>Posted</b></li> </ul> 
17.	<p>Click the <b>Details</b> link to display the <b>Process Detail</b> page.</p> 
18.	<p>Click the <b>View Log/Trace</b> link.</p> 
19.	<p>Click the <b>PDF</b> file link to open the purchase order in Adobe Acrobat.</p> 



# ADDY NOTES



Step	Action																					
20.	<p>Click the <b>Print</b> icon to print the requisition.</p>  <p>The screenshot shows a web browser window displaying a requisition form. The browser's address bar shows the URL: <code>serv/prcs/PRCS/log_output/SQR_PORQ010_7933935/porq010_79_ 1 / 1</code>. The page title is "Requisition". The form content includes:</p> <p>Ship To: 12424 Research Parkway, Suite 300 Orlando FL 32826-3249</p> <table border="1" data-bbox="769 695 1065 842"> <thead> <tr> <th colspan="3">Business Unit: UCF01 OPEN</th> </tr> <tr> <th>Req ID:</th> <th>Date</th> <th>Page</th> </tr> </thead> <tbody> <tr> <td>0000385610</td> <td>10/12/2016</td> <td>1</td> </tr> <tr> <td colspan="3">Requisition Name: 0000385610</td> </tr> <tr> <td>Requester</td> <td colspan="2">Currency</td> </tr> <tr> <td>Reqy:</td> <td colspan="2">USD</td> </tr> <tr> <td colspan="3">Requester Signature</td> </tr> </tbody> </table> <p>A red circle highlights the print icon in the browser's toolbar.</p>	Business Unit: UCF01 OPEN			Req ID:	Date	Page	0000385610	10/12/2016	1	Requisition Name: 0000385610			Requester	Currency		Reqy:	USD		Requester Signature		
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