

Printing a Requisition

This report allows the requester to have a hard copy of the requisition for reference only.

Navigation: Purchasing, Requisitions, Reports, Print Requisition

Requisition Print
Enter any information you have and click Search. Leave fields blank

Find an Existing Value | Add a New Value

Run Control ID: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

- ▼ Purchasing
 - ▼ Requisitions
 - ▷ Reconcile Requisitions
 - ▷ Review Requisition Information
 - ▼ Reports
 - [Print Requisition](#)

or

Requisition Print

Find an Existing Value | **Add a New Value**

Run Control ID:

Add

[Find an Existing Value](#) | [Add a New Value](#)

1. Select "Find an Existing Value" and search for your existing Run Control ID. If you have never run this report before, select "Add a New Value" and type in a Run Control ID (one word (example: PrintReq)).

Note: Once the Run Control ID exists you can locate it by searching under "Find an Existing Value". **DO NOT** create multiple Run Control for printing a requisition.

2. Enter Business Unit of SLCMP and type in the REQ ID. **Leave the Requester field blank.**
3. Click **Select All** and **Run**

Requisition Print

Run Control ID: SLACARO [Report Manager](#) [Process Monitor](#) **Run**

Language: Specified Recipient's

Report Request Parameters

Business Unit:

Requisition ID:

From Date:

Through Date:

Requester:

Statuses to Include

Approved Canceled Completed Open Pending

Select All

On Hold AND Not On Hold

4. The Process Scheduler Request Page displays. Nothing needs to be entered. Click **OK**

Process Scheduler Request

User ID: SLACARO Run Control ID: SLACARO

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Requisition Print SQR	PORQ010	SQR Report	Web <input type="button" value="Dropdown"/>	PDF <input type="button" value="Dropdown"/>	Distribution

5. The report is now running and you are returned to the Requisition Print page.

6. Now select [Process Monitor](#)

7. If the Run Status is not Success, click [Refresh](#)
8. As the report runs the status will change from Queued, Initiated, and Posting to Success.
9. Click [Details](#) when it has reached Success.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	277173		SQR Report	PORQ010	SLACARO	07/15/2008 1:45:00PM PDT	Success	Posted	Details

10. Click [View Log/Trace](#)

Process Detail

Process	
Instance: 277173	Type: SQR Report
Name: PORQ010	Description: Requisition Print SQR
Run Status: Success	Distribution Status: Posted

Run	Update Process
Run Control ID: SLACARO	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 07/15/2008 1:52:34PM PDT	Parameters Transfer
Run Anytime After: 07/15/2008 1:45:00PM PDT	Message Log
Began Process At: 07/15/2008 1:53:08PM PDT	Batch Timings
Ended Process At: 07/15/2008 1:53:17PM PDT	View Log/Trace


View Log/Trace

Report	
Report ID: 187001	Process Instance: 293436
Name: PORQ010	Process Type: SQR Report
Run Status: Success	
Requisition Print SQR	

Distribution Details	
Distribution Node: FSLOTST	Expiration Date: 08/07/2008

File List		
Name	File Size (bytes)	Datetime
SQR_PORQ010_293436.log	1,583	08/05/2008
porq010_293436.PDF	3,386	08/05/2008
porq010_293436.out	63	08/05/2008

Distribute To	
Distribution ID Type	*Distribution ID
User	BTESCH

11. Click the .PDF link to view the report.
12. The report title is porq010. The instance will always follow in the file name.
13. The requisition opens in a new window.
14. Click  to print the report.

Note: In order for the Requisition comments to appear on this report, **Send to Vendor** must be checked on the [Add Comments](#) hyperlink page of the requisition.