PROCUREMENT
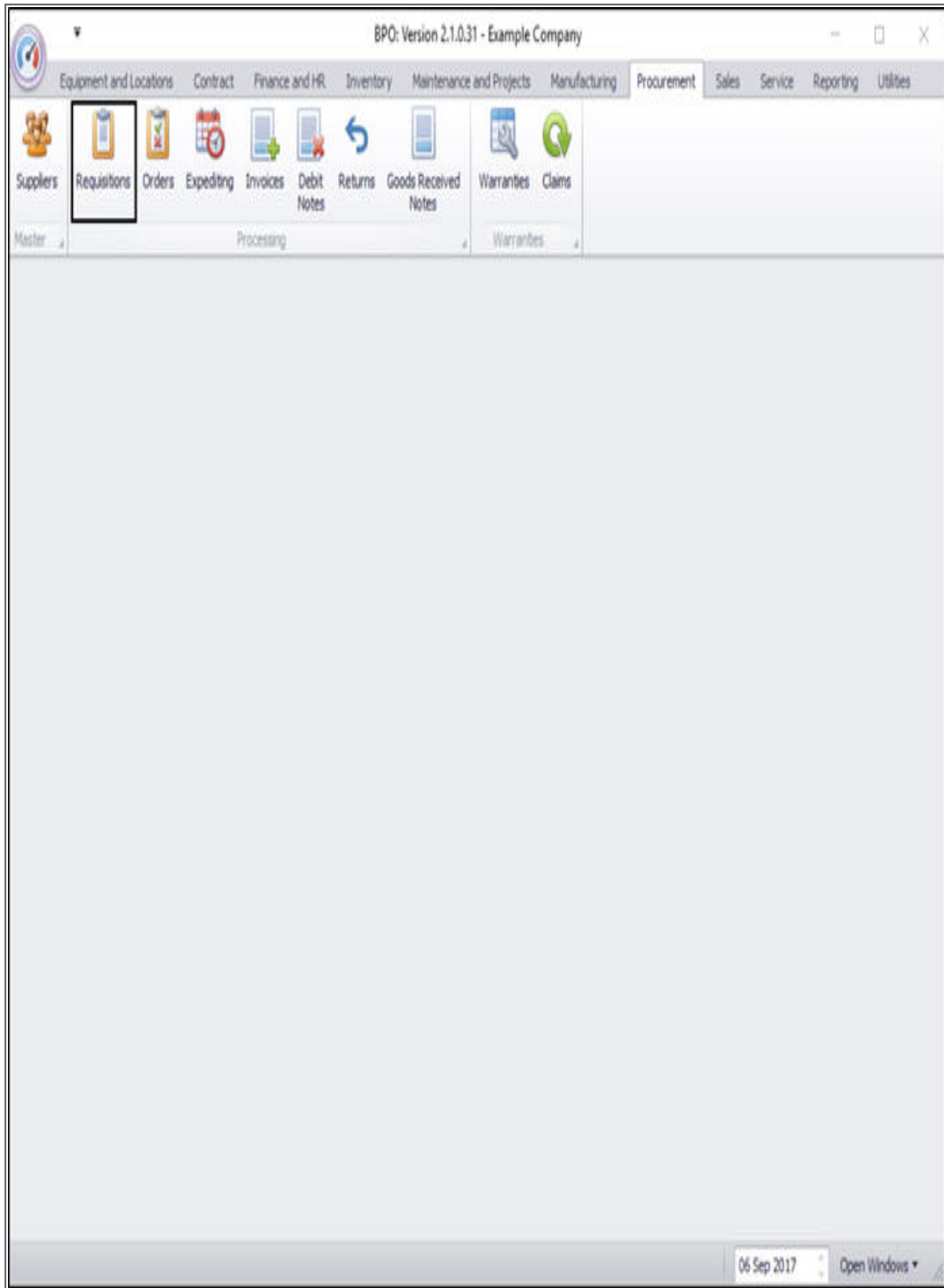
PRINT A REQUISITION

You can print a purchase requisition directly from the **Purchase Requisition Listing** screen.

Ribbon Access: *Procurement > Requisitions*

The *Purchase Requisition Listing* screen will be displayed.

Select the Site and Status

- Select the *Site*.
    - In this image *Durban* has been selected.
- Select the *Status*.
    - In this image *New* has been selected.

Select Requisition

- Select the row of the **Purchase Requisition** you wish to print.

PRINT REQUISITION

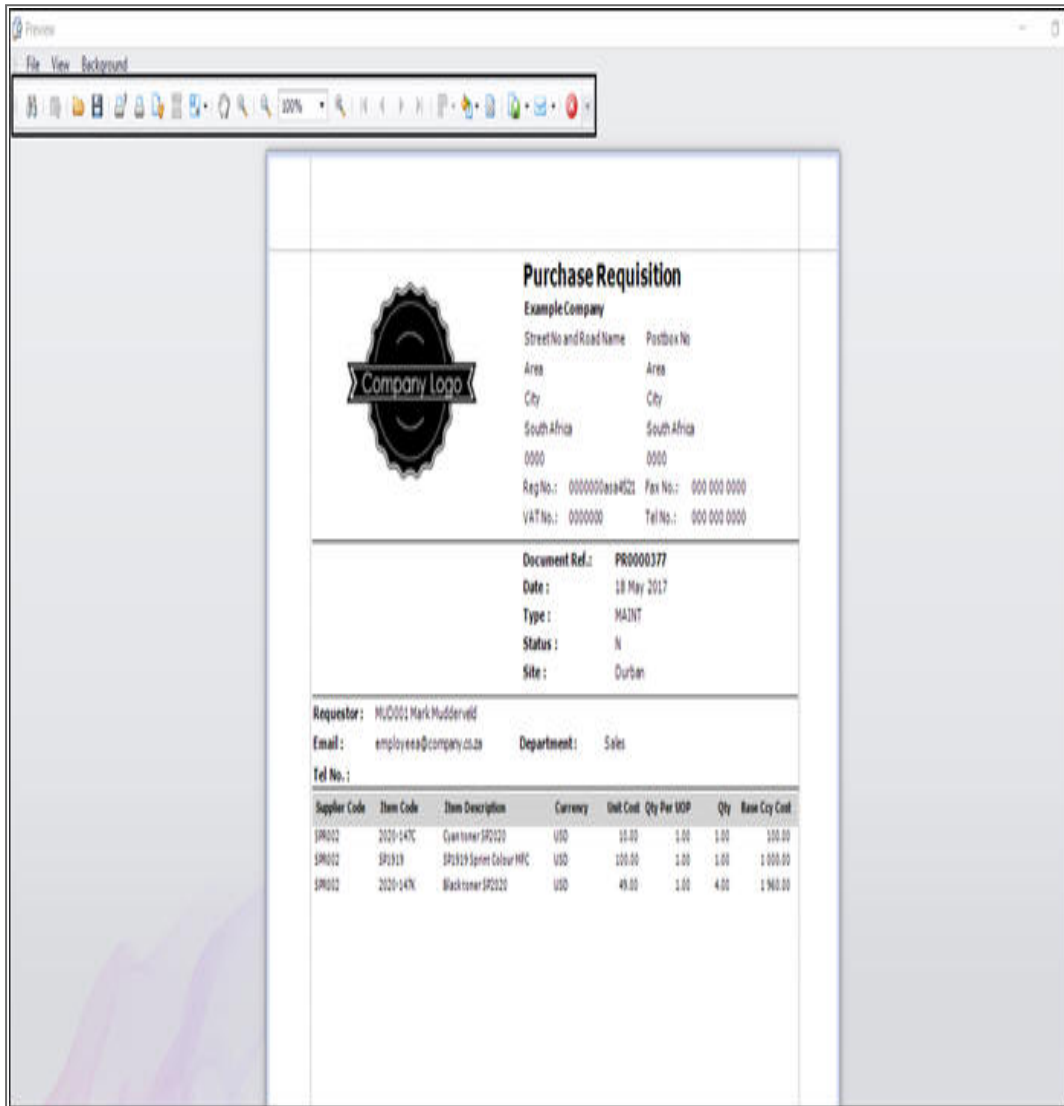- Click on *Print*.

- A *Report Generation* message box will appear asking;
  - *Do you want to print the Requisition []?*
- Click on *Yes*.

REPORT PREVIEW

- The Purchase Requisition *Report Preview* screen will be displayed.
- Use the Print Preview Toolbar to *View / Print / Export / Email* the Purchase Requisition.

- *Close* the *Report Preview* screen when done.

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