We are currently updating our site; thank you for your patience.

PROCUREMENT
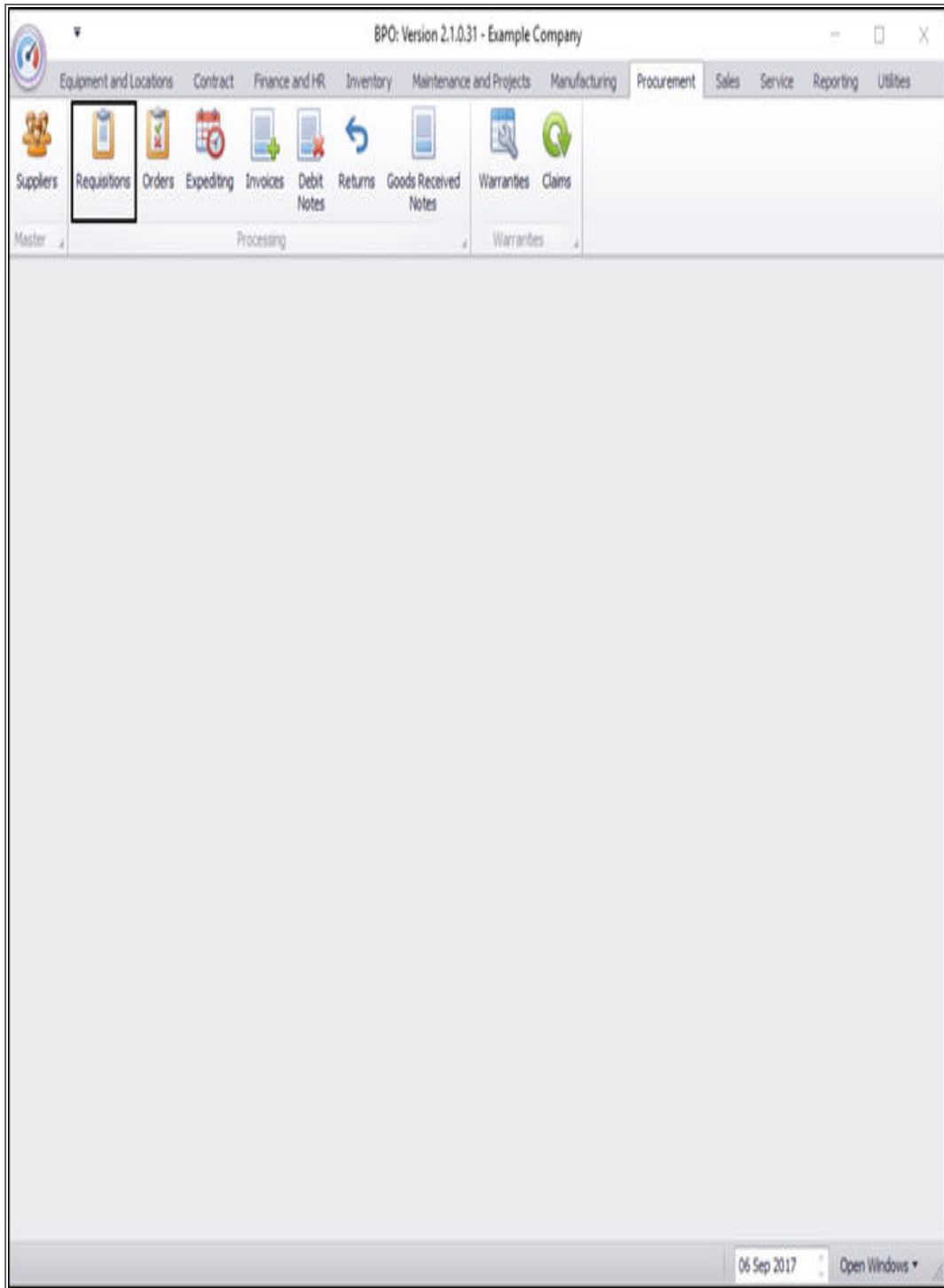
PRINT A REQUISITION

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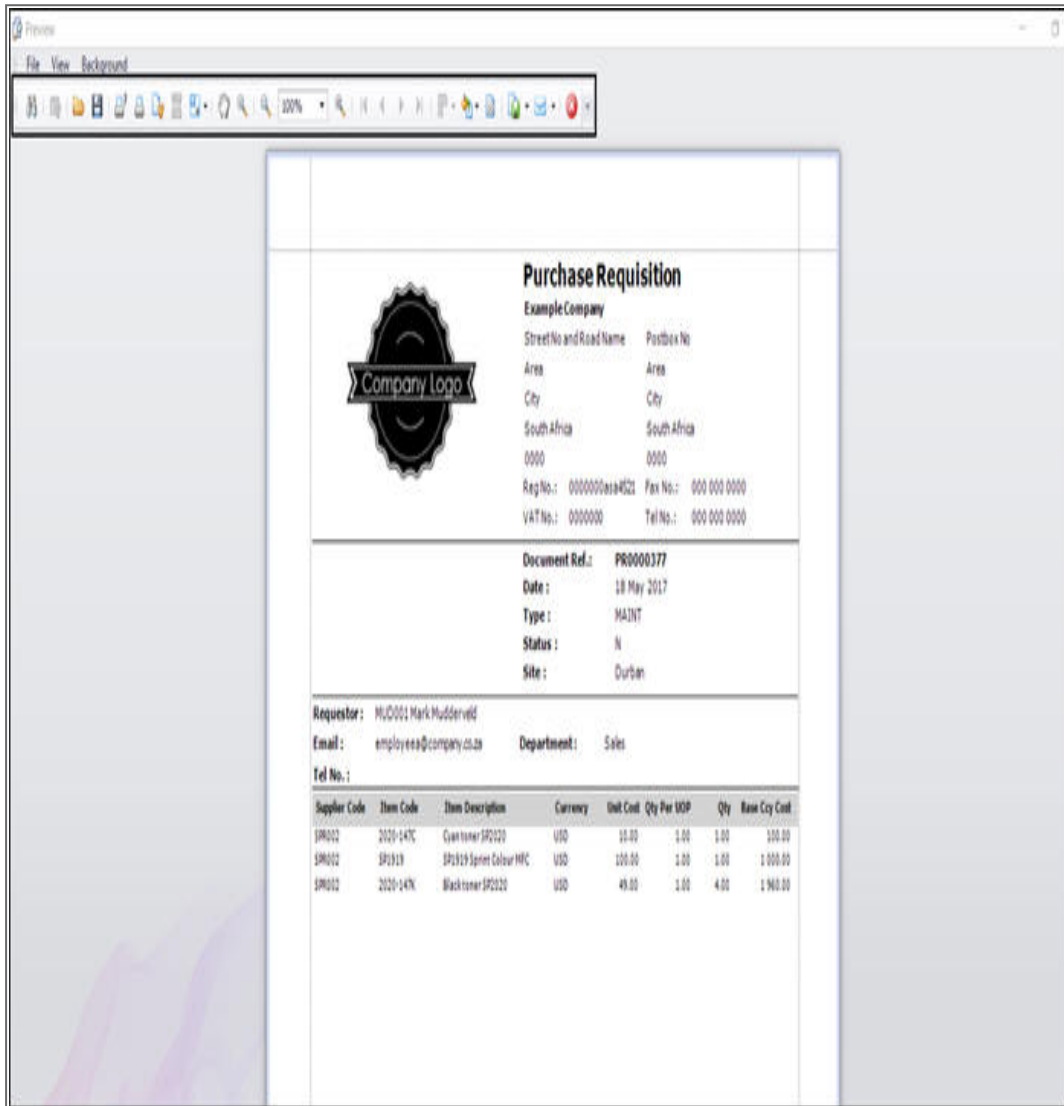
- A **Report Generation** message box will appear asking;
  - **Do you want to print the Requisition []?**
- Click on **Yes**.

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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