

## Printing Requisitions and/or Purchase Orders

Printing requisitions and Purchase Orders is available regardless of the status of the document. The navigation is different depending on whether a requisition is or a purchase order is printed, however, the steps to retrieve the electronically printed copy (in PDF) are very similar.


**Navigation for Printing Requisitions:** Purchasing > Requisitions > Reports > Print Requisition

**Navigation for Printing Purchase Orders:** Purchasing > Purchase Orders > Review PO Information > Print POs

- 1) For the Run Control, select the **“Add a New Value”** tab (needed the first time) or the **“Find an Existing Value”** tab.



Refer to **CFS: Run Control IDs** for more detailed information on creating a run control.

- 2) If a Run Control has been created, click **“Find an Existing Value”** and **“Search”**.
- 3) Choose the run control from the Search list which will then open the Print page.
- 4) Requisition Print Parameters:
  - a) Confirm Business Unit is **“LBCMP”**. (Purchase Orders will have two fields in this area and both should be LBCMP.)
  - b) Enter the **Requisition or PO ID**. Use the magnifying glass  to help find the specific number.
  - c) Statuses to Include:
    - i) To print a requisition, click on the **“Select All”** button.
    - ii) To print a purchase order, the boxes can remain unchecked.
- 5) Click on **“Run”**. Another window opens.
- 6) Verify Type is Web and Format is PDF.
- 7) Click **“OK”** on the Process SchedulerRequest page.
- 8) Select the **“Process Monitor”** link.
  - a) Use the **“Refresh”** button to follow the process to a Run Status of **Success** and a Distribution Status of **Posted**.

- b) Click on the “**Details**” link.
  - c) Click on the “**View Log/Trace**” link.
  - d) Click on the file hyperlink that ends with “PDF.”
  - e) Review the PDF for accuracy. Purchase Orders will have an unauthorized signature box and is to be used as reference only. Click on the print icon. Then close the PDF file.
- 9) Troubleshoot:
- a) To troubleshoot the inability to print, look for the following on the Maintain Requisition or PO page:
    - i) Is the Requisition or PO in Approved status?
    - ii) Is the Hold From Further Process box checked? No check should be there.
  - b) On the Print Run Control page look for the following:
    - i) Was the correct Requisition or PO ID entered on the Run Control page?
    - ii) Were other fields and boxes correct?