

TIP SHEET

C-REQUEST 8.2 @ U.S. Department of Commerce (11/27/07)

HOW TO PRINT A REQUISITION

If you would like to “Print” a requisition please follow the steps below.

Select the requisition that you would like to print, and click on “Summary”, from the Summary window click on “Forms”.

Home - Inbox - My Profile - Help - Business Rules/Custom Help - Links - Log Off

Document: AAB0178-8-50276 | INEZ112607
 Requisition Summary
 User: System (Train) Admin
 Version: 8.2 SP5 S

Requisition Summary Menu

- Sections
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 - Assign PIIN
 - Store in BizDoc
 - View in BizDoc
 - Cancel
 - Copy
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 - Add to Hotlist
 - Review and Approval
- Financial

Administration

Purchase For: US DEPARTMENT OF COMMERCE TA 000001 Marcus Goodman 202-432-3241
 Delivery Date: 11/21/2008
 Point of Contact: Inez Kendall
 Purpose: Test
 Document Status: Unsubmitted
 Procurement Status: Unsubmitted

Account Summary

Number of Codes Assigned to Line Items:	1	Number of Default Codes:	0
Percent Allocated:	100.00%	Total Default Percentage:	0%
Total Quantity Allocated:	4160		
Total Cost Allocated:	\$157,830.40		
Base Cost Allocated:	\$74,110.40		
Option Cost Allocated:	\$83,720.00		
ADN:	Not Assigned		
Commitment: Rejected Response, Posted: 11/26/2007 12:59:17, Amount: \$74,110.40			

Line Item

Number of Line Items:	2		
Total Cost:	\$157,830.40	Base Amount:	\$74,110.40
		Option Amount:	\$83,720.00

Please select all the options under “Line Item Print Options” except for “Stock Number”.

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 Requisition Form Setup
 User: System (Train) Admin
 Version: 8.2 SP5

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* Form: Standard Req

Line Item Print Options

- Accounting Codes
- Cost of Line Item Applied to the Account Code
- Delivery Address
- * Delivery Date
- FOB Designation
- Stock Number

Header Information

Information:

You have characters remaining for your input.

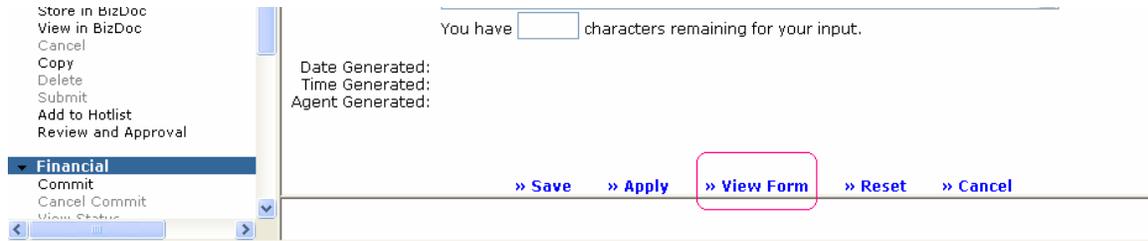
Date Generated:
 Time Generated:
 Agent Generated:

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HOW TO PRINT A REQUISITION

Click on “View Form”.



This will open a Microsoft Internet Explorer Window, which will allow you to open the requisition in an Adobe PDF format.



Click the OK button. When the Adobe PDF file opens click on the Printer icon and this will print the requisition.

