

Chapter 4 : Printing a Requisition

Method 1: Printing a Requisition from the Requisition Page

You can print a requisition right after you save it by using the **View Printable Version** link in the lower left corner of the Requisition page. You can print the requisition from this page anytime before the requisition has been approved. After a requisition has been approved, you will not be able to access this page and therefore you will need to follow Method 2 to print the requisition.

What you do	What happens
<p>1. If you just completed the requisition, verify that you are on the Maintain Requisition, Requisition page.</p> <p>OR</p> <p>From the menu, chose: Purchasing</p> <p>Click the Add/Update Requisitions link from the menu.</p> <p>Use the Find an Existing Value page to locate the requisition.</p>	

What you do	What happens
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2. The Requisition page displays.

[Maintain Requisitions](#)

Requisition

Business Unit: AKRON Status: Approved ✖
 Requisition ID: 0000037413 Budget Status: Not Chkd

Hold From Further Processing

▼ Header

'Requester: TRAIN01 Instructor, Suzie [Requisition Defaults](#)
[Requester Info](#)
[Requisition Activities](#)
[Document Status](#)
[Amount Summary](#)

'Requisition Date: 10/25/2006 [Requester Info](#)

Origin: ONL Online Input

'Currency Code: USD Dollar **Total Amount:** 2,340.00 USD

Accounting Date: 10/25/2006

Add Items From: [Purchasing Kit](#) [Catalog](#) Select Lines To Display
[Item Search](#) [Requester Items](#)

Line: To: [Retrieve](#)

Line	Item	Description	Quantity	UOM	Category	Price	Amount	Status
1		XYZ computers	3.0000	EA	COMPW	700.00000	2,100.00	Approved
2		software	2.0000	EA	COMPS	120.00000	240.00	Approved

[View Printable Version](#) *Go to: [...More...](#)

[Save](#) [Return](#) [Search](#) [Refresh](#) [Add](#) [Update/Display](#)

3. Click the **View Printable Version** link.

This link is in the lower left corner of the page.

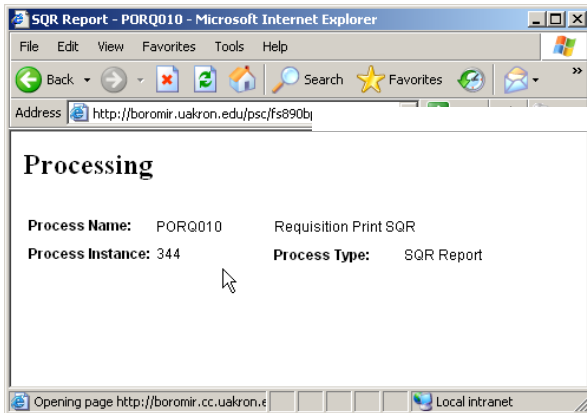
You may receive the following message. Click "Yes" to save the requisition.

Do you wish to save the current document? (10250,274)

Document cannot be printed if it is not saved. If you choose Yes, document will be saved and printed. If you choose No, document cannot be printed.

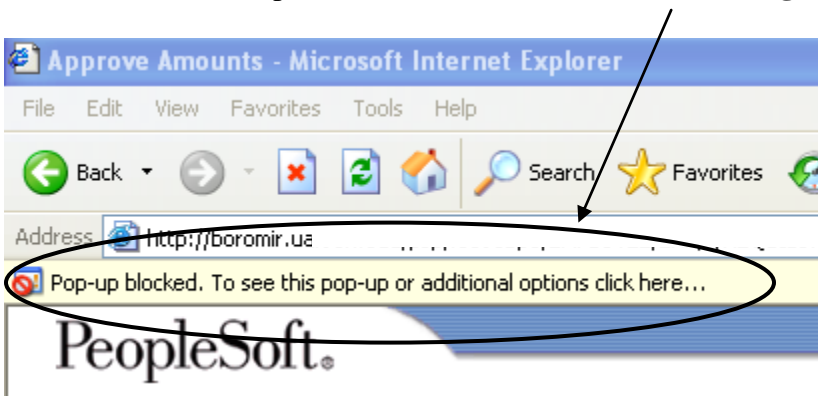
What you do	What happens
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4. A separate window will open - **do NOT close this window.**



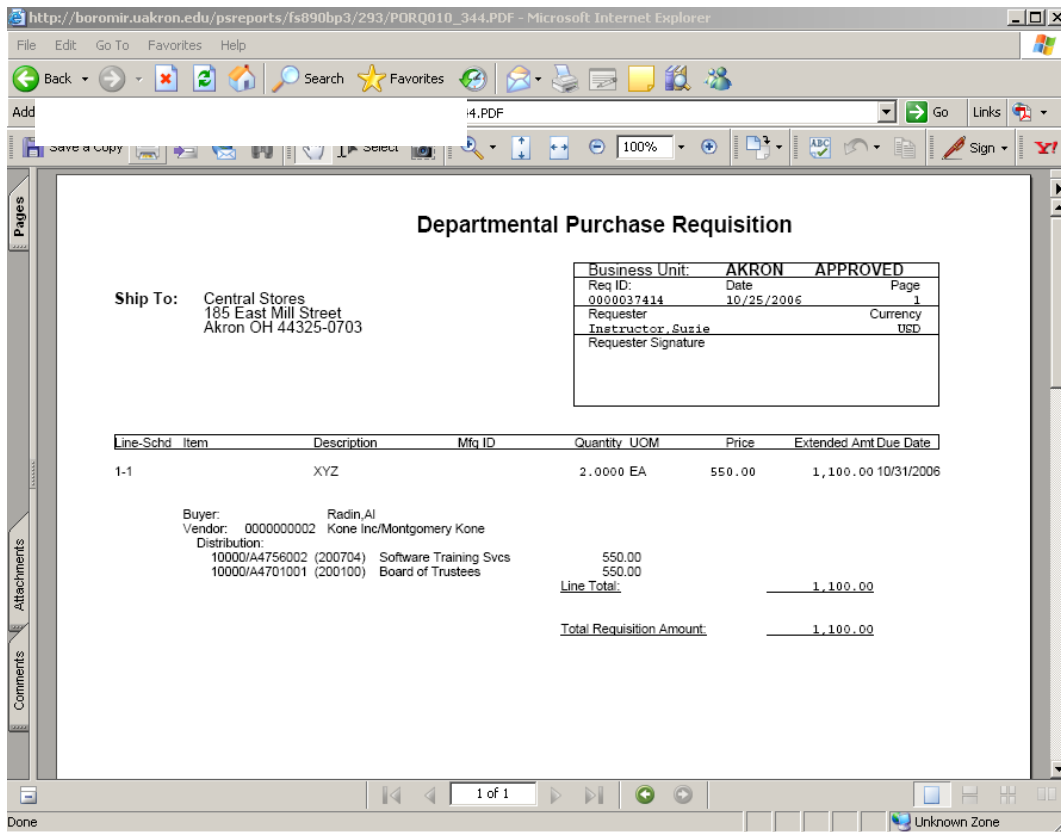
NOTE: It may take up to 30 seconds for this screen to appear – please be patient and do not click the View Printable Version link a second time.

5. If the screen shown in Step 4 above does not appear after 30 seconds look under the address line of your browser and see if the message “Pop-up blocked” is displayed. If this occurs, follow the steps outlined in the next section, **Allowing Pop-ups**.



What you do	What happens
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6. Once the process is complete the Requisition will automatically open in a new Internet Explorer/Adobe Viewer window.

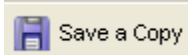


7. Select from the browser's menu **File, Print**.

OR

Click on the Printer tool in the browser's toolbar or in Adobe Acrobat's toolbar.

8. You may opt to save the document

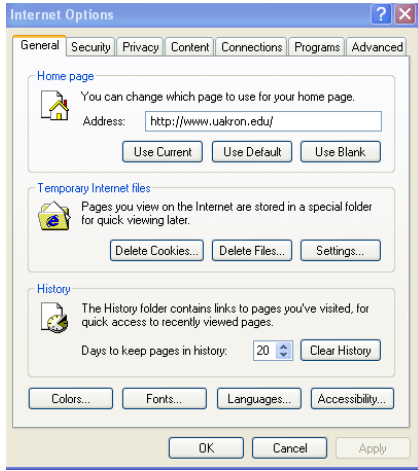
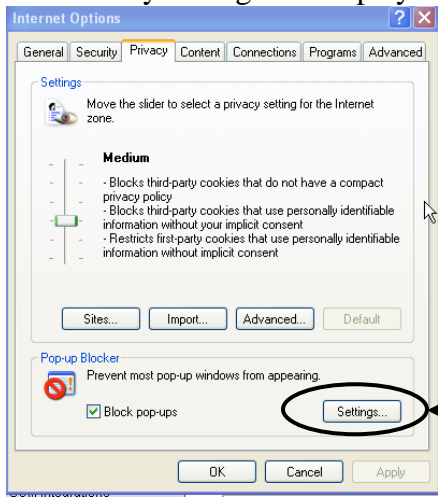


instead of printing if you wish to conserve paper or forward the requisition to someone else on campus

electronically

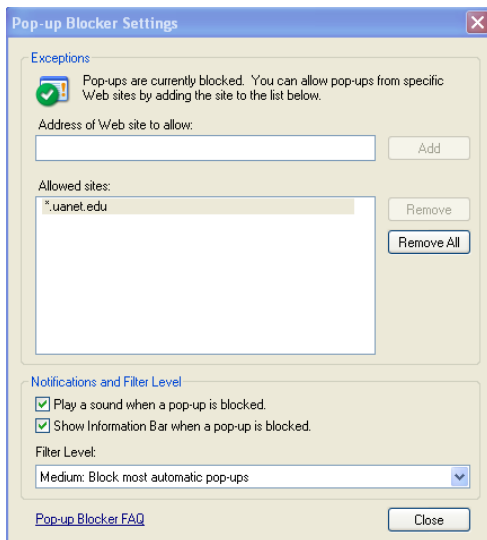
Allowing Pop-Ups

The following instructions are provided to enable pop-ups from The University of Akron web sites.

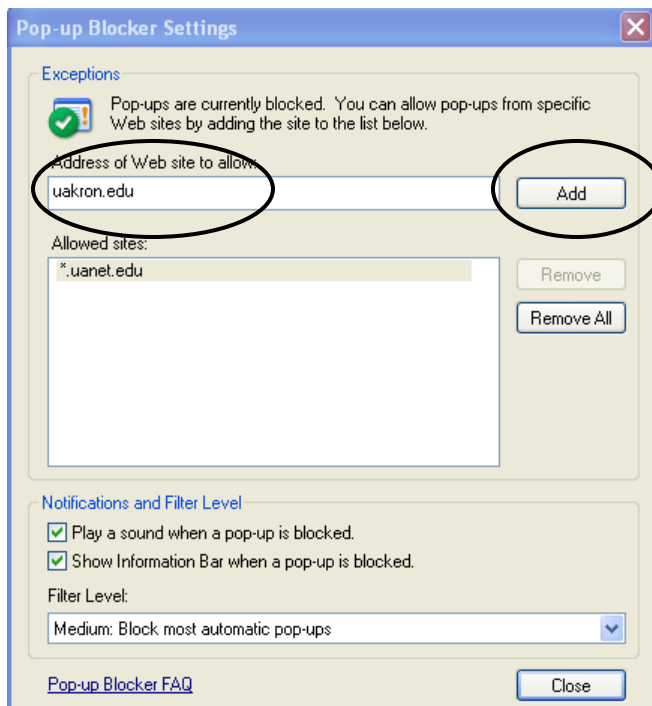
What you do	What happens
<p>1. From within Internet Explorer, select Tools - Internet Options.</p>	<p>The Internet Options page is displayed.</p> 
<p>2. Click the Privacy tab.</p>	<p>The Privacy settings are displayed:</p> 

What you do	What happens
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3. Click the **Settings** button located at the bottom of the screen. The Pop-Up Blocker Settings page is displayed.



4. Type the following under “Address of Web site to allow:” *uakron.edu*
5. Click the **Add** button.



What you do**What happens**

- Under “Allowed sites” you should see ***.uakron.edu**. Make sure there is a check in the box for “**Show Information Bar when a pop-up is blocked**”.
- Click the **Close** button.
- Click **OK**.

