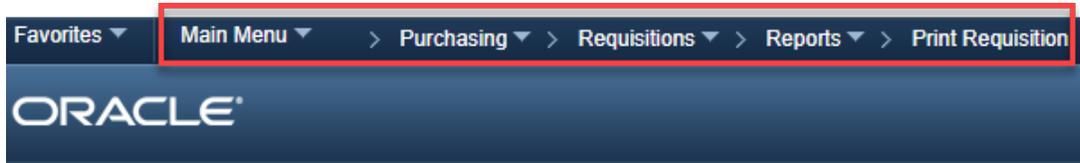


PRINT REQs & POs (QUICK TIP)

1. Navigate to Purchasing > Requisitions > Reports > Print Requisition
 - a. Or Purchasing > Purchase Orders > Review PO Information > Print POs
2. Search for or create a Run Control ID if one does not exist; this simply saves your parameters so you do not have to start from scratch every time.



Requisition Print

Find an Existing Value **Add a New Value**

Run Control ID **PRINT REQ**

Add

3. Set your search parameters and save, then click Run
 - a. Requisition:

Print Requisition

Run Control ID TEST
Language English Specified Language Recipient's Language

Report Manager Process Monitor **Run**

1 Business Unit PALMR
Requisition ID
From Date
Through Date
Requester

2 Save Return to Search Notify Add Update/Display

3

Search by desired criteria

Statuses to Include

- Approved
- Canceled
- Completed
- Open
- Pending

On Hold AND Not On Hold

b. PO:

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Review PO Information](#) > [Print POs](#)

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Print POs

Run Control ID: TEST
 Language: English (Specified Language)

Report Manager | Process Monitor | **Run**

Report Request Parameters

Business Unit: PALMR To: _____
 PO ID: _____ Select Purchase Order
 Contract SetID: _____
 Contract ID: _____
 Release: _____
 From Date: 05/01/2022
 Through Date: 05/31/2022
 Supplier ID: _____
 Buyer: _____

Statuses to Include

Approved Dispatched Canceled
 Open Pending Completed

Miscellaneous Options

*Hold Status: On Hold AND Not On Hold
 *Chartfields: Valid Chartfields
 Change Orders: UnChanged Orders
 Print Changes Only
 Print PO Item Description
 Print Duplicate
 Copies: 1
 Sort By: Sort by Line Number

1

2

3

Search by desired criteria

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

4. Set the Process Scheduler to produce a web pdf
[Process Scheduler Request](#)

User ID: TBIRD Run Control ID: TEST

Server Name: PSNT Run Date: 05/25/2022
 Recurrence: _____ Run Time: 12:50:04PM [Reset to Current Date/Time](#)
 Time Zone: _____

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Requisition Print SQR	PORQ010	SQR Report	Web	PDF	Distribution

[OK](#) [Cancel](#)

5. Retrieve your printed Requisition or PO from the Administration tab in the Report Manager

a. Main Menu >
 Reporting Tools >
 Report Manager

[Favorites](#) > [Main Menu](#) > [Reporting Tools](#) > [Report Manager](#)

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[List](#) | **Administration** | [Archives](#)

View Reports For
 User ID: TBIRD Type: _____ Last: _____ 1 Days
 Status: _____ Folder: _____ Instance: _____ to: _____

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1372054	1523844	Requisition Print SQR	05/25/2022 1:03:21PM	Acrobat (*.pdf)	Posted	Details