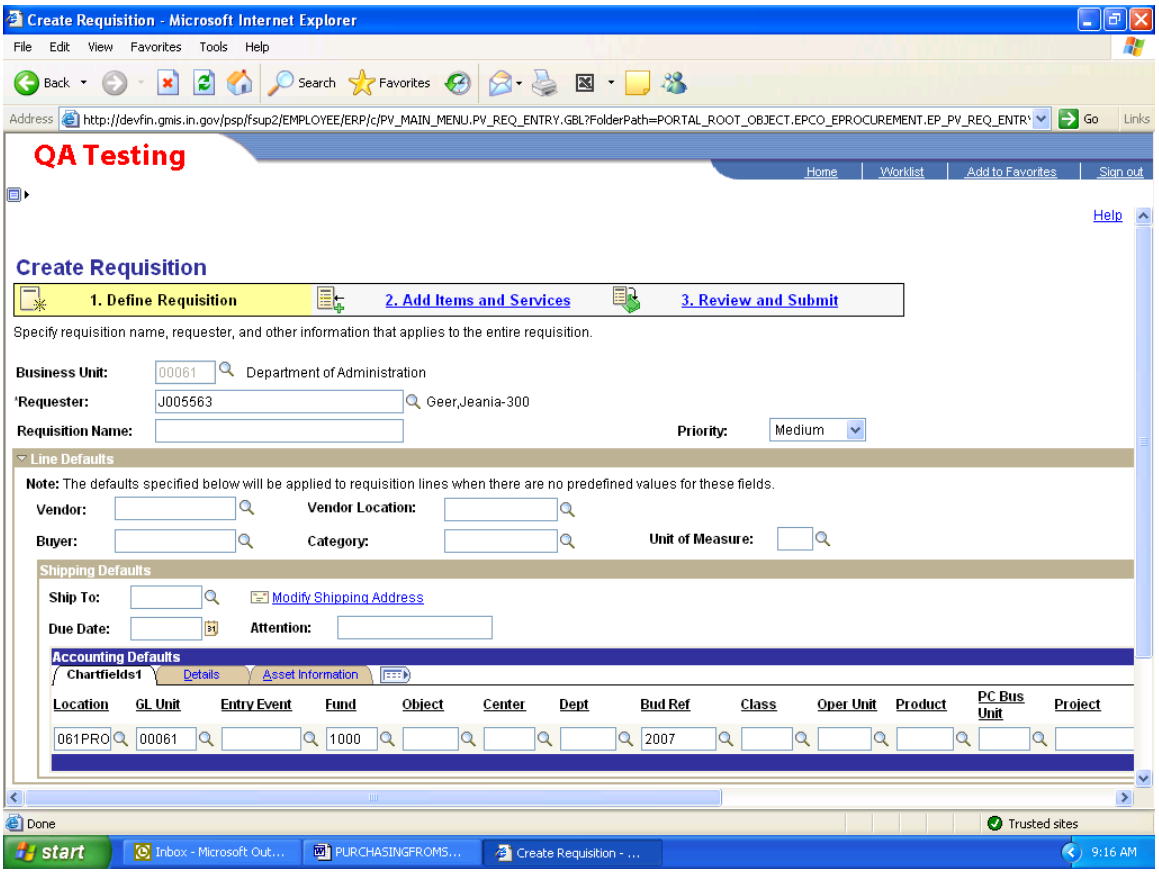
PURCHASING FROM OFFICE SUPPLY QPA 10516

Menu Navigation:

- eProcurement
  - Create Requisition

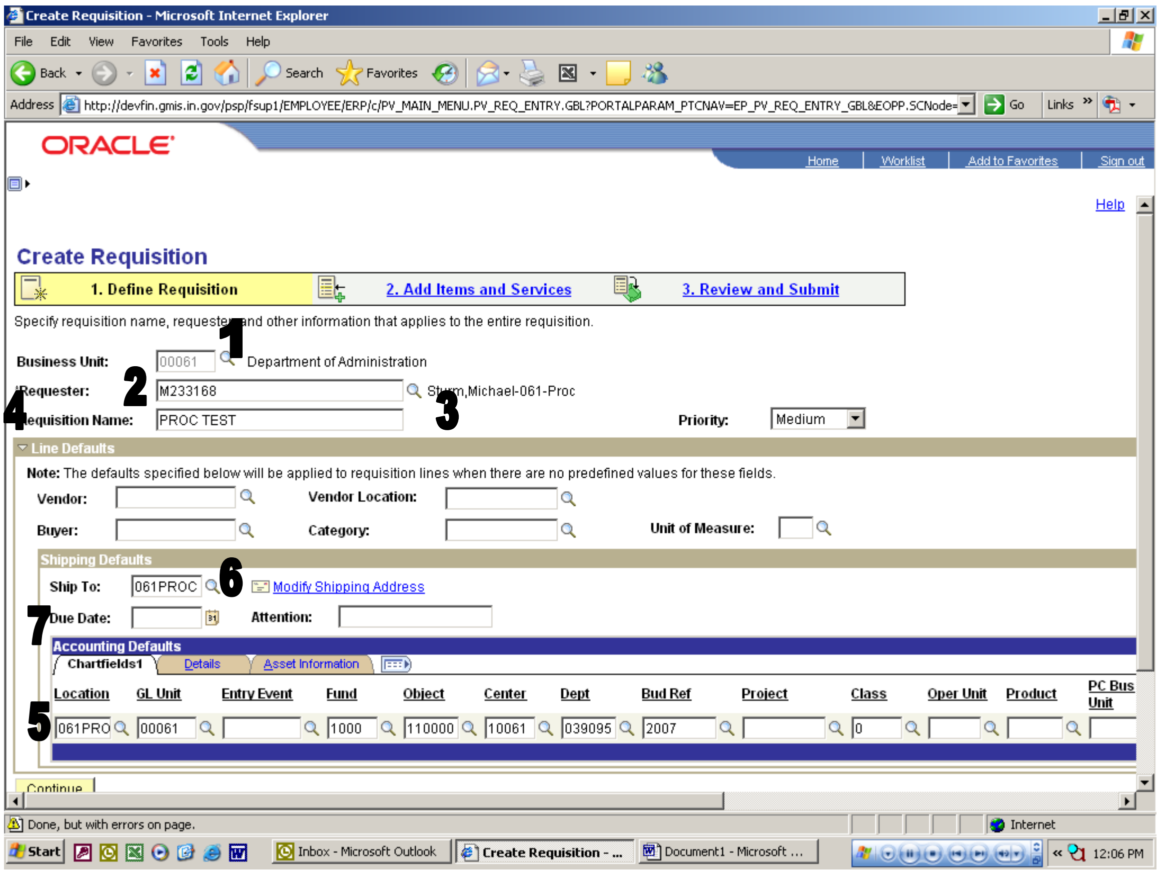
Upon navigation you will come to the screen shown below. Notice that the step of process of creating a requisition is noted in yellow.



Define Requisition

At the Define Requisition screen you are able to change or add several fields:

1. Business Unit
2. Requestor
3. Requisition Name
4. Line Defaults
5. Accounting Defaults (Chartfields)
6. Ship To location
7. Due Date (not required)

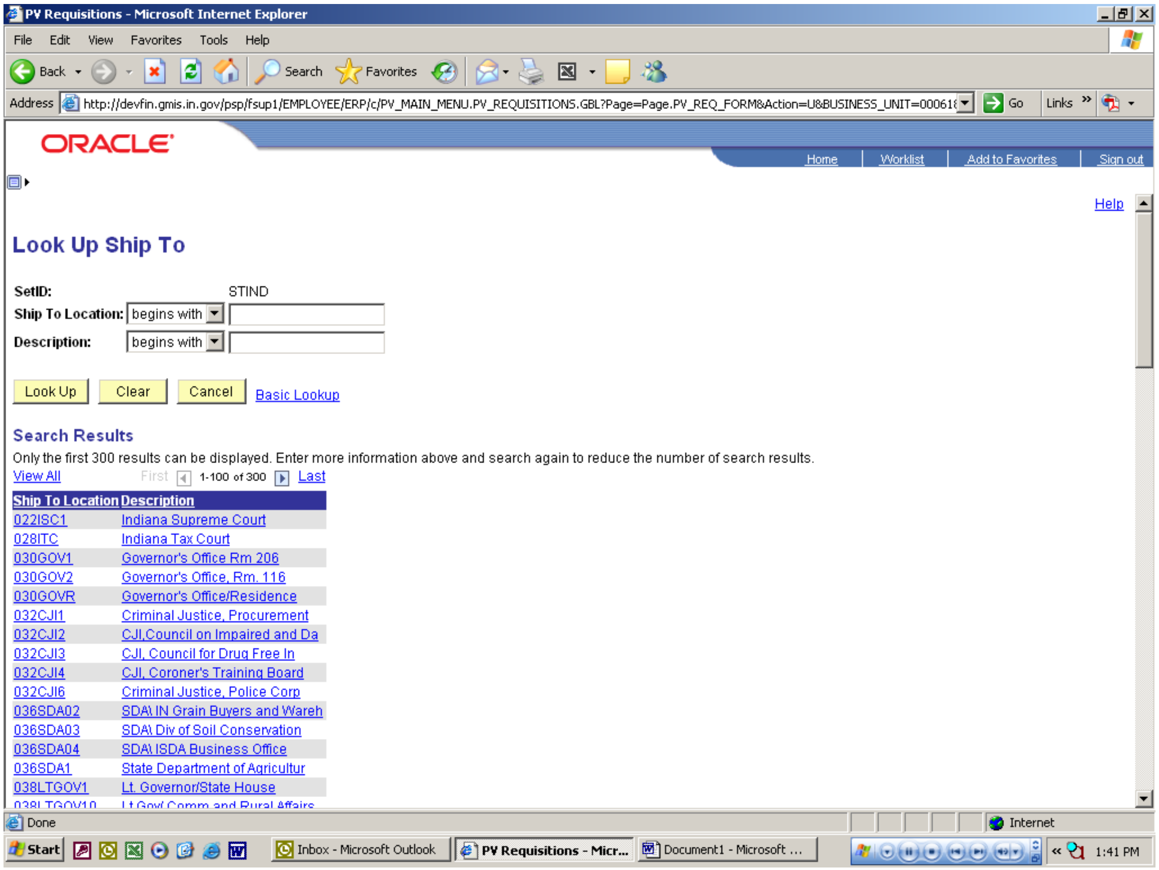


5. Accounting Defaults (Chartfields)

Edit if necessary all Chartfields as required by your agency. This includes but is not limited to: Location, GL Unit, Fund, Object, Center, Dept, Bud Ref (fiscal year of purchase) and Class (always 0)

6. Ship To Location

Click on the magnifying glass icon next to the Ship To field. A new page will open where you can search for and identify the appropriate Ship To code. In the Ship To Location field enter the 3-digit agency number, and click the Look Up button to be given a listing of all your agency Ship To locations.



7. Due Date (not required field)

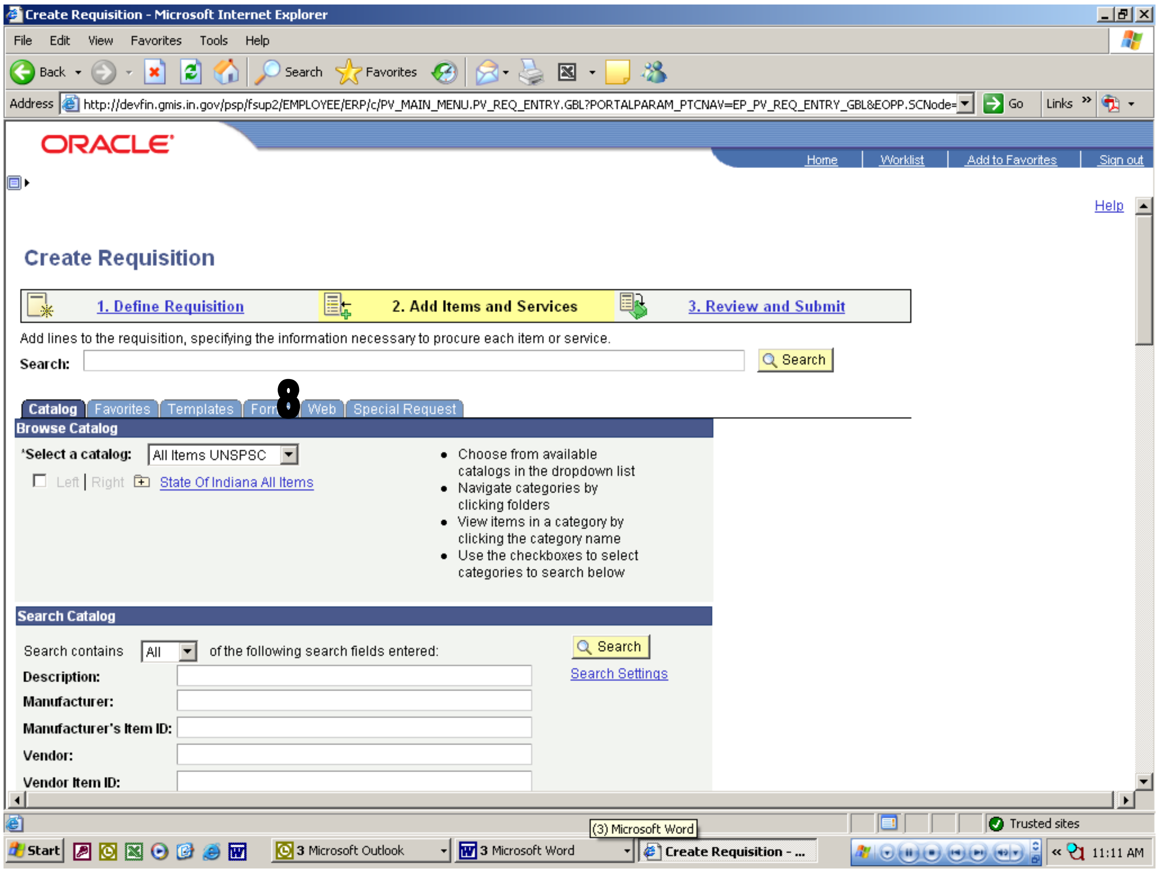
Enter date in MM/DD/YYYY format if needed or use the little calendar page icon to the right of the field for entry of the date.

Once all items 1 through 7 have been entered click the yellow Continue button or the 2. Add Items and Services button to pick the items from the vendor punch-out catalog.

Add Items and Services

Once you have gotten to the Add Items and Services screen you will have to select the Web tab.

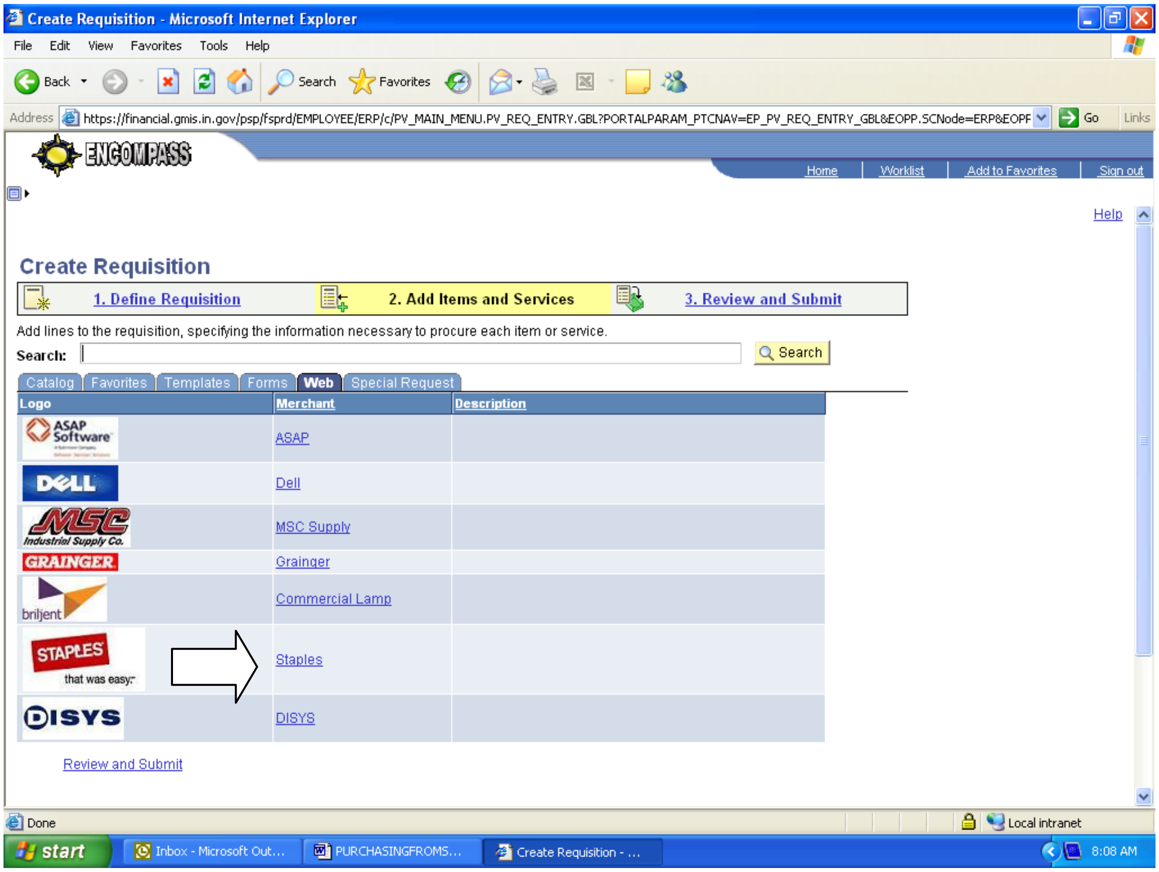
8. Web



8. Web
Use this tab when searching for items from the Staples punch-out catalog.

Using Web based catalogs (Punch-out catalogs)

At the punch-out catalog page click the blue link labeled Staples.



Clicking on the link for the catalog will take you to the vendor web site. **Remember that while in the vendor web site you still have the 20 minute time frame to complete your order.**

Once you have found all items and checked out of the vendor web site you will be brought back to PeopleSoft and you will need to click the Review and Submit link to continue processing of the requisition.

Once you have navigated to the Staples catalog you will choose either market basket items (items on the QPA with the best pricing) or non-market basket items to be on your order. The processes used to order from market basket or non-market basket follow.

You do not need to search the online catalog if you know the Product Codes for the items you wish to order (can visit www.stapleslink.com beforehand). You can just type the Product Codes and Quantities by clicking on the aqua colored button labeled Enter Several Items on the left hand side under Quick Order.

Finding Market Basket items in the Staples catalog

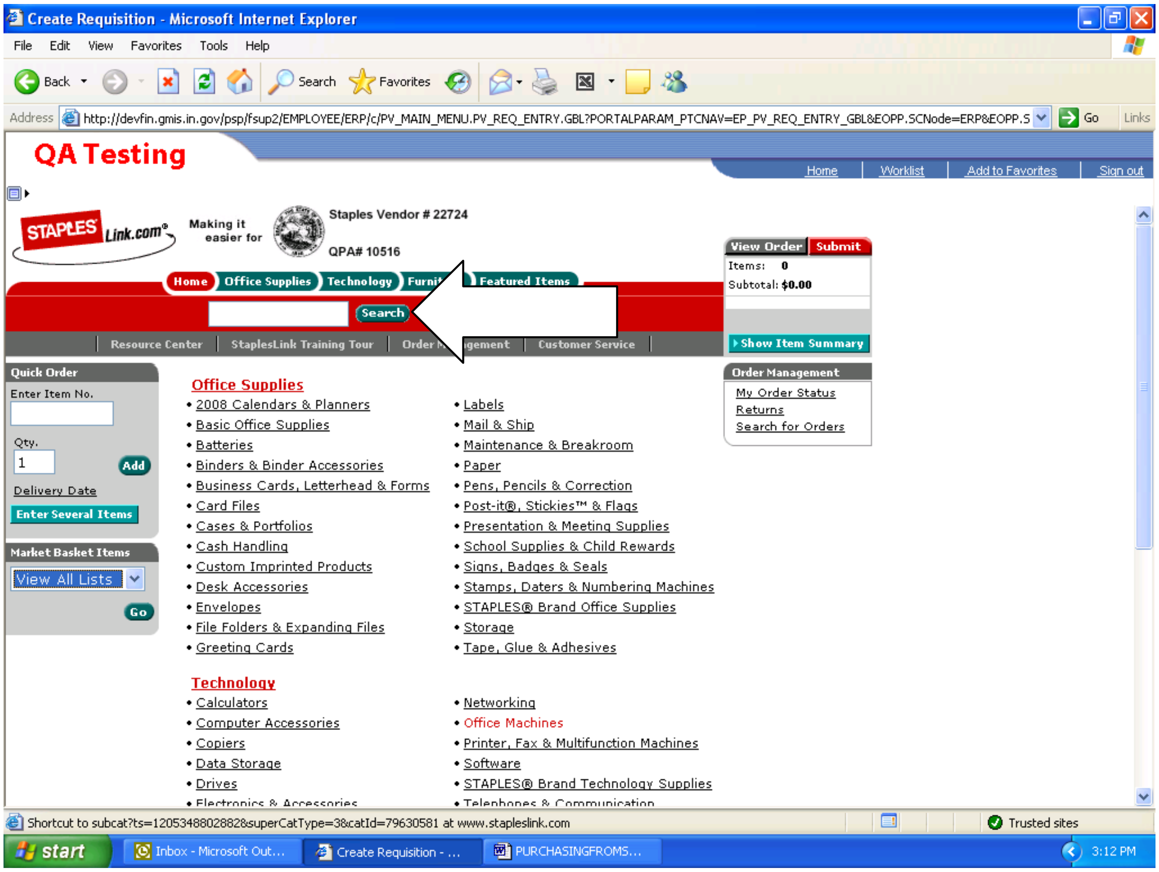
To search for items from the Market Basket click on the down arrow to the left of View All Lists. This will give you all the items available on QPA for purchase. Select the link that best describes the type of item you want to purchase. This will give you a break down of what types of items are under this broad category.


Create Requisition - Microsoft Internet Explorer
View All Lists
Create New Lis

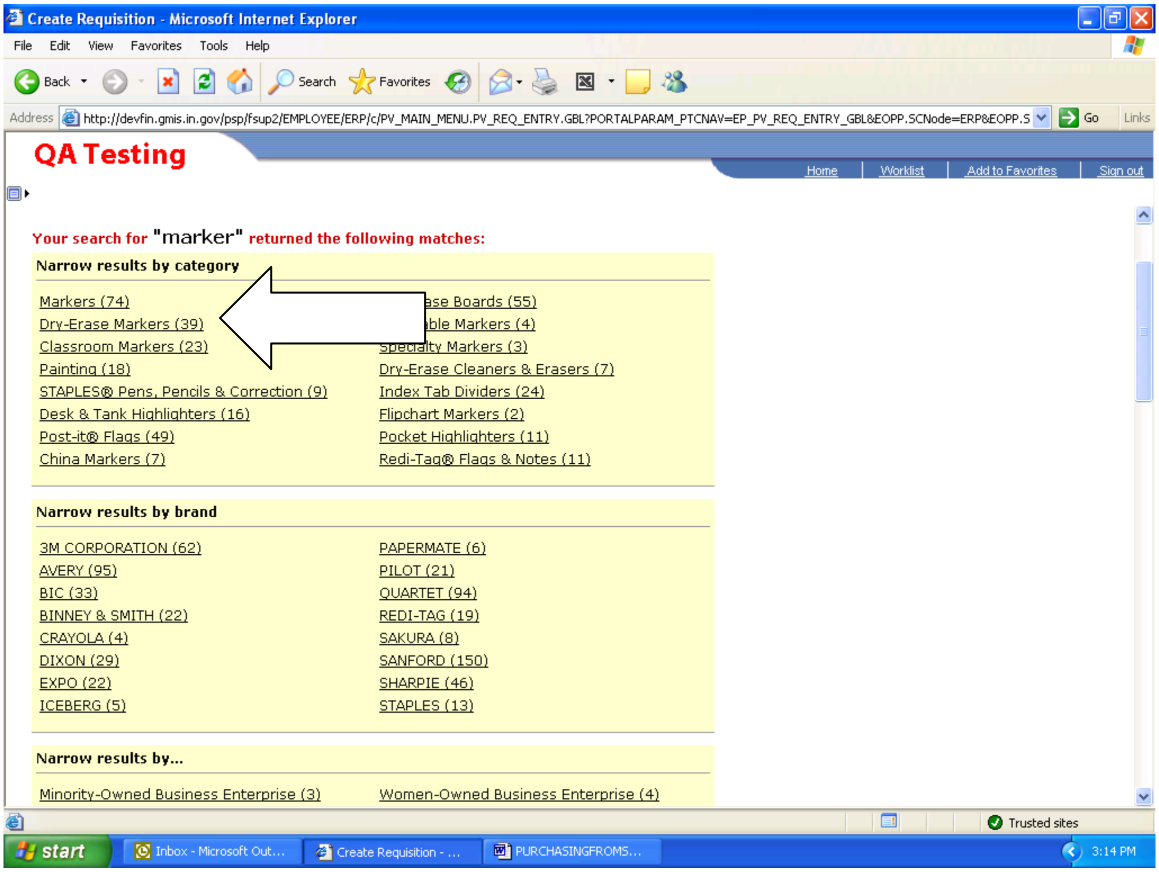
Adhesives
Badges
Batteries and F
Binders
Binding System
Boards
Breakroom Sup
Calculators
Calendars
Carbonless Pap
Card Filing
Cash Handling
Cassettes
CDs
Cleaning Suppli
Clipboards
Clips and Clamp
Computer Acce
Copy Paper
Correction Sup
Data Storage
Desk Accessori
Easels
Envelopes
Fasteners
File Folders
Flags
View All Lists
Go
vorites Tools Help
Search Favorites
in.gmis.in.gov/psp/fsup2/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_ENTRY.GBL?PORTALPARAM_PTCNAV=EP_PV_REQ_ENTRY_GBL&EOPP.SCNode=ERP&EOPP.S
Go Links
Home Worklist Add to Favorites Sign out
Making it easier for
Staples Vendor # 22724
QPA# 10516
Home Office Supplies Technology Furniture Featured Items
Search Ink & Toner Finder
StaplesLink Training Tour Order Management Customer Service
View Order Submit
Items: 0
Subtotal: $0.00
Show Item Summary
Order Management
My Order Status
Returns
Search for Orders
Office Supplies
2008 Calendars & Planners
Basic Office Supplies
Batteries
Binders & Binder Accessories
Business Cards, Letterhead & Forms
Card Files
Cases & Portfolios
Cash Handling
Custom Imprinted Products
Desk Accessories
Envelopes
File Folders & Expanding Files
Greeting Cards
Labels
Mail & Ship
Maintenance & Breakroom
Paper
Pens, Pencils & Correction
Post-it®, Stickies™ & Flags
Presentation & Meeting Supplies
School Supplies & Child Rewards
Signs, Badges & Seals
Stamps, Daters & Numbering Machines
STAPLES® Brand Office Supplies
Storage
Tape, Glue & Adhesives
Technology
Calculators
Computer Accessories
Copiers
Data Storage
Drives
Networking
Office Machines
Printer, Fax & Multifunction Machines
Software
STAPLES® Brand Technology Supplies
Trusted sites
start
Inbox - Microsoft Out...
Create Requisition - ...
PURCHASINGFROMS...
3:09 PM

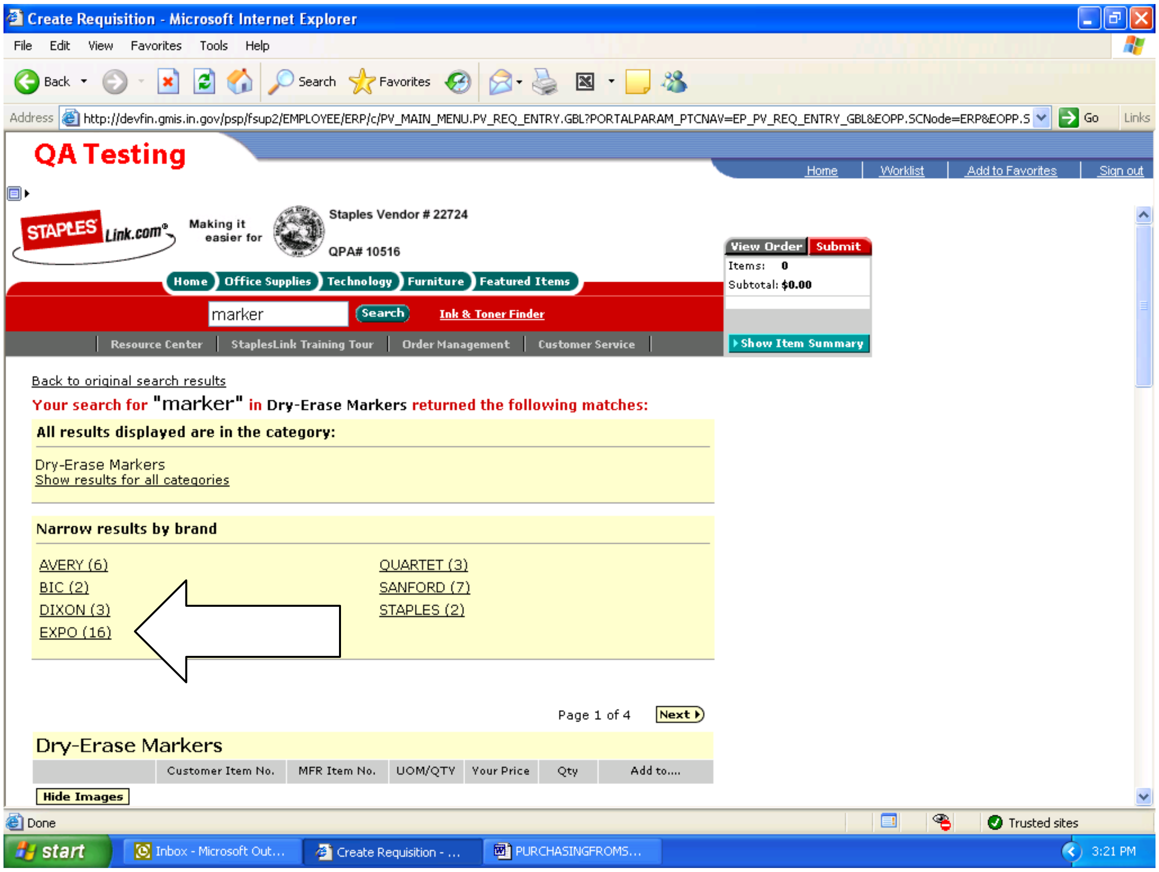
Searching By Keyword/Product number

To search by Keyword/Product # enter a keyword(s) or product number in the Search box and click Search and the system will try to find items that relate to your search.



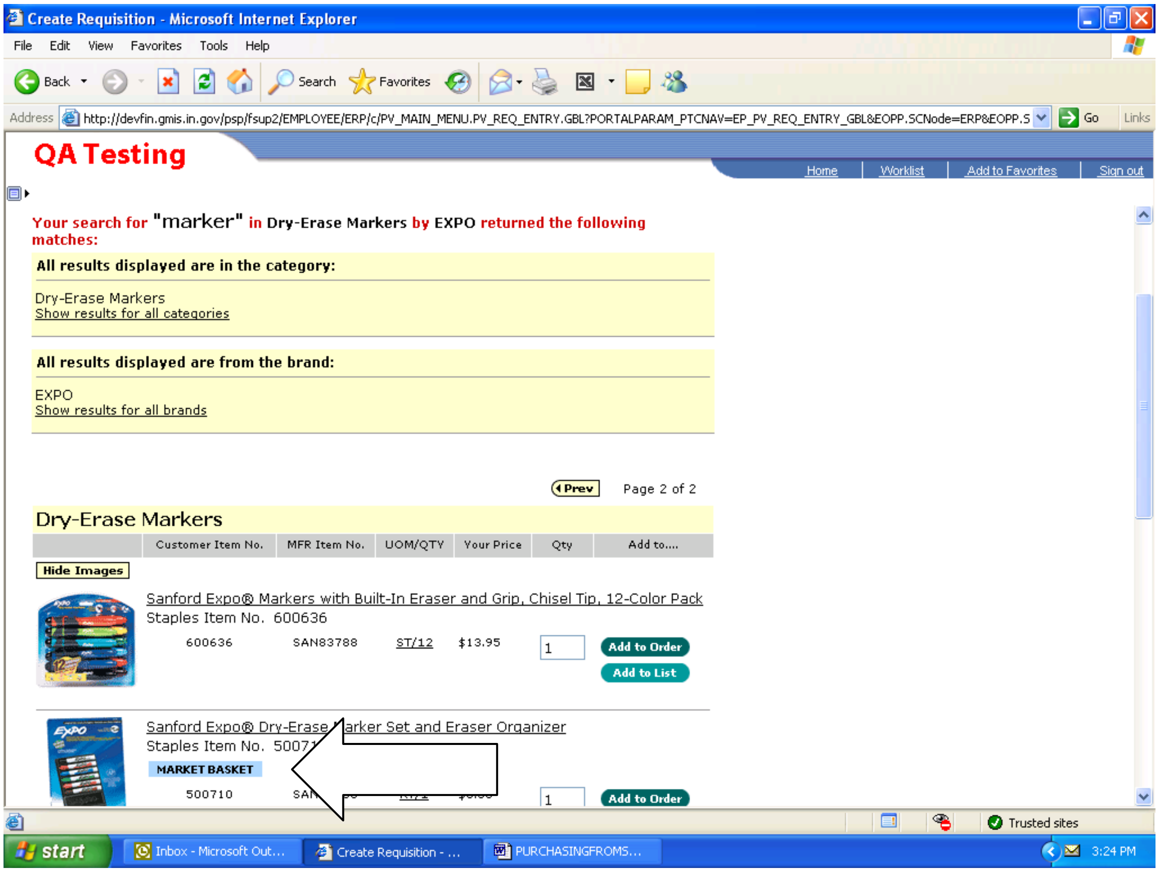
To help refine your search you can click the category that most closely matches what you are looking for. You can search by category, by brand or by Minority Owned, Women Owned Business and Recycled items.





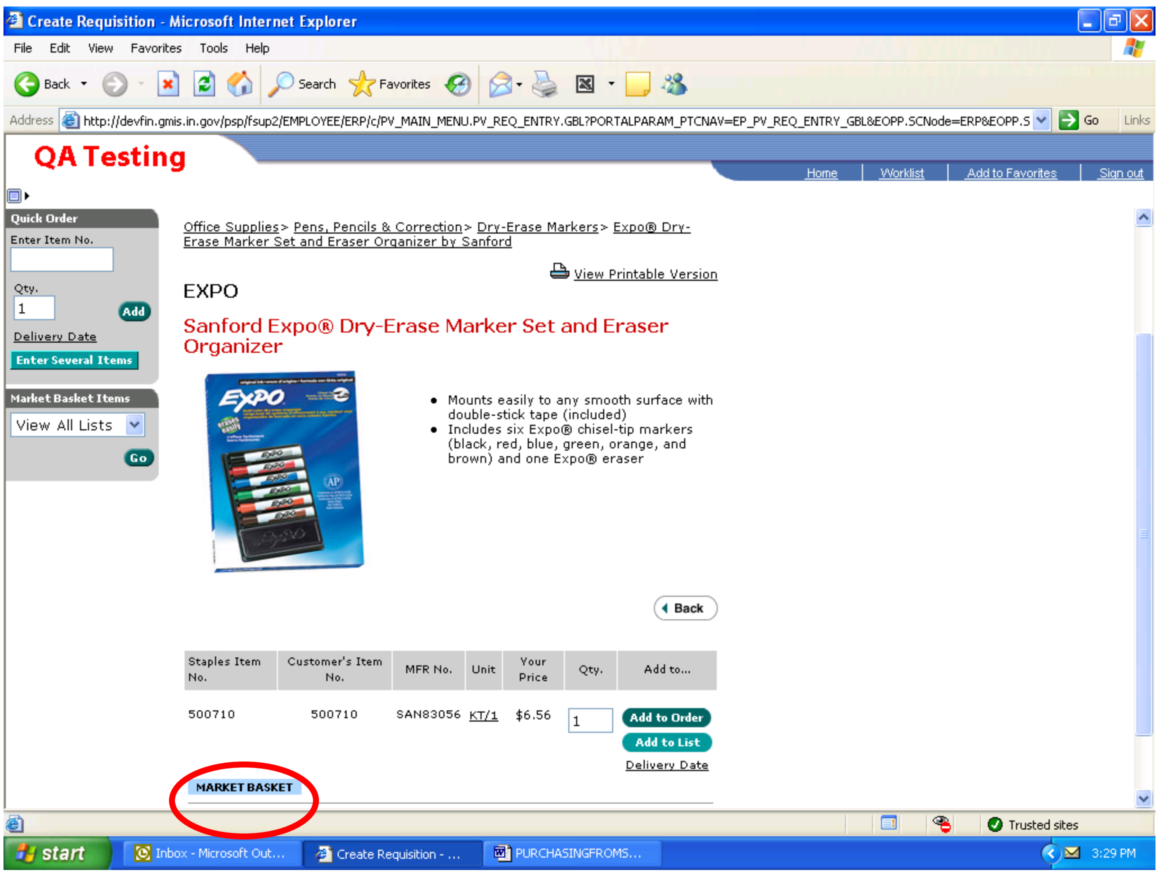
Create Requisition - Microsoft Internet Explorer
QA Testing
Home
Worklist
Add to Favorites
Sign out
Staples Vendor # 22724
QPA# 10516
View Order
Submit
Items: 0
Subtotal: $0.00
Home
Office Supplies
Technology
Furniture
Featured Items
marker
Search
Ink & Toner Finder
Resource Center
StaplesLink Training Tour
Order Management
Customer Service
Show Item Summary
Back to original search results
Your search for "marker" in Dry-Erase Markers returned the following matches:
All results displayed are in the category:
Dry-Erase Markers
Show results for all categories
Narrow results by brand
AVERY (6)
BIC (2)
DIXON (3)
EXPO (16)
QUARTET (3)
SANFORD (7)
STAPLES (2)
Page 1 of 4
Next
Dry-Erase Markers
Customer Item No.
MFR Item No.
UOM/QTY
Your Price
Qty
Add to....
Hide Images
Done
Trusted sites
start
Inbox - Microsoft Out...
Create Requisition - ...
PURCHASINGFROMS...
3:21 PM

Market Basket items will be indicated by the words MARKET BASKET hi-lighted in blue

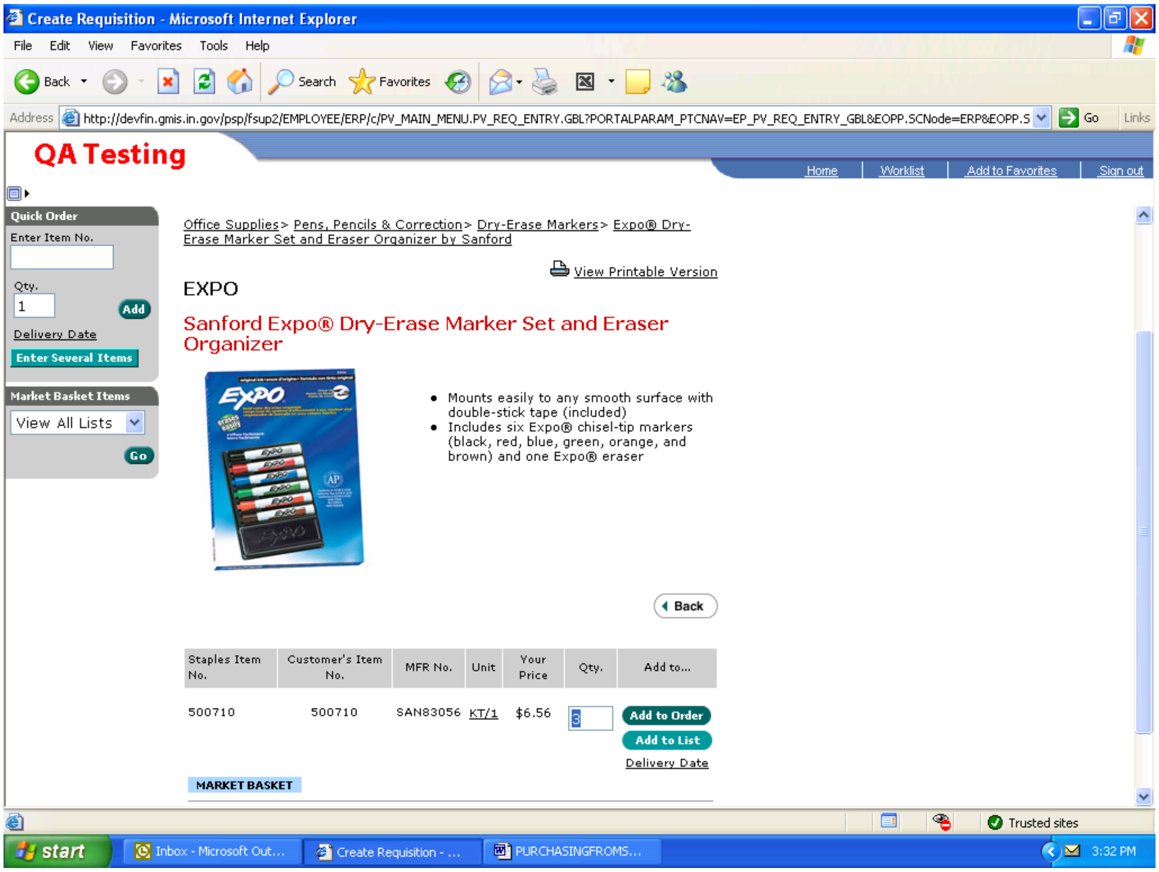


Now you can click on the link of the specific item type you would like to order. This might give you a more defined breakdown of the types of items under the category you chose. Once you find the category of items you wish to purchase you will get to a panel that will show you several pieces of information for each item available to order. The information provided is:

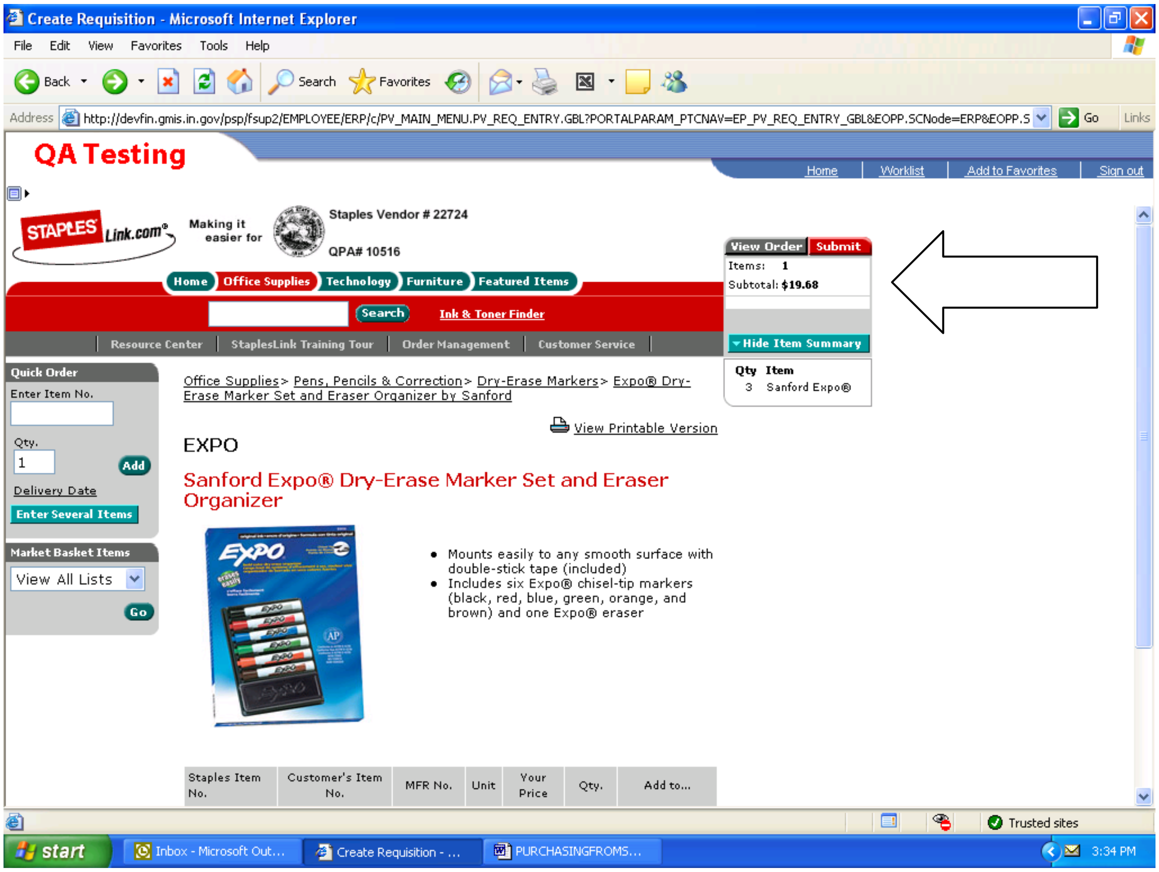
Picture of the item with its description
Product Code (Item number)
Unit of Measure item can be purchased
Price of the item
Delivery Date
If the item is a market basket item (MARKET BASKET hi-lighted in blue)



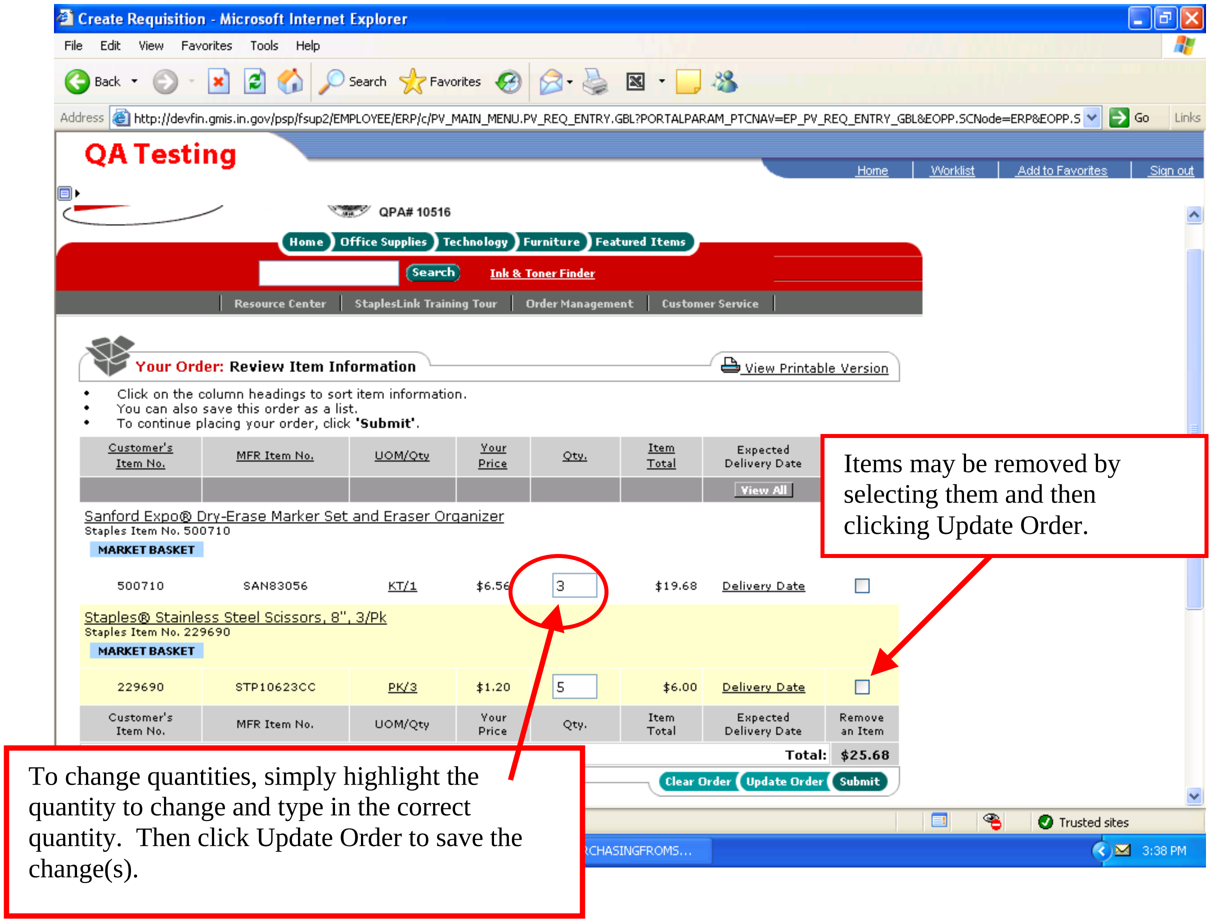
When you've found the item or items you wish to buy in a category, enter the quantity needed in the Quantity field, and click on the Add to Order button to add the item or items to your shopping cart. Do this for EACH additional item you wish to purchase.



The Cart Subtotal gives you the total number of items and the cart subtotal for the purchase.



Click the Gray View Order link at the top of the Cart Subtotal to bring up the following screen.

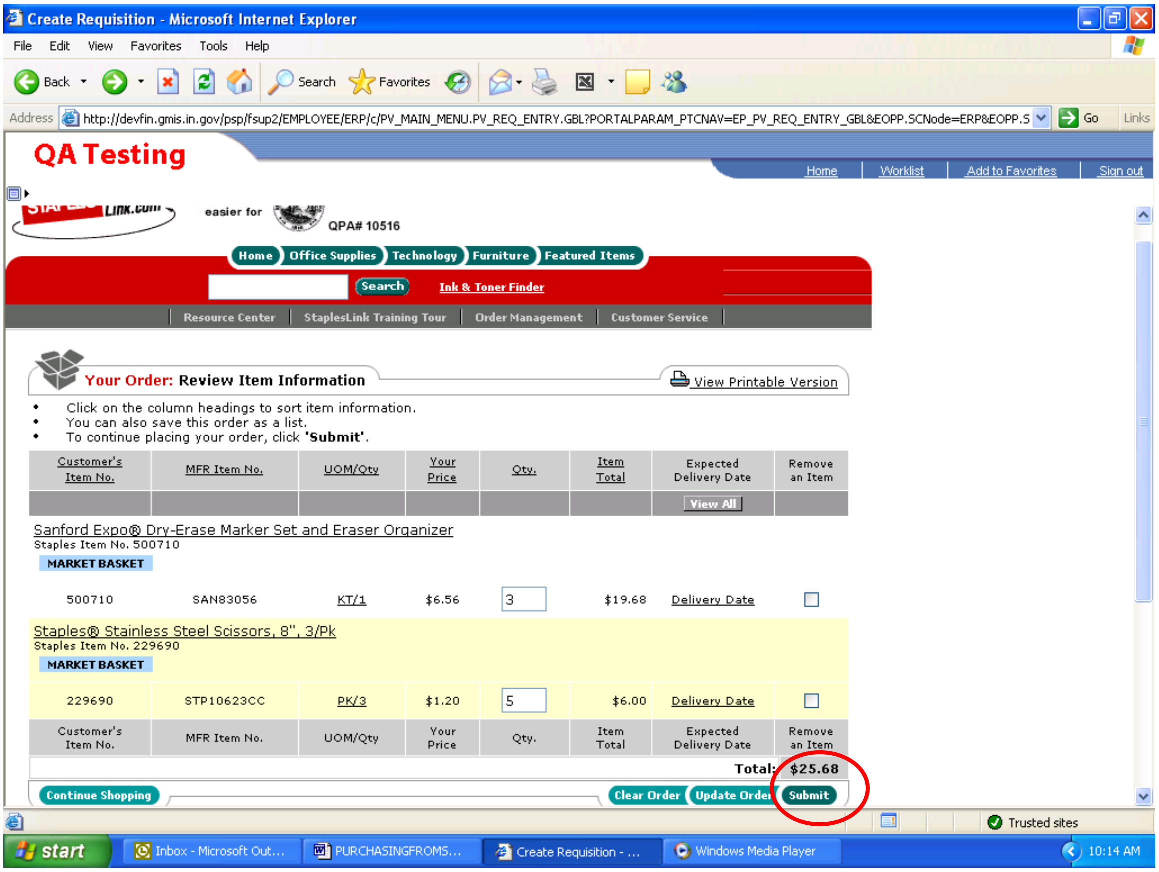


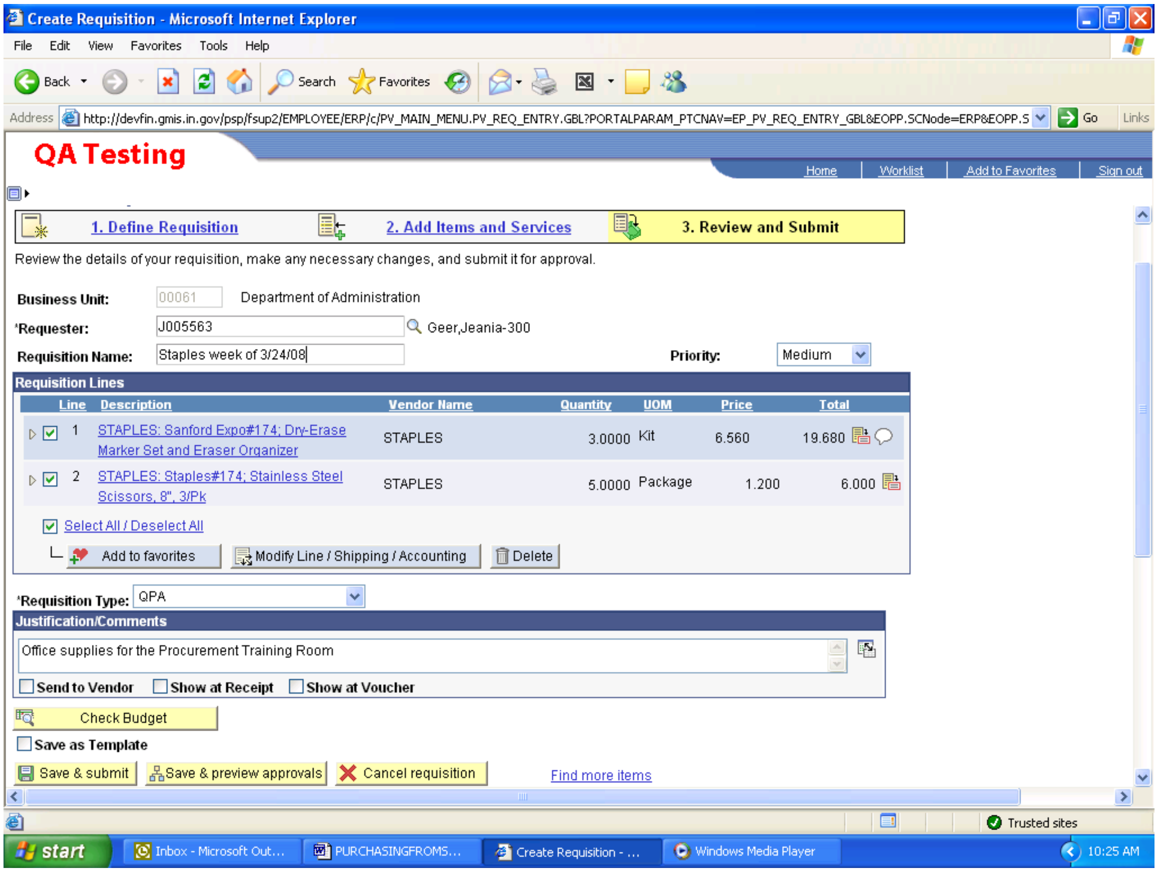
Any changes to your order should be made at this screen before clicking Submit.

You can remove items from your order by selecting the item and then clicking the Update Order button.

You can change the quantity ordered of any item by highlighting the item quantity and changing the item to the quantity you require and then clicking Update Order.

When you are done shopping click the Submit button. This will take you back to PeopleSoft to finish processing the requisition.

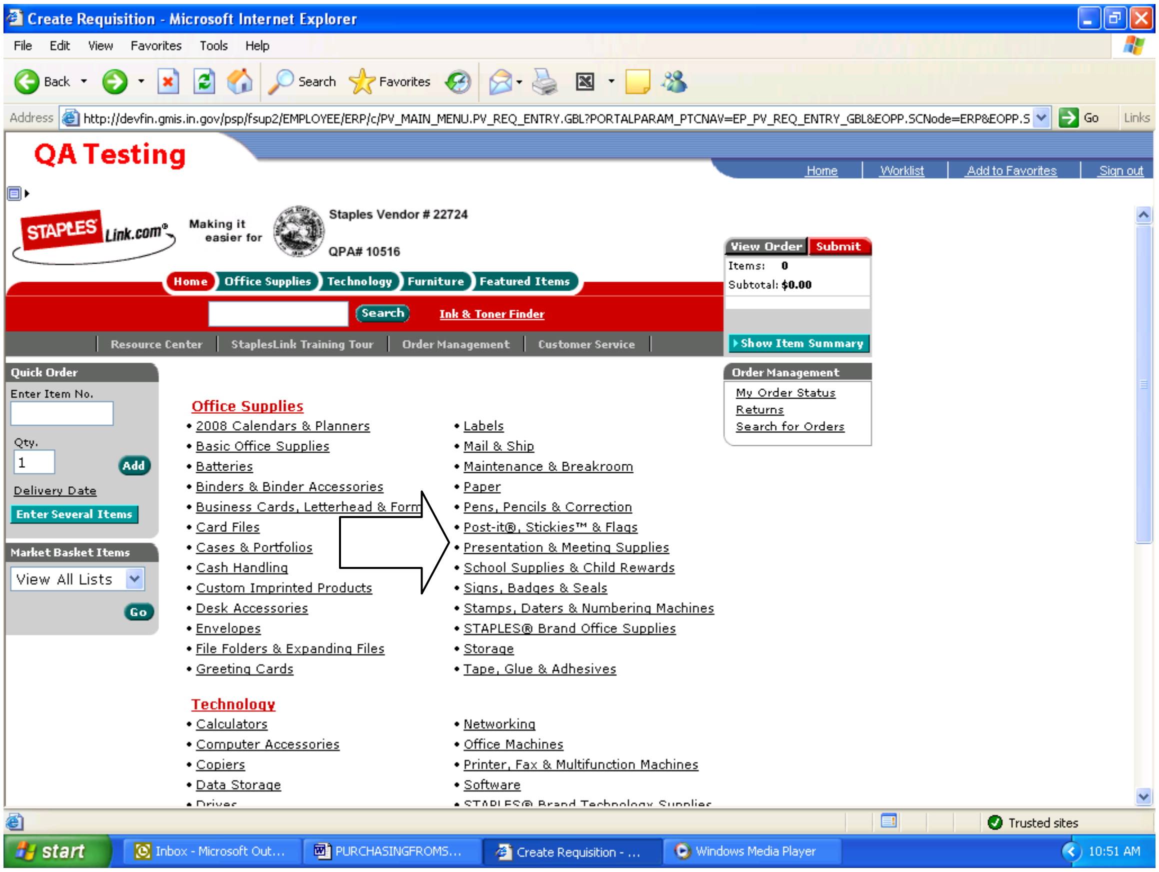




If you have returned to the Requisition summary screen and you realize that you are missing item(s) you can return to the Staples catalog by clicking the Add Items and Services link again. If you do add any new items, you must edit your line default information or those new line(s) will have the information for your default settings.

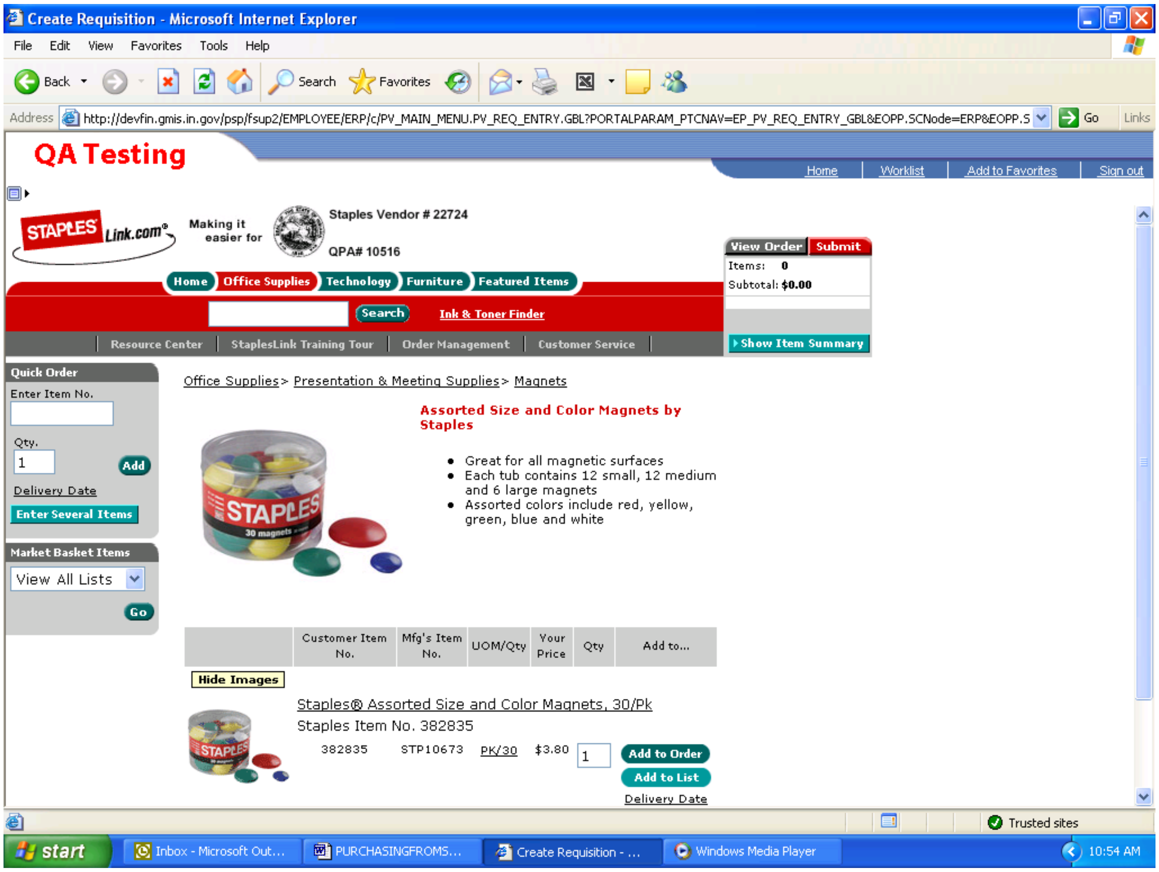
Finding Non-Market Basket items in the Staples catalog

To search for items not from the Market Basket you can search from the categories displayed on the initial screen when you punch out. This will give you both market basket items and non-market basket items for purchase. Select the link that best describes the type of item you want to purchase. This will give you a break down of what types of items are under this broad category.




Create Requisition - Microsoft Internet Explorer
QA Testing
Home | Worklist | Add to Favorites | Sign out
Staples Vendor # 22724
QPA# 10516
Home | Office Supplies | Technology | Furniture | Featured Items
Ink & Toner Finder
Resource Center | StaplesLink Training Tour | Order Management | Customer Service
View Order | Submit
Items: 0
Subtotal: $0.00
Show Item Summary
Quick Order
Enter Item No.
Qty.
Delivery Date
Enter Several Items
Market Basket Items
View All Lists
Office Supplies
Presentation & Meeting Supplies
Audio/Visual Carts, Stands, & Wall Mounts
Audio/Visual Carts
Audio/Visual Stands
Audio/Visual Wall Mounts
Binding Systems & Accessories
Binding Systems
Binding Covers
Binding Spines
Board Accessories
Magnets
Partition Hangers
Pushpins
Thumbtacks
Cameras & Film
Cameras
Laminating Machines & Accessories
Laminating Pouches
Pointers & Projection Screens
Pointers
Projection Screens
Presentation Boards & Easels
Presentation Boards
Presentation Easels
Easel Pads
Projectors
Projectors: Digital
Projectors: Overhead
Projectors: Slide
Report Covers & Portfolios
Clear Front Report Covers
Done
Trusted sites
10:53 AM


Create Requisition - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address http://devfin.gmis.in.gov/psp/fsup2/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_ENTRY.GBL?PORTALPARAM_PTCNAV=EP_PV_REQ_ENTRY_GBL&EOPP.SCNode=ERP&EOPP.S
Go Links
QA Testing
Home Worklist Add to Favorites Sign out
STAPLES Link.com
Making it easier for
Staples Vendor # 22724
QPA# 10516
View Order Submit
Items: 0
Subtotal: $0.00
Home Office Supplies Technology Furniture Featured Items
Search Ink & Toner Finder
Resource Center StaplesLink Training Tour Order Management Customer Service
Show Item Summary
Quick Order
Enter Item No.
Qty.
1
Add
Delivery Date
Enter Several Items
Office Supplies > Presentation & Meeting Supplies
Magnets
Hide Images
For product details, click any item name.
Assorted Size and Color Magnets by OIC
Assorted Size and Color Magnets by Staples
Molded Magnetic Letters by Quartet
Done
Trusted sites
start
Inbox - Microsoft Out...
PURCHASINGFROMS...
Create Requisition - ...
Windows Media Player
10:54 AM

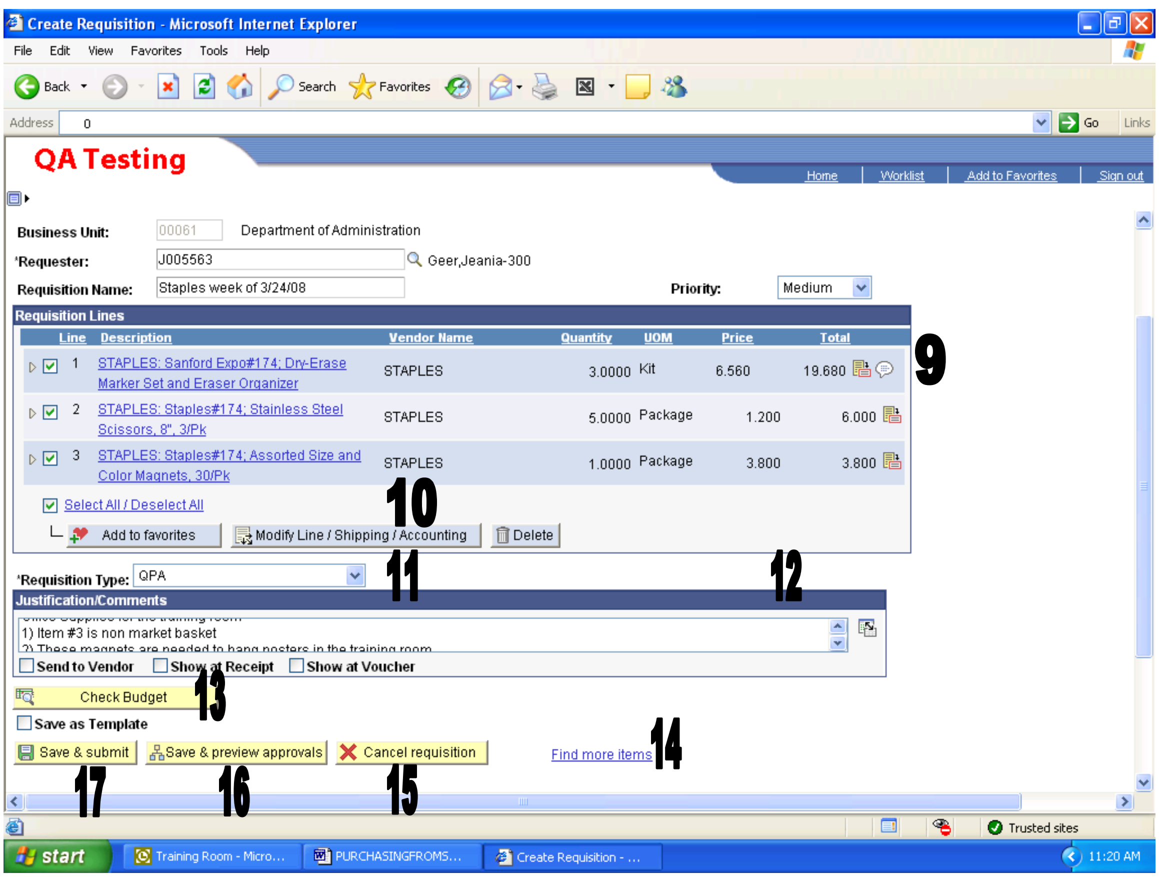

Create Requisition - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back
Search
Favorites
Address
http://devfin.gmis.in.gov/psp/fsup2/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_ENTRY.GBL?PORTALPARAM_PTCNAV=EP_PV_REQ_ENTRY_GBL&EOPP.SCNode=ERP&EOPP.S
Go
Links
QA Testing
Home
Worklist
Add to Favorites
Sign out
STAPLES Link.com
Making it easier for
Staples Vendor # 22724
QPA# 10516
View Order
Submit
Items: 0
Subtotal: $0.00
Home
Office Supplies
Technology
Furniture
Featured Items
Search
Ink & Toner Finder
Resource Center
StaplesLink Training Tour
Order Management
Customer Service
Show Item Summary
Quick Order
Enter Item No.
Qty.
1
Add
Delivery Date
Enter Several Items
Market Basket Items
View All Lists
Go
Office Supplies > Presentation & Meeting Supplies > Magnets
Assorted Size and Color Magnets by Staples
Great for all magnetic surfaces
Each tub contains 12 small, 12 medium and 6 large magnets
Assorted colors include red, yellow, green, blue and white
STAPLES
Customer Item No.
Mfg's Item No.
UOM/Qty
Your Price
Qty
Add to...
Hide Images
Staples® Assorted Size and Color Magnets, 30/Pk
Staples Item No. 382835
382835
STP10673
PK/30
$3.80
1
Add to Order
Add to List
Delivery Date
Trusted sites
start
Inbox - Microsoft Out...
PURCHASINGFROMS...
Create Requisition - ...
Windows Media Player
10:54 AM

Review and Submit

At the Review and Submit screen you are able to complete several tasks on the requisition including final submission to the approval workflow.

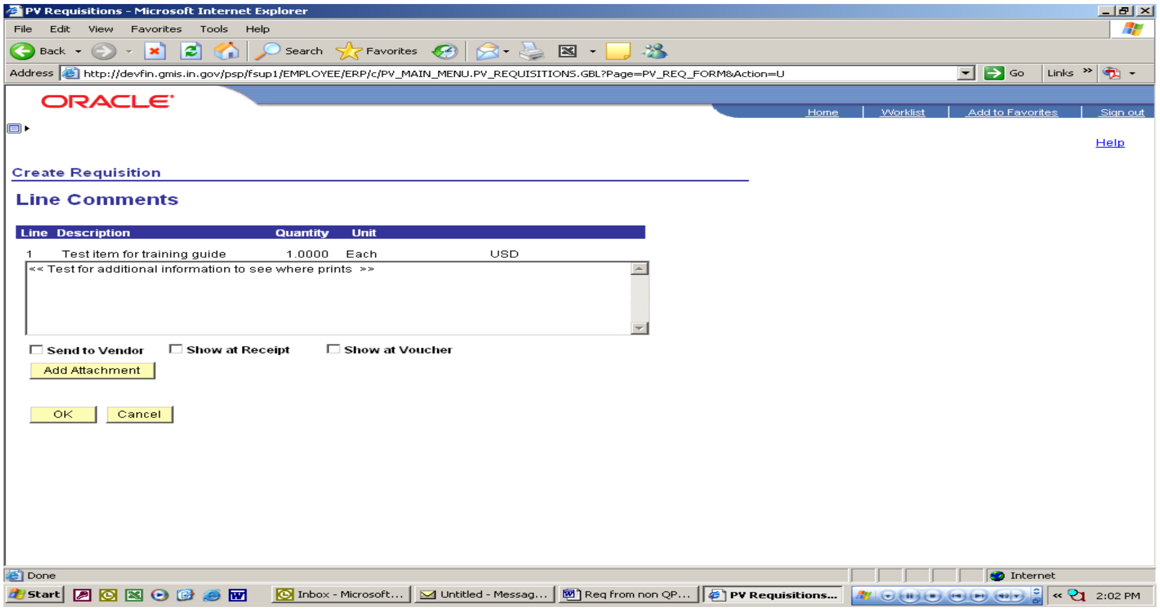
These tasks include:

9. Adding Line Comments
10. Modify Line/Shipping/Accounting information
11. Choose Requisition Type
12. Add justification comments for requisition
13. Check requisition budget
14. Add more items to requisition
15. Cancel requisition
16. Save & preview approvals
17. Save & Submit requisition to workflow



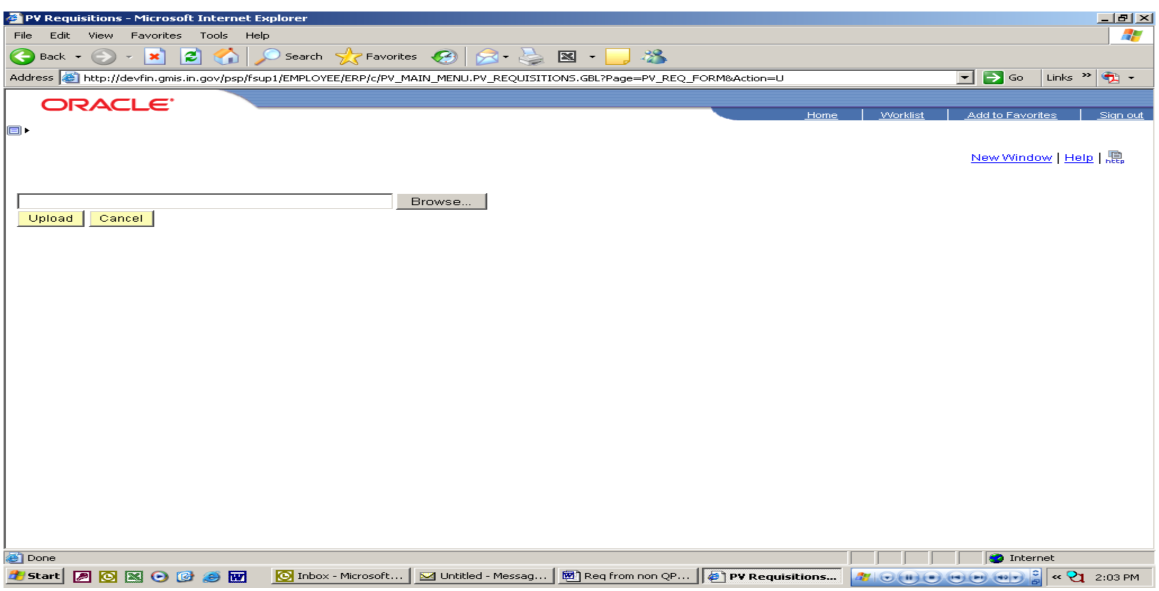
9. Adding Line Comments

To add line comments, click on the Comments icon (cloud) to open the Line Comments screen. If the comments are to be printed on the requisition, RFQ or Purchase order, please make sure the **Send to Vendor** box is checked.

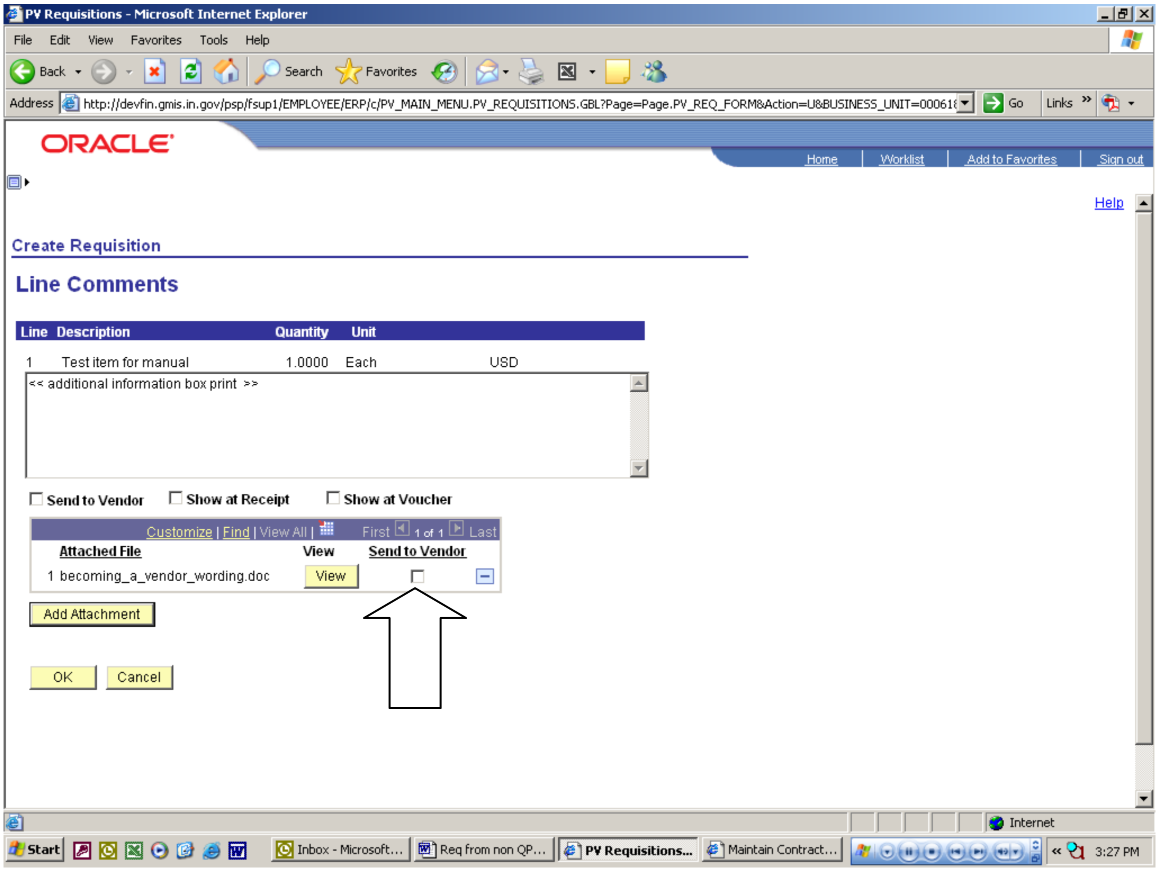


<u>If you need to add attachments to the requisition</u>

Click on the Add Attachment button and you will see the screen below that will allow you to search your computer for the attachment. Click the browse button (this will bring up your Windows menu) to search for the file you want to add as an attachment. Highlight the document name and click open, this will transfer the document to the browse line. Once the file is listed in the browse line, click the Upload button to add the attachment to the requisition.



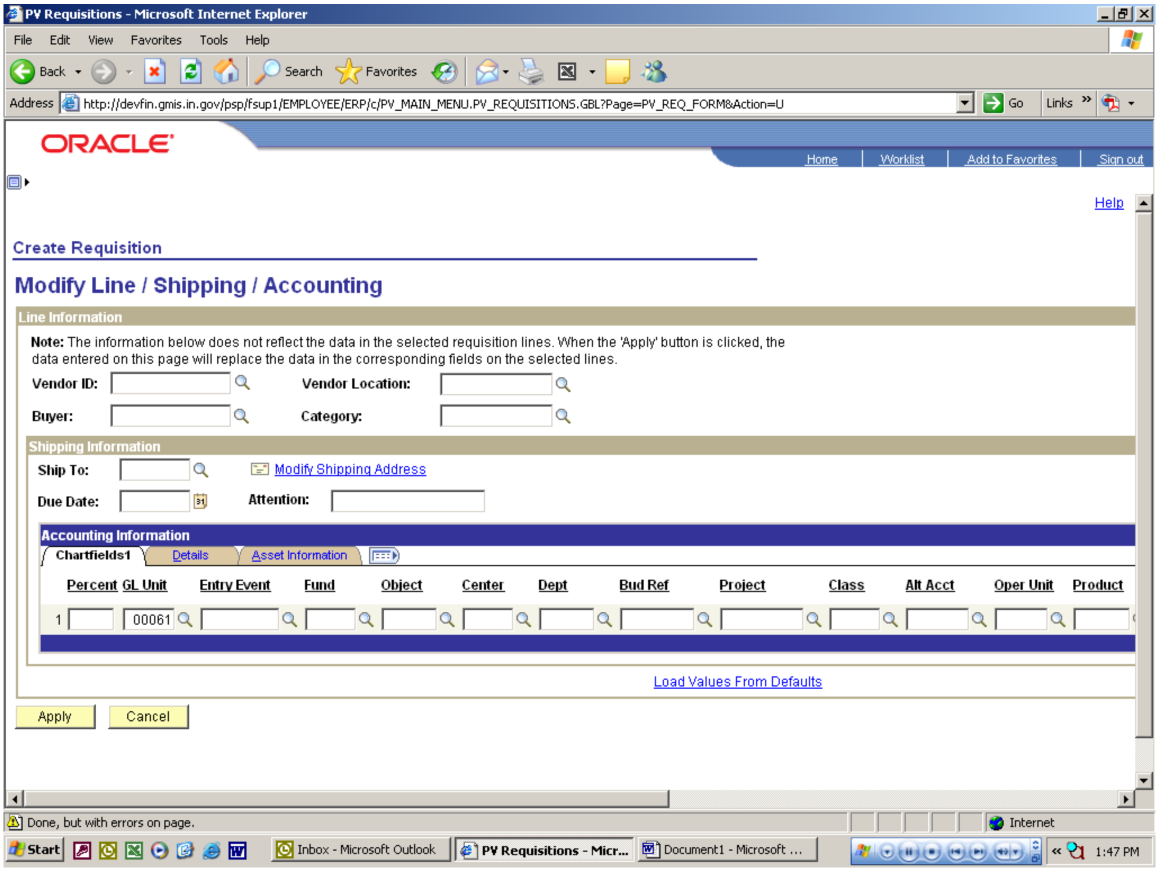
Once you have uploaded the file you will be returned to this screen. This screen shows you the file as an attachment to the requisition. If you are done and do not want the attachment sent to the vendor or added to the RFQ or Purchase Order, you do not need to check the Send to Vendor box for the attachment. If you are done with adding attachments and line comments, click the OK button to continue and be taken back to the Review and Submit screen.



10. Modify Line/Shipping/Accounting information

Always, you must re-enter the shipping and accounting information (Chartfield) for each line of the requisition. You must select each line to be modified before clicking this link. To copy the Chartfields from step 1 of the process, click the Load Values From Defaults and all Chartfields will be populated from Define Requisition screen.

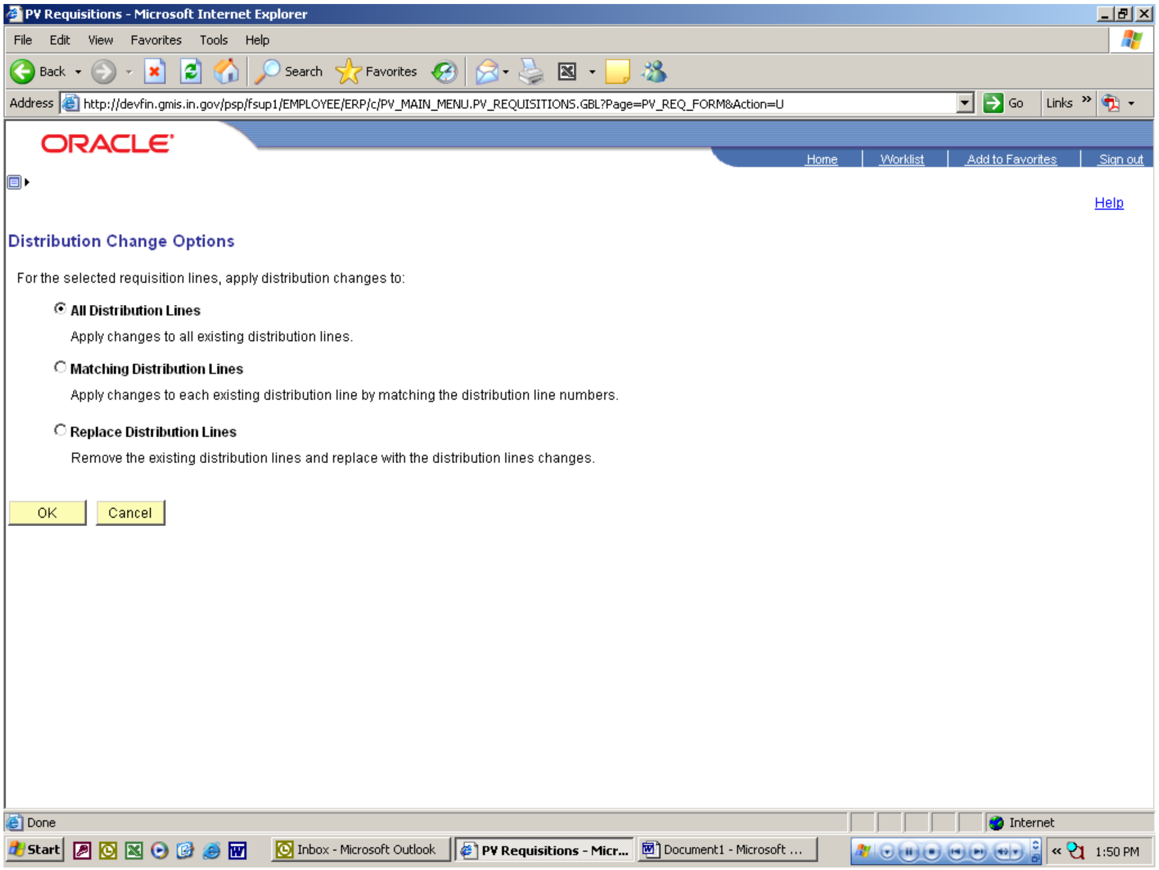
This is where you can add multiple distribution lines for a requisition line.



Once you have made all corrections or modifications to the Chartfield information and Click Apply, you will be taken to the following screen.

At this screen you have three (3) options to choose: 1) to have the changes affect all requisition lines select All Distribution Lines 2) to have the changes affect only the requisition lines chosen before making the changes select Matching Distribution Lines 3) if you have made multiple changes to the Chartfields and want to replace the old information with the new, select Replace Distribution Lines.

Click OK and you will be returned to the Review and Submit screen and all changes will be applied to the lines as you have noted.



11. Choose Requisition Type

Click the drop down arrow to select the type of requisition this is - QPA. This is a required field.

12. Add justification comments for requisition

Click inside the justification box and enter all justification information for this requisition. This could include but is not limited to why using out of state vendor, purchasing outside current QPA, why this item is needed. This information can be added to the RFQ and Purchase Order if needed by checking the Send to Vendor box, otherwise this justification is only placed on the requisition. This is a required field.

NOTE: Any order that has non-market basket items included will be routed for IDOA approval once the requisition is saved and submitted. **In PeopleSoft, non-market basket items will be marked with an asterisk (*) in front of the item description. If your requisition contains any non-market basket item(s) you must have the following information contained in your justification or the requisition will not be approved by IDOA.**

1. Identify what line item(s) are NON-market basket.
2. Detail why this specific product is needed.
3. What research was done to determine that this product is not available or similar to a product through the market basket items?
4. If there is a similar product in the market basket, please detail what sets the product aside from the market basket item(s)? similar? (What does this product offer that other products don't?

There is an icon to the right of the box (two sheets with a diagonal arrow) that will bring up a larger box to type in your justification. When finished typing, click OK and it will take you back to the Review and Submit screen.

13. Check requisition budget

Clicking the Check Budget button will budget check your requisition and pre-encumber the funds. This step is not necessary to save and submit the requisition to workflow, please check with your agency as to when this step should be done. **Budget checking can be completed at the Manage Requisition screen at a later time.**

14. Find more items link

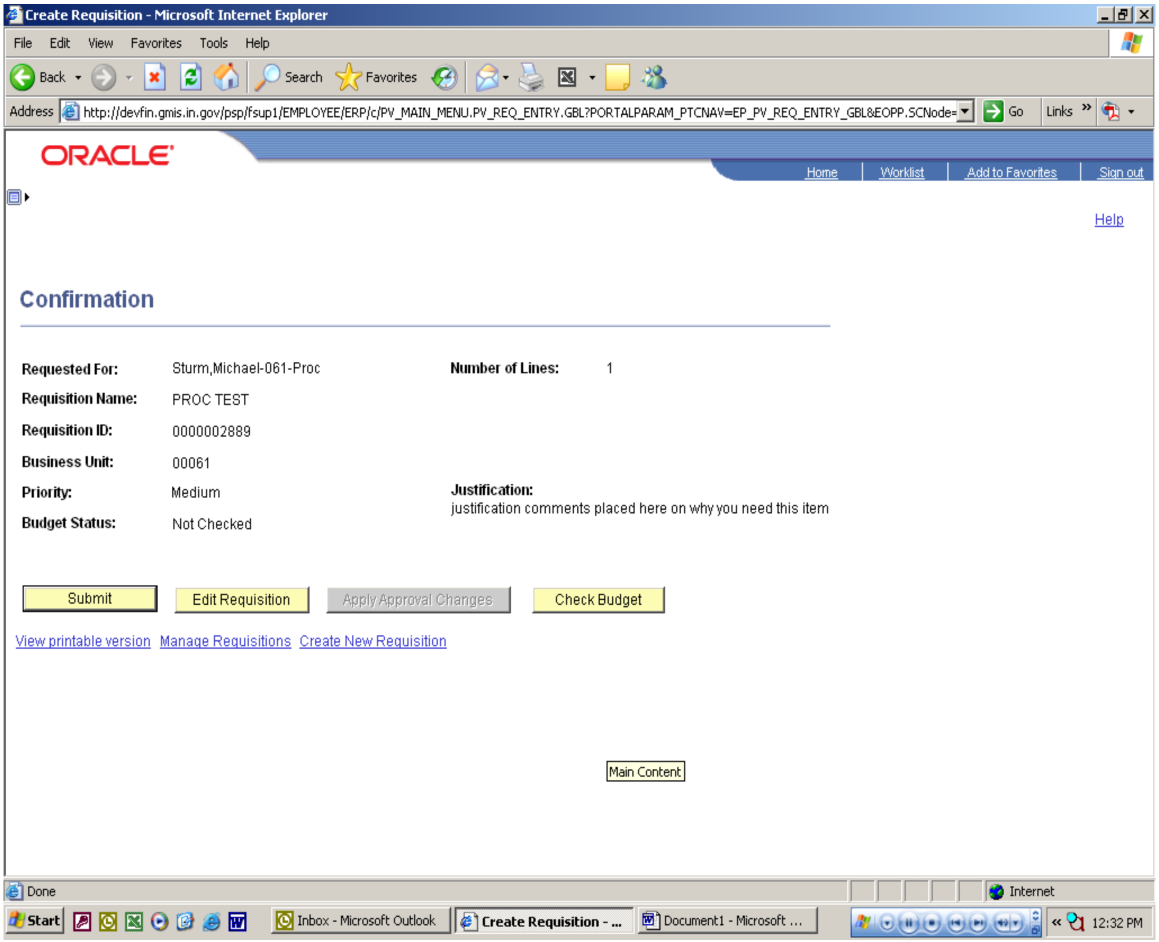
This link takes you directly back to the Add Items and Services step of the requisition, so additional item or services can be added.

15. Cancel requisition

Clicking the Cancel requisition button before saving or submitting will remove the information about the requisition being created from the system. If you have saved the requisition, you will only cancel the changes to the requisition if there are any. To cancel the requisition after it has been saved, you must go to the Manage Requisition screen.

16. Save & preview approvals

Clicking the Save & preview approvals button will take you to the screen shown below. This allows you to save without submitting the requisition to the approval workflow and review a summary of the requisition. This screen provides your requisition number (for later use), requisition name, justification and if the requisition has been budget checked.



17. Save and Submit requisition to workflow

Clicking the Save & Submit button will place the requisition into your agency's approval workflow. You will be taken to a similar screen as shown in the prior section. At this point you have the option to edit the requisition and budget check if you did not do this step prior to saving and submitting. You can access the Manage Requisitions screen to review the requisition and its status by clicking on the Manage Requisition link.

Manage Requisition

Once the requisition has been saved and submitted to the workflow process you will need to navigate to the Manage Requisition screen to budget check (if not completed prior) and to see if the requisition has been approved and is ready for further processing.

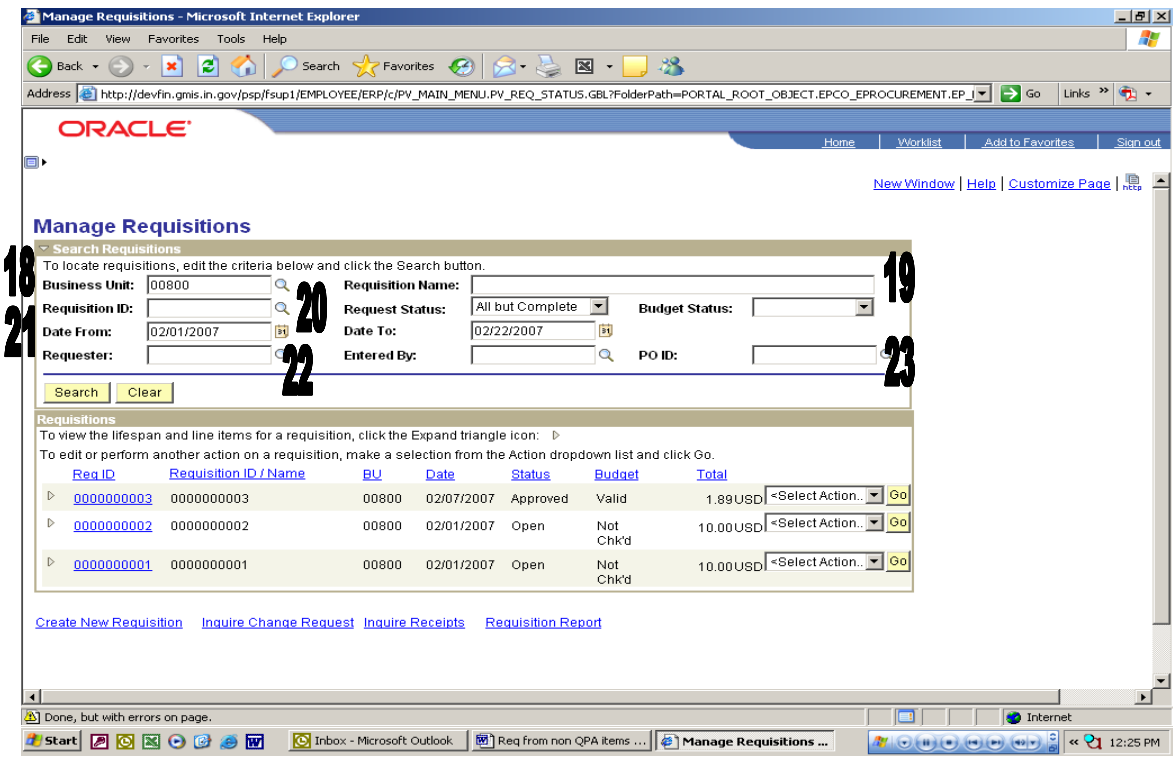
Menu Navigation:

- eProcurement
  - Manage Requisitions

When the Manage Requisitions screen opens, locate your requisition by searching or sorting the list as needed. You can search by several pieces of information.

The information you can search by are:

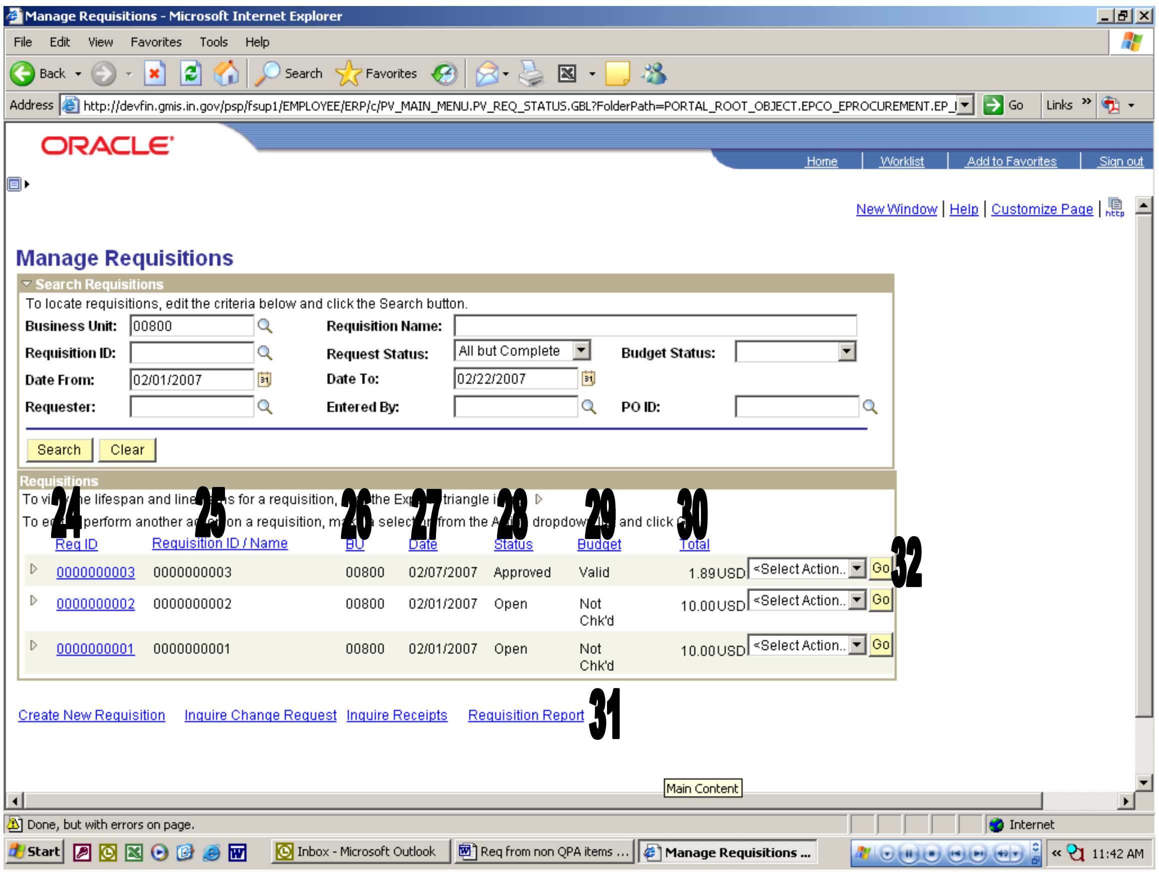
18. Business Unit
19. Requisition Name
20. Requisition ID
21. Date range
22. Requestor
23. PO ID



The Manage Requisitions screen gives several pieces of information on the requisition and also allows the user to access other screens that will allow other functions. The information provided on this screen is:

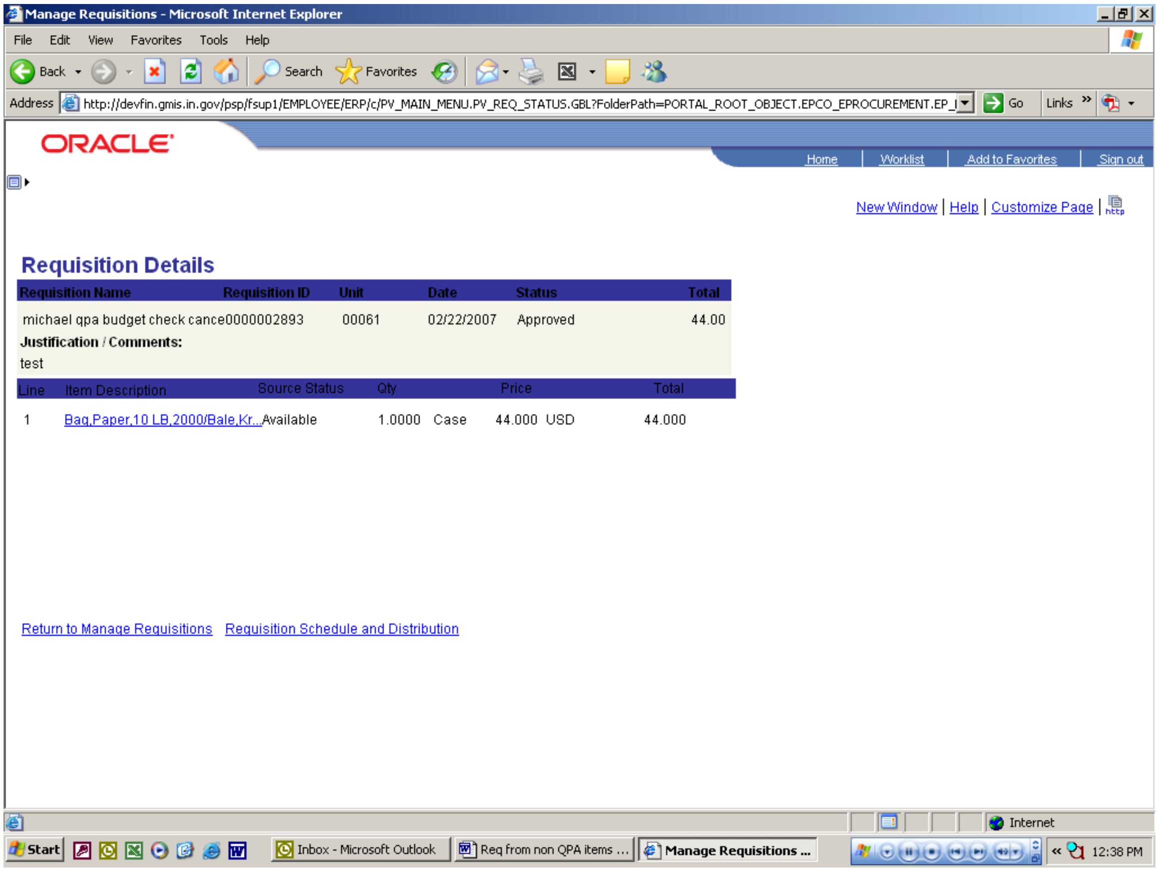
24. Req ID
25. Requisition ID/Name
26. BU (Business unit)
27. Date
28. Status
29. Budget
30. Total
31. Requisition report
32. Additional actions that can be completed on requisition

Clicking on the blue names for fields 24 to 30 will resort the columns.



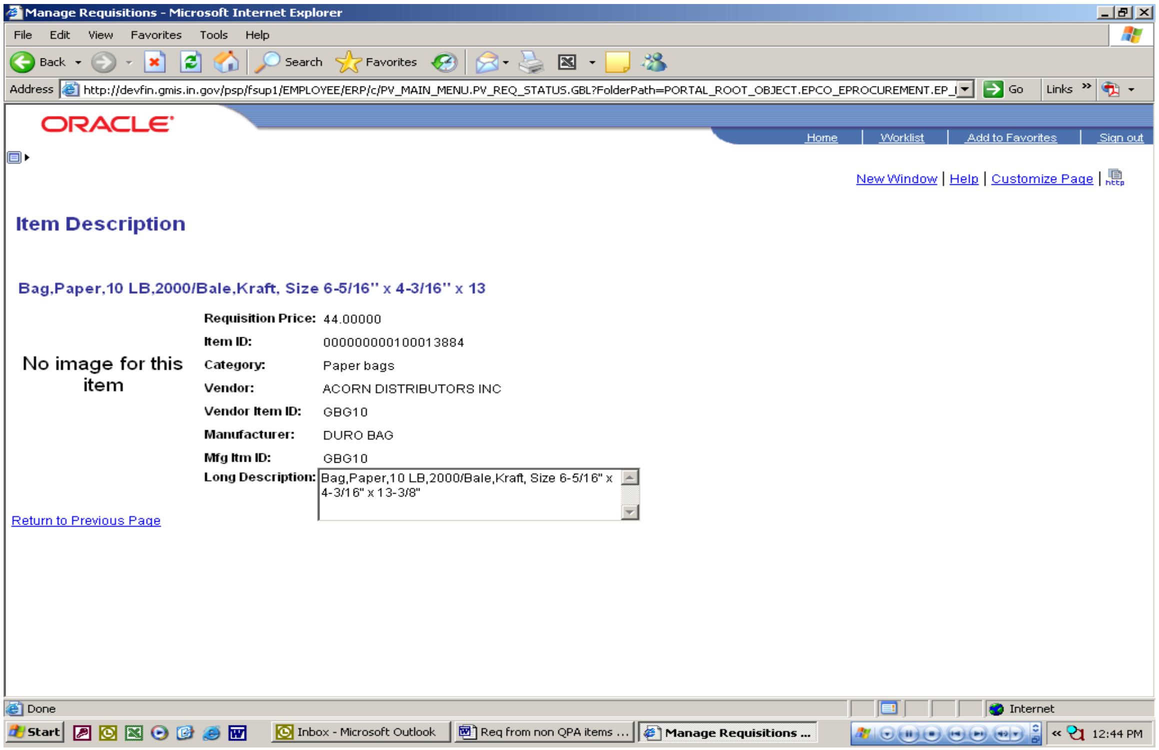
24. Req ID

This is the requisition number assigned by PeopleSoft. Clicking the requisition number allows the user to see the following screen of requisition details. When done reviewing the requisition details just click the Return to Manage Requisitions link to be taken back to the Manage Requisition screen.

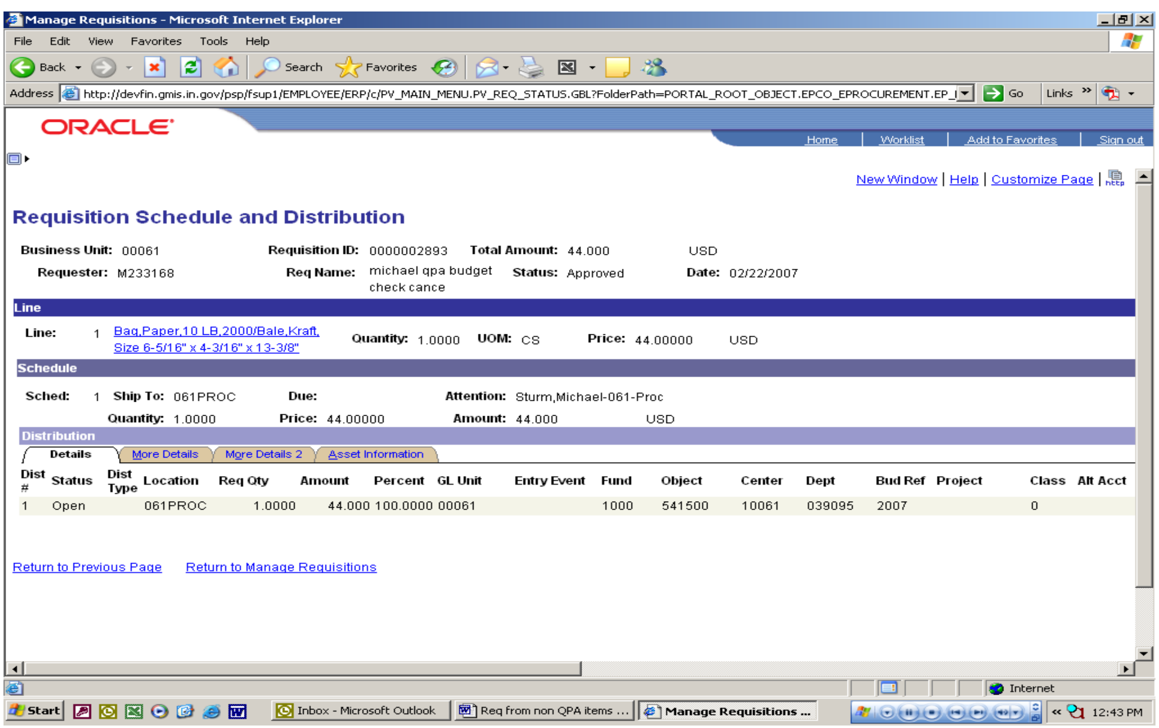


From the requisition details screen you can also view details about the line items and the schedule and distribution for the requisition lines. To review the detailed information click the blue link to review. The following screens show more detail as to what will be seen.

Item Description Screen



Requisition Schedule and Distribution Screen



25. **Requisition ID/ Name**
    This column lists the name of the requisition provided by the requestor or the Req ID number if the requisition was not named during creation.

26. **BU (business unit)**
    This column lists the business unit number of the agency that the requisition belongs to.

27. **Date**
    This is the date the requisition was created and saved.

28. **Status**
    This column shows the status of the requisition. Statuses of Approved, Open, Cancelled, Pending, PO(s) Created, PO Dispatched, Partially Received and Received can be seen. In order to finish processing a requisition to a Purchase Order, the Status must be Approved

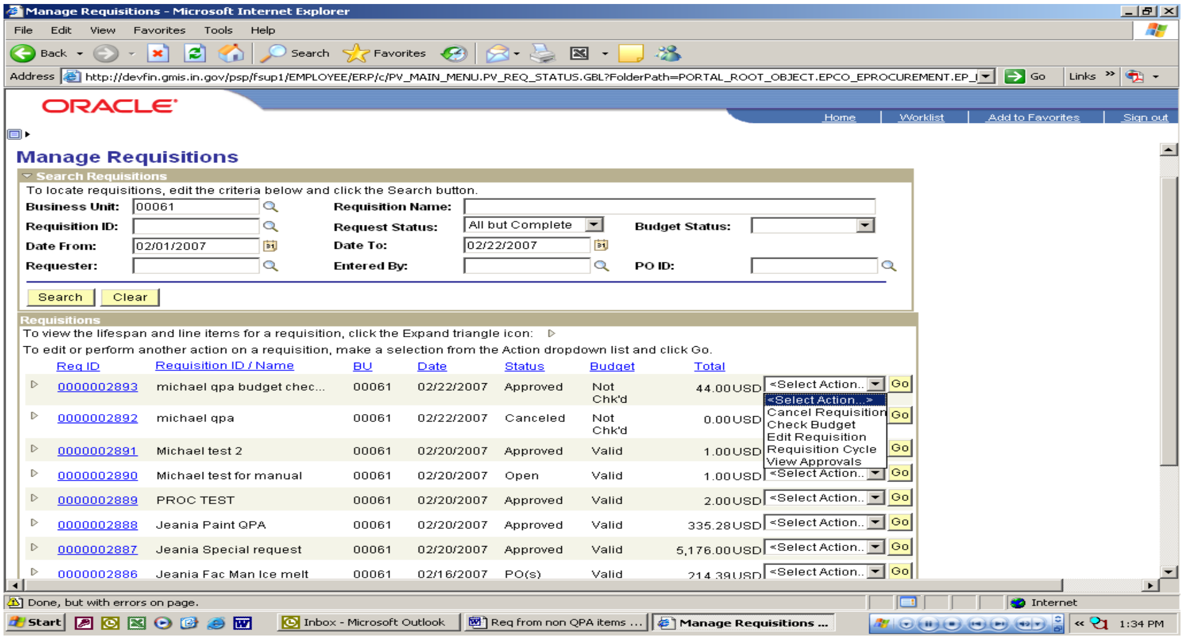
29. **Budget**
    This column shows the budget status of the requisition. Statuses of Valid, Error or Not Chk'd will be seen. In order to finish processing a requisition to a Purchase Order the budget must be in Valid status.

30. **Total**
    This column shows the total dollar amount for the requisition. This generally is an estimate of the final purchase amount unless it is a requisition created from items found in the search catalog.

31. **Requisition Report**
    This link enables the user to create a PDF of the requisition for printing and to obtain signatures on the requisition as required. See Printing a requisition for detailed instructions on the creation process.

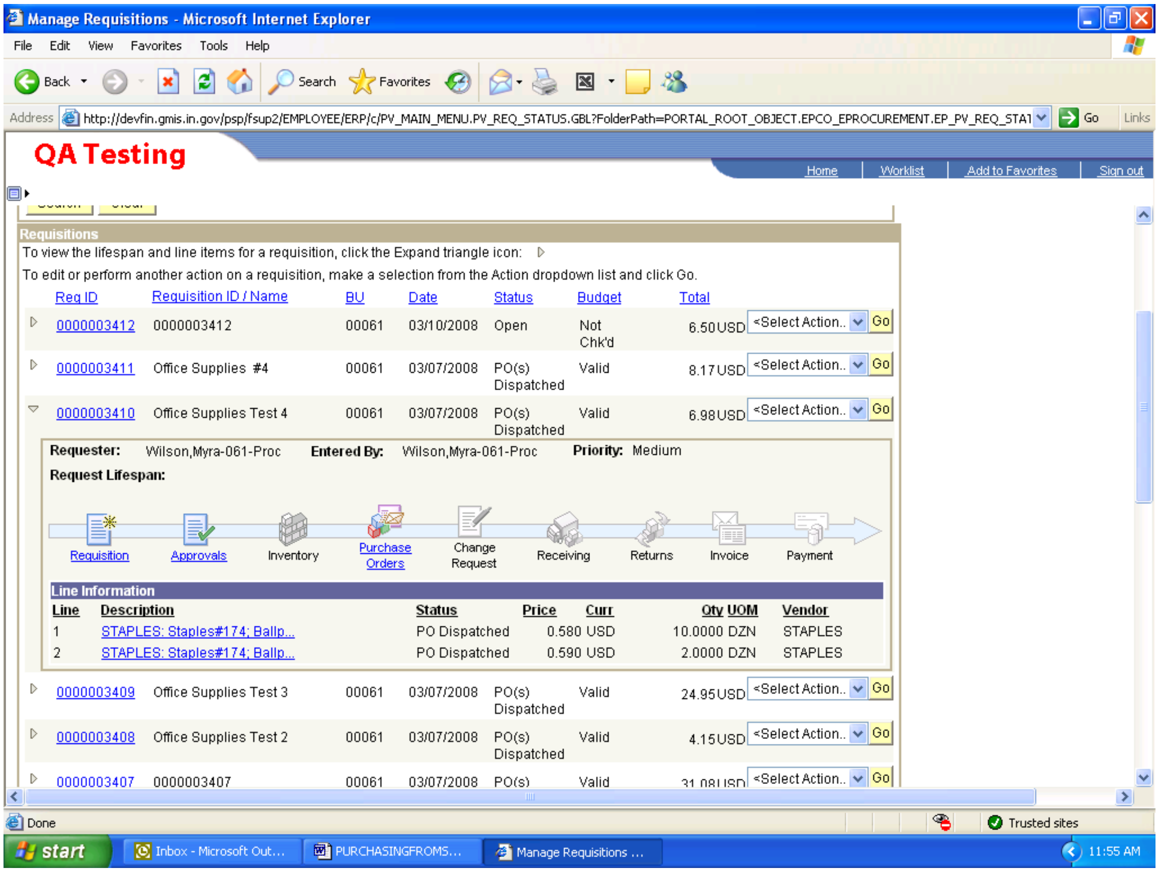
32. Additional actions that can be completed on requisition

This drop down list allows the user to see several different options that can be done to the requisition. These options include canceling the requisition, budget checking, editing the requisition, reviewing the requisition cycle and viewing the approvals for the requisition.



Requisition Cycle

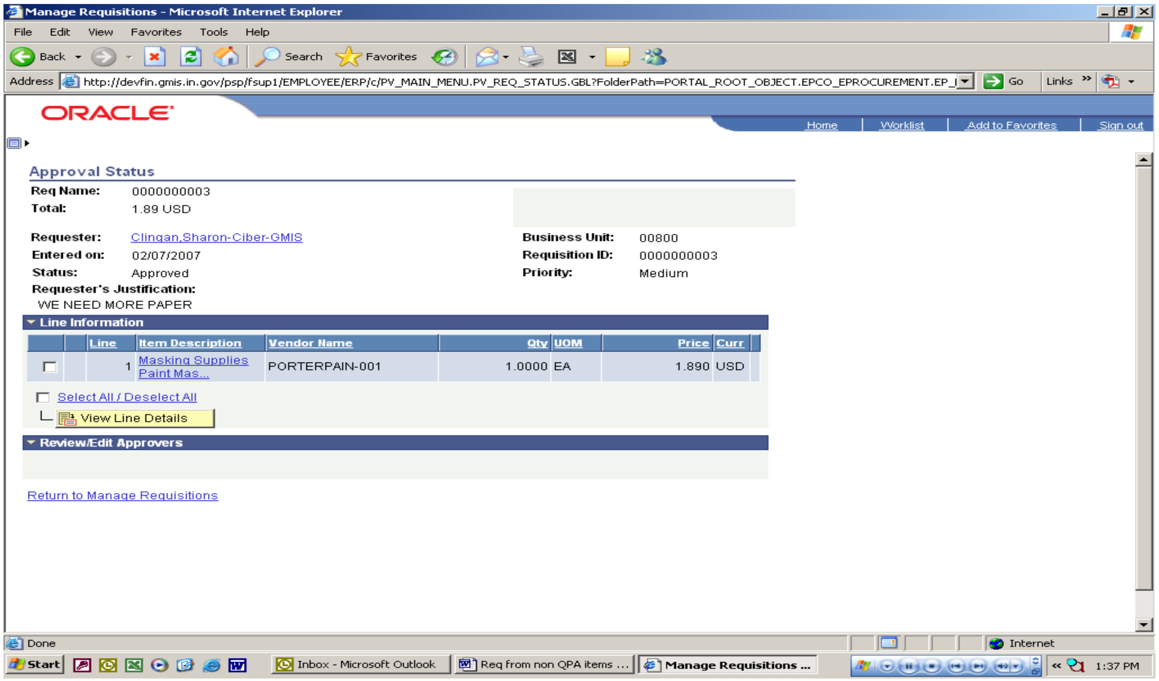
The user can access and review from the Manage Requisition screen where in the life cycle of a requisition the current requisition is. Click on the yellow triangle to the left of the Requisition ID number. The Requisition Cycle screen is shown below.



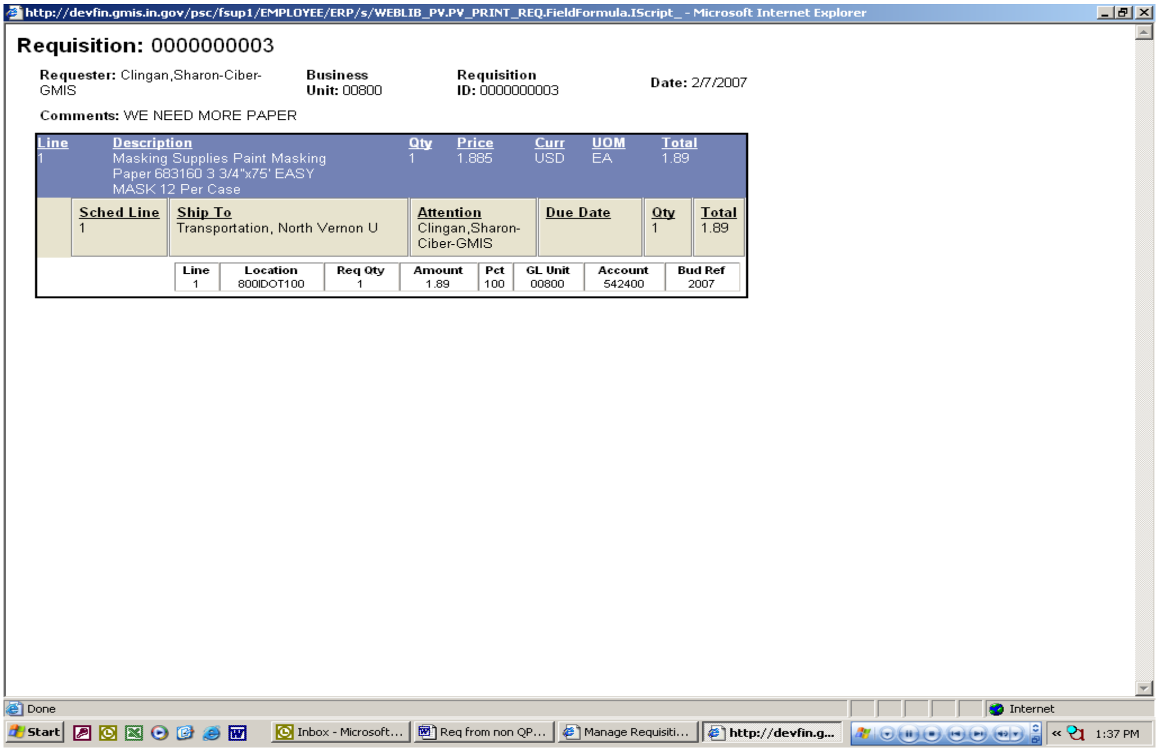
Manage Requisitions - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address http://devfin.gmis.in.gov/psp/fsup2/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_STATUS.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_EPROCUREMENT.EP_PV_REQ_STA1
Go Links
QA Testing
Home Worklist Add to Favorites Sign out
Requisitions
To view the lifespan and line items for a requisition, click the Expand triangle icon:
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.
Req ID Requisition ID / Name BU Date Status Budget Total
0000003412 0000003412 00061 03/10/2008 Open Not Chk'd 6.50USD <Select Action.. Go
0000003411 Office Supplies #4 00061 03/07/2008 PO(s) Dispatched Valid 8.17USD <Select Action.. Go
0000003410 Office Supplies Test 4 00061 03/07/2008 PO(s) Dispatched Valid 6.98USD <Select Action.. Go
Requester: Wilson,Myra-061-Proc Entered By: Wilson,Myra-061-Proc Priority: Medium
Request Lifespan:
Requisition Approvals Inventory Purchase Orders Change Request Receiving Returns Invoice Payment
Line Information
Line Description Status Price Curr Qty UOM Vendor
1 STAPLES: Staples#174; Ballp... PO Dispatched 0.580 USD 10.0000 DZN STAPLES
2 STAPLES: Staples#174; Ballp... PO Dispatched 0.590 USD 2.0000 DZN STAPLES
0000003409 Office Supplies Test 3 00061 03/07/2008 PO(s) Dispatched Valid 24.95USD <Select Action.. Go
0000003408 Office Supplies Test 2 00061 03/07/2008 PO(s) Dispatched Valid 4.15USD <Select Action.. Go
0000003407 0000003407 00061 03/07/2008 PO(s) Valid <Select Action.. Go
Done Trusted sites
start Inbox - Microsoft Out... PURCHASINGFROMS... Manage Requisitions ...
11:55 AM

View Approvals

This action allows the user to review a more detailed summary of the approval status of a requisition, including the Chartfields and Ship to information for individual lines of the requisition.



Line Detail Screen



Budget Check

Selecting this action and clicking GO the system will run the budget check process and automatically refresh the page after completion. Under the column titled Budget if the requisition passes budget check it will change from Not Chk'd to Valid. If there is a problem with the Chartfields or not enough money in the associated Chartfields combination, the column will change to Error.

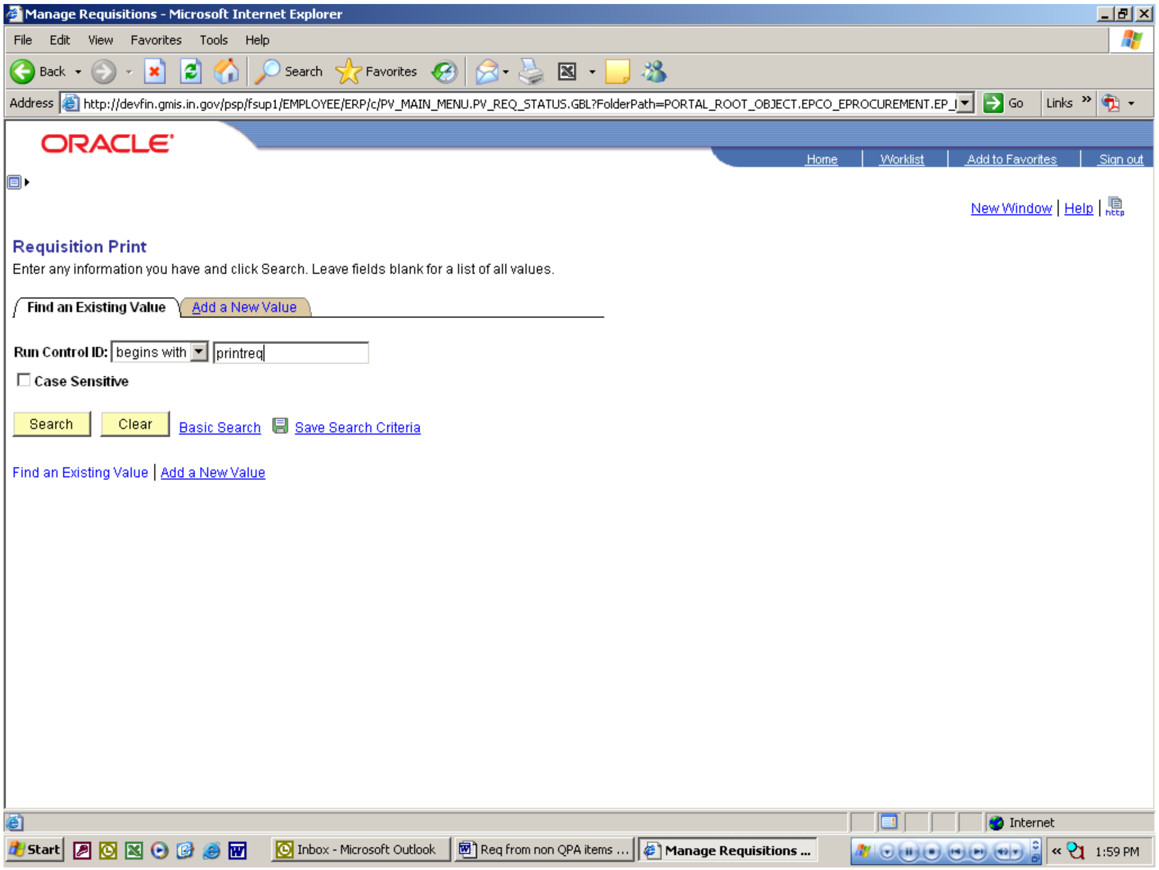
NOTE: A requisition must be in Approved Status and have a valid Budget Check before it can be used in either the RFQ or Purchase Order processes.

Printing a Requisition

To print a requisition you must be in the Manage Requisitions screen. Click the link titled Requisition Report. The following screen will be the first screen for the printing process. At this screen you will be creating or searching for the Run Control for printing a requisition.

If this is the first time that you are entering the Run Control ID, then click on the Add a New Value tab. In the Run Control ID field type in PRINTREQ as the control name. Click on the Add button to create the Run Control.

After adding the Run Control ID name the first time, use the Find and Existing Value tab and search for the run control name PRINTREQ to start the printing process.

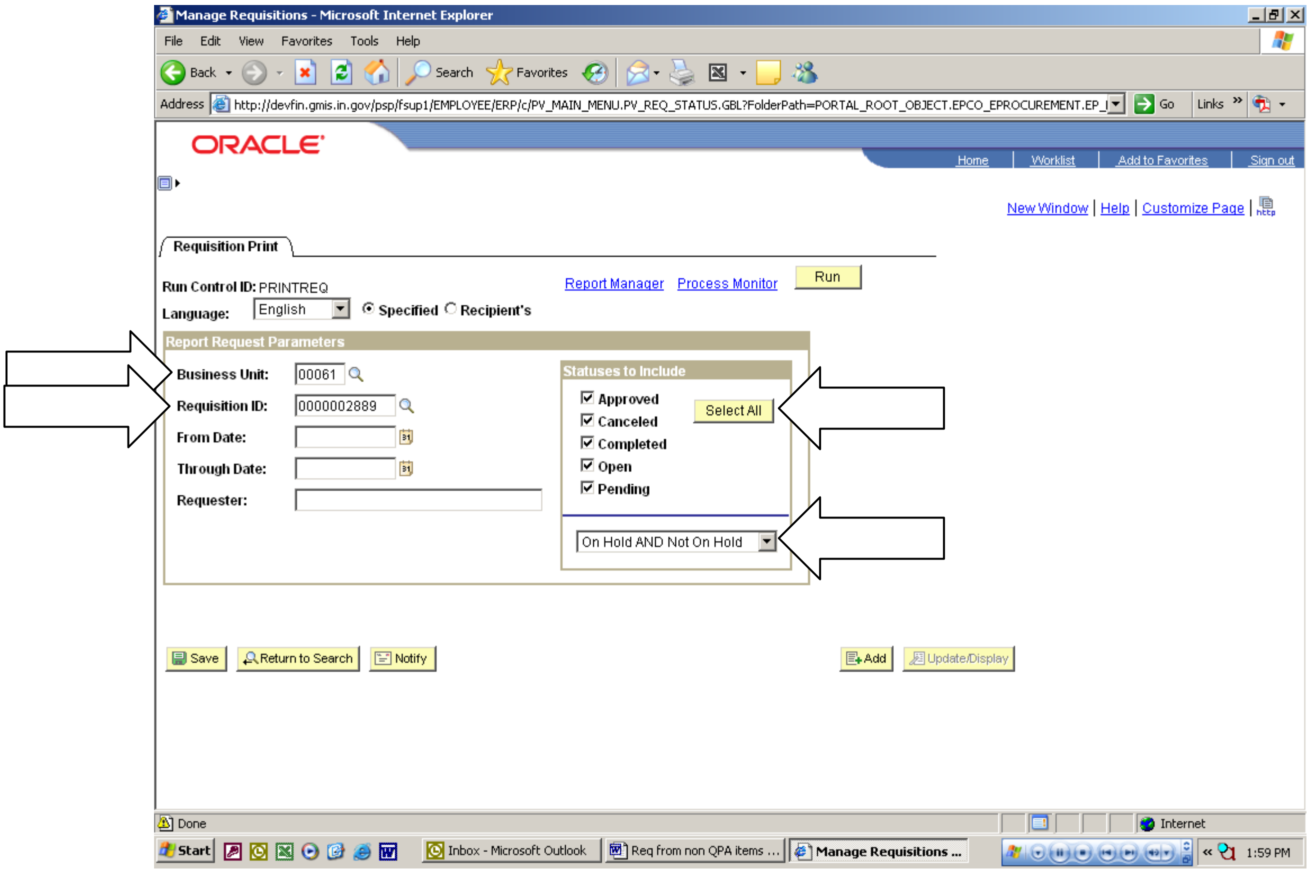


After creating or searching for an existing Run Control ID you will be taken to the following screen. At this screen you will enter your search criteria to find the requisition of which to create a PDF.

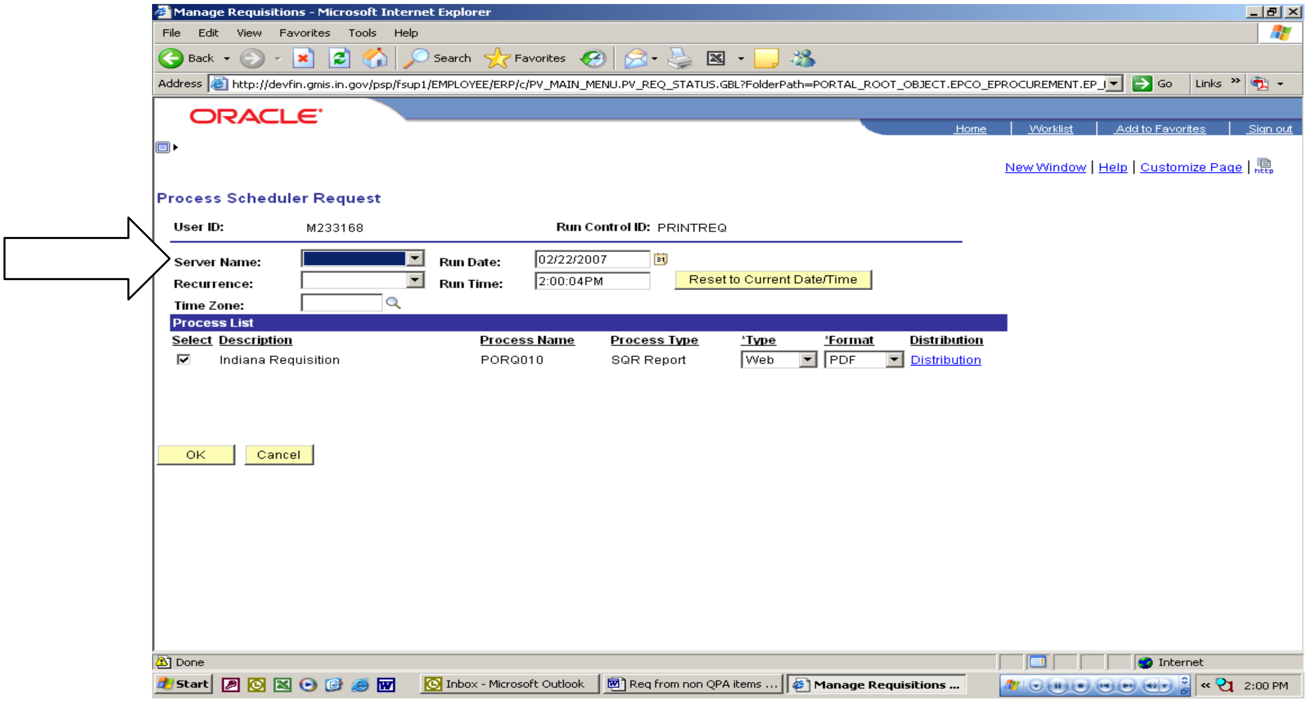
On this screen you will need to enter the five digit Business Unit number and the ten digit Requisition ID in the corresponding boxes.

You will also need to make sure that in the Statuses to Include that you click the select all button or check all five statuses. In the drop down box under the statuses you **must** make sure the box has On Hold and Not On Hold as the choice.

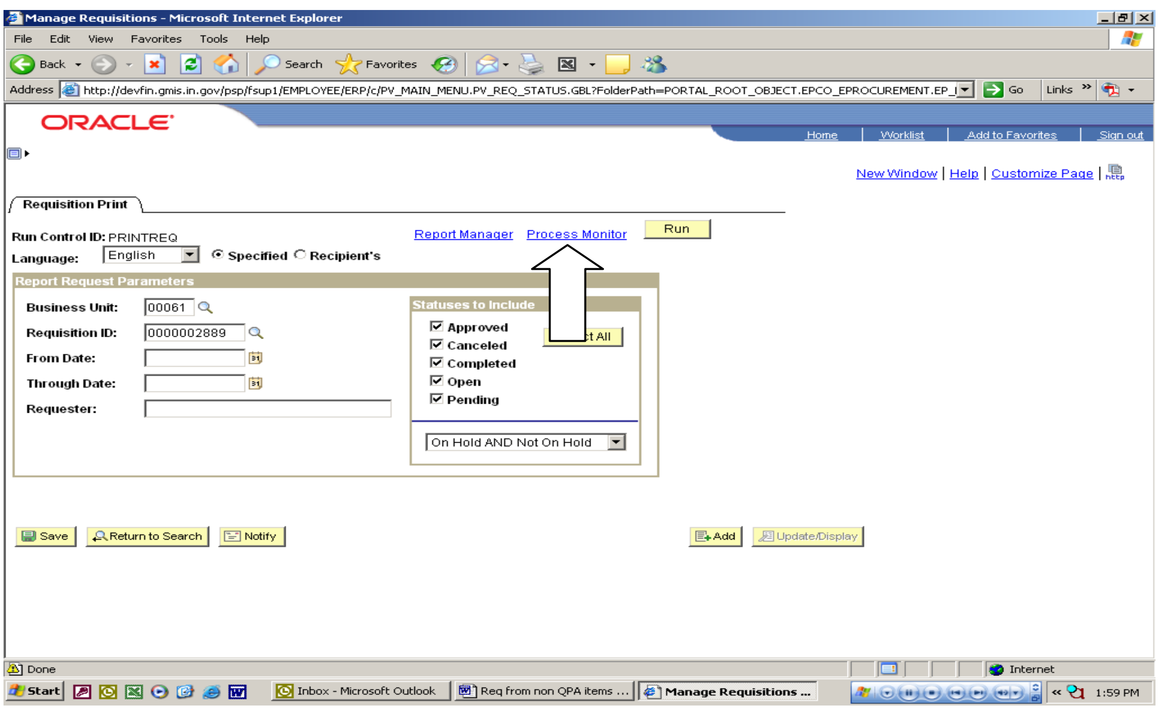
To continue the processing click the Run button. This will take you to a new screen.



The following screen is used to select the Server on which the process will be run. In the Server Name field set the field to blank. This allows the process to run on the first available server. Once the Server Name field is set to blank clicking the OK button will run the creation process.

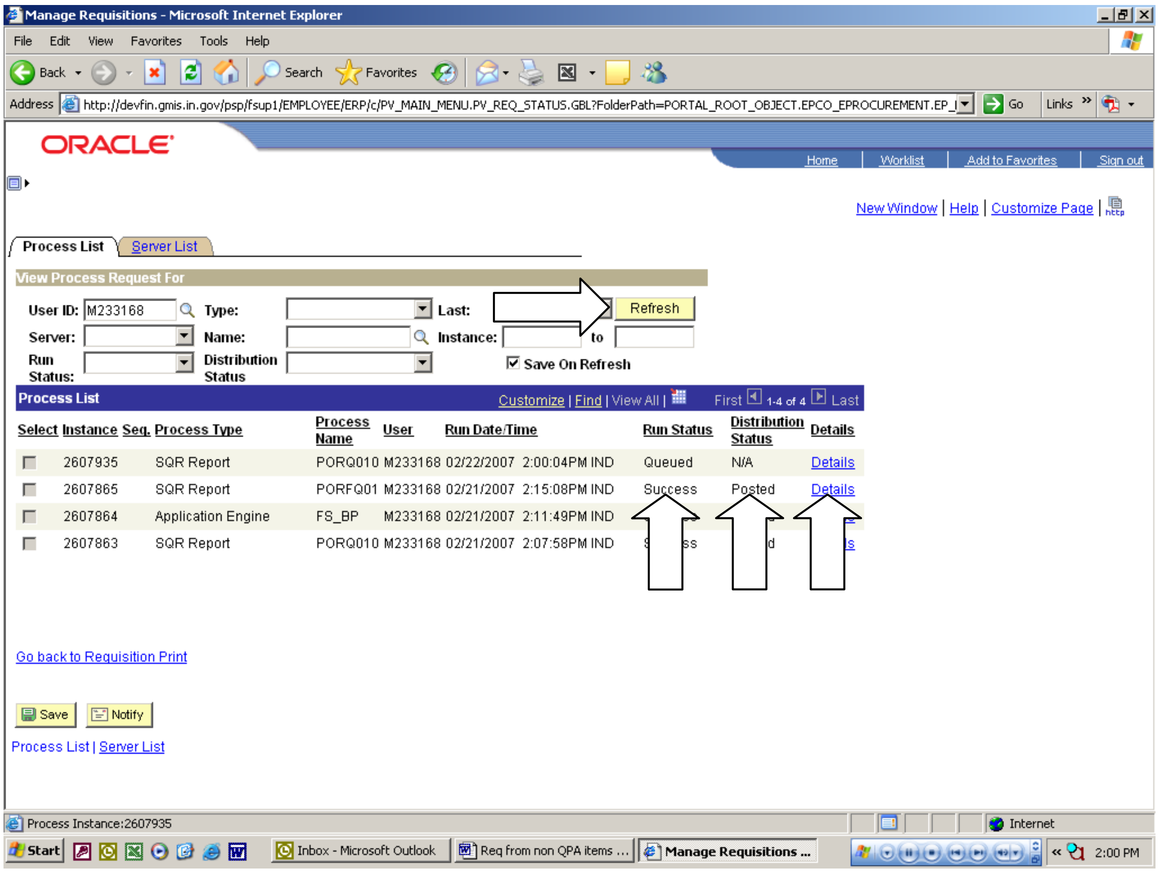


After clicking the OK button you will be taken back to the Requisition Print screen. Once here click the Process Monitor link.

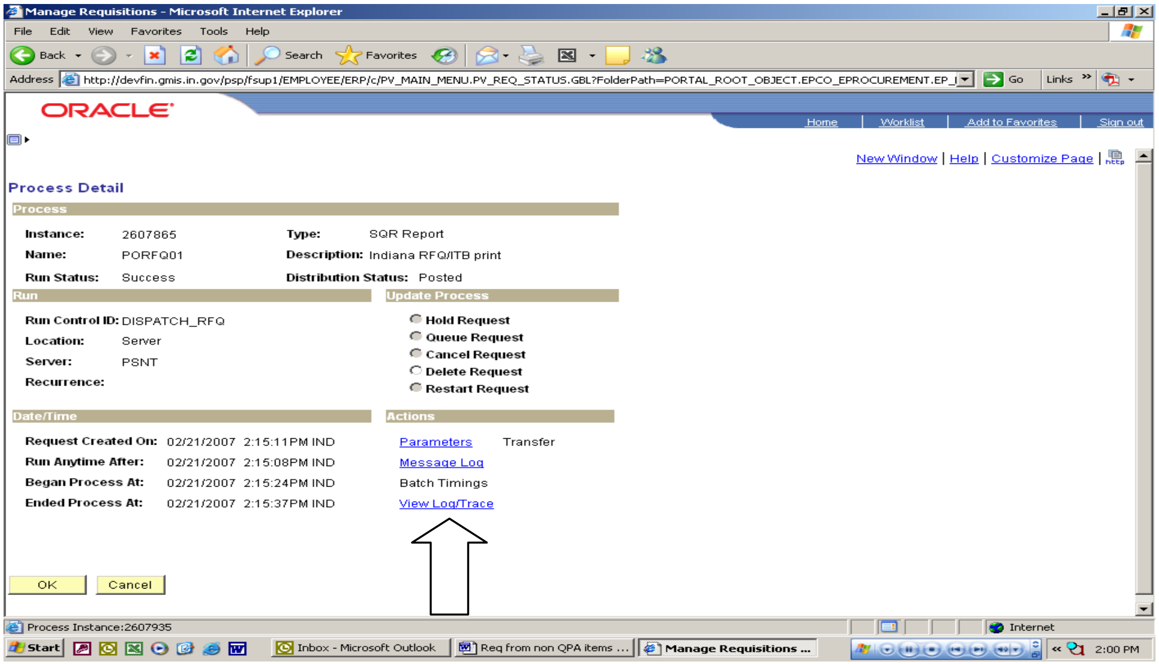


After clicking the Process Monitor link the following screen will allow the PDF creation process to be monitored and to be able to access and print a copy of the requisition PDF. At this screen your process will be the top line listed. You want the Run Status column to be Success and the Distribution Status column to be Posted. If either of these is not what is required, you will need to click the Refresh button about every eight (8) seconds or so until both have become the required status.

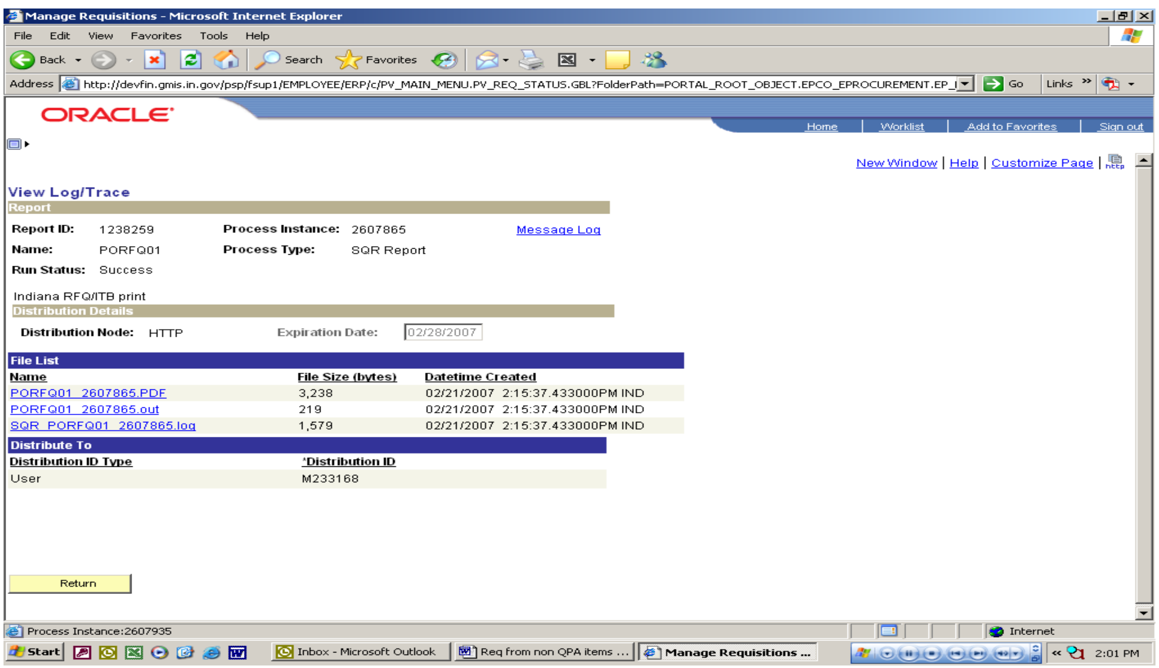
Once all statuses are what they need to be, then click the Details link to be taken to the next screen.



At this screen you will need to click on the View Log/Trace link.



After clicking the View Log/Trace link you will see the following screen and you will be looking for a link with the ending of PDF. This link will give you a PDF of your requisition. To open and print the PDF you will need to click the link. This might open a security alert box, click yes and the requisition PDF should open up. At this time print a copy of the PDF and close.



To finish your processing see the user guide titled: Expediting Requisition to PO.