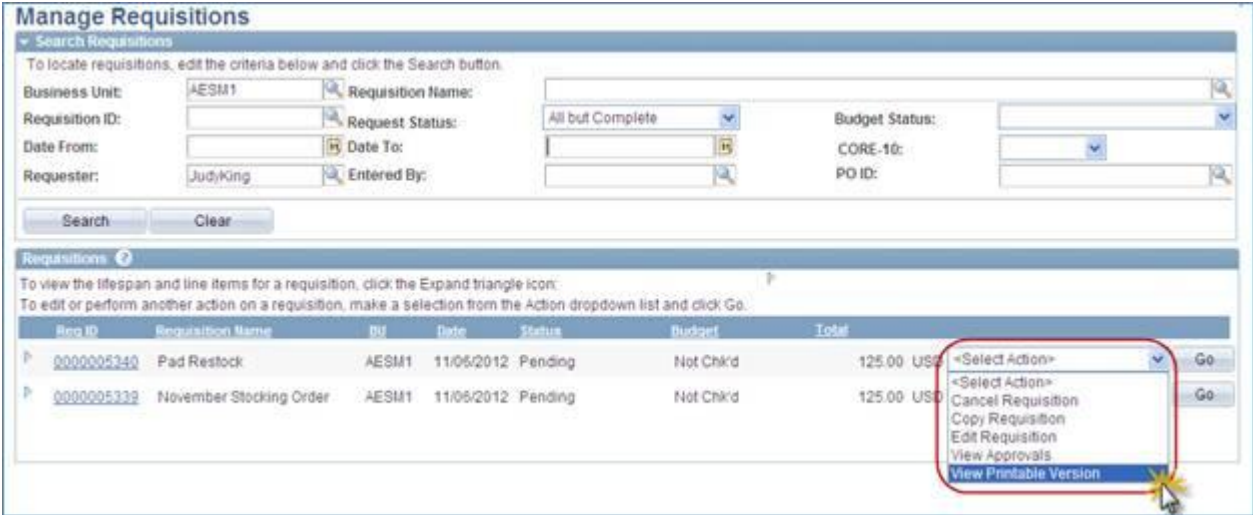




A **View Printable Version** option has been added to the **Select Action** dropdown menu on the **Manage Requisitions** page in eProcurement. This option enables requesters to view a copy of a requisition with or without account distribution information. The page that displays can be saved or printed as needed.

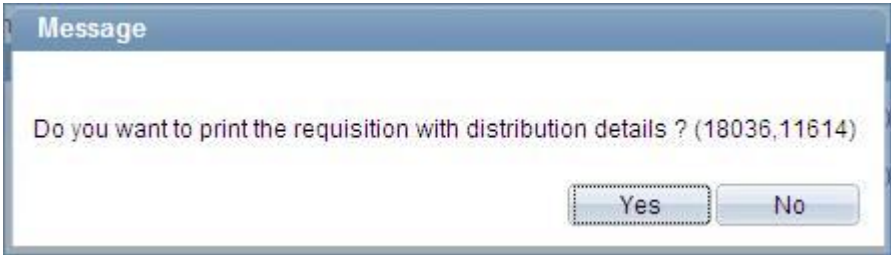
Navigation: eProcurement > Manage Requisitions



Locate the requisition to be reviewed and click the **View Printable Version** option from the **Select Action** drop down menu at the right side of the requisition row.



Click **GO**.



Select the **Yes** option to view the distribution chartfields.

Requisition - Windows Internet Explorer

http://corec-eeb003.dot.state.ct.us:23050/bsc/P91TRNF/view/F1LED0_03NF/a9ab1652-32a9-11e2-904c-c60

File Edit View Favorites Tools Help

Requisition

Business Unit: AESM1 Requester: JudyKing Status: Pending
 Requisition: 000005340 Requested By: Judy King eProcurement User Currency: USD
 Requisition Name: Pad Restock Entered Date: 11/6/12 Requisition Total: 125.00

Header Comments:
 Restock custom pads ok per Barack Romney.
 Receiving Hours 9am-3pm

Line: 1 Item Description: Department Logo Legal Pad 100 Sheets Quantity: 50.0000 UOM: EA Price: 2.50 Line Total: 125.00
 Line Status: Pending Approval

Line Comments:
 Quotation is attached per your request.


Ship Line: 1 Ship To: 0930000001 Address: 123 Huntington Street State Building Shipping Quantity: 50.0000
 Attention: Judy King eProcurement User Due Date: New Haven CT 06511 United States Shipping Total: 125.00

Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	0930000001	50.0000	100.00	125.00	STATE	54960

Dept	Fund	Program	Class	Budget Ref
AES40013	11000	14000	10000	2013

Open QTY	PC BU	Project	Open Amt
50.0000	NONPC	AES_NONPROJECT	0.0000

GL Base Amount	Currency	Sequence	Capitalize
125.00	USD	0	N

The **View Details** page opens in a new window. Click **File** on the menu toolbar to see all the options for saving and printing. Click the  to close the web page.