

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

search to share	lons							
To locate requisit	ions, edit the criteria below an	nd click the Sear	ch button.					
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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.

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Click GO.

Message		-
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	Yes	No

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

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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 **View** to close the web page.