1. Requisition Print (UQ111)
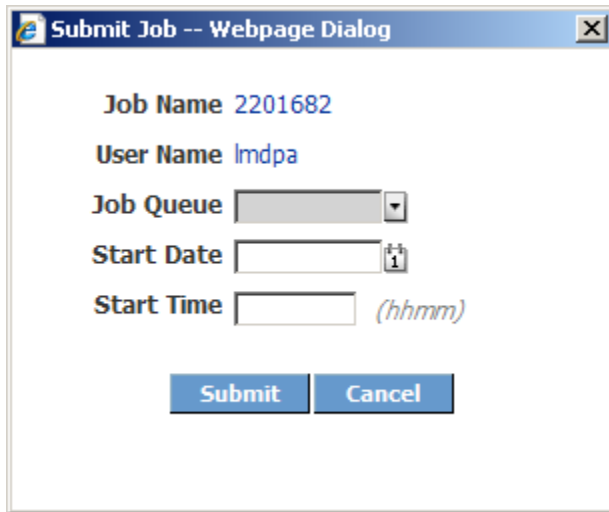   a. Once completing entry and release of your Capital Equipment Request, print your requisition using UQ111. This will print the requisition with the necessary approval track for signatures.

Print Requisitions (UQ111)

Steps:

1. Job Name: Use the Requistion# you are going to print
2. Company: Enter Company# appropriate to requisition
3. Requisition: Enter Requistion# you are going to print
4. Select the <ADD> button – Confirm the message ADD COMPLETE
5. Select the <SUBMIT> button. This opens a new box (see below)

1. Select the <SUBMIT> button again from the new box
2. The Submit Job – Webpage Dialog box will close
3. Select Print Mgr and a new window will open

1. Click on the Job Name you submitted
2. Select the drop-down arrow on <Report Actions> and select <View>.

3. New window will open

1. From new window select the drop-down arrow on <View Options> and select <PDF-Landscape>

1. Print or Save copy as necessary