



## Viewing a Requisition Copy

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:

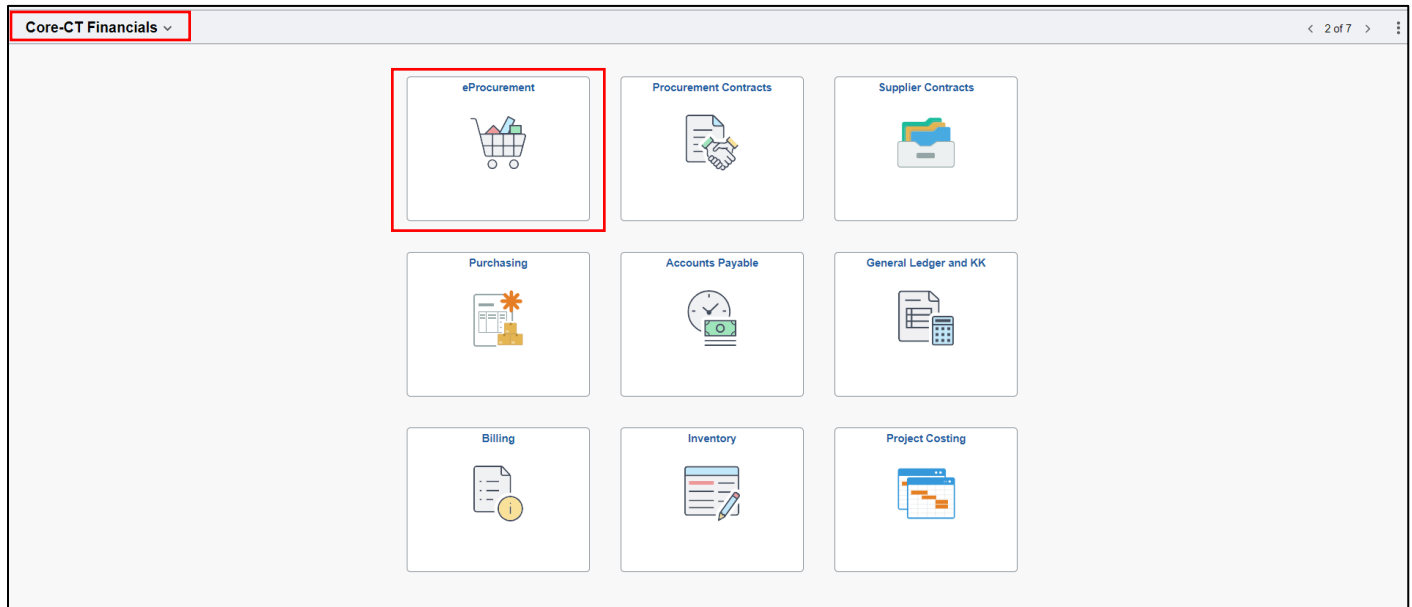


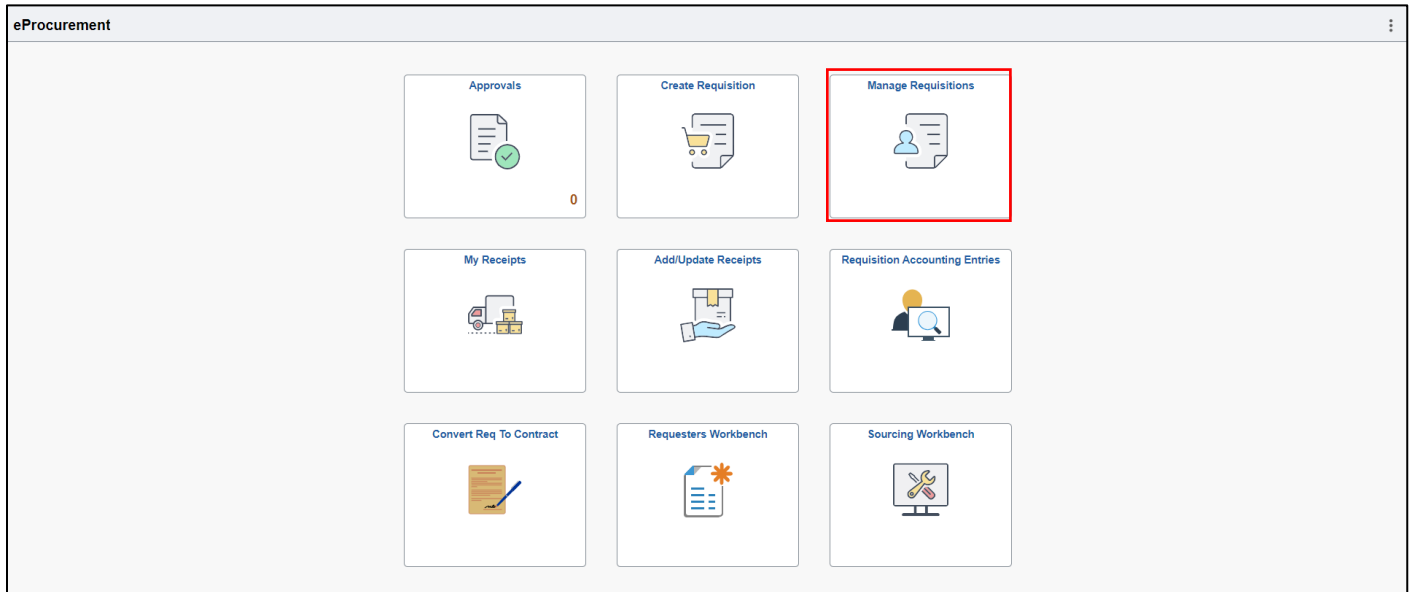
Nav Bar

Nav Bar > Menu > Core-CT Financials > eProcurement > Manage Requisitions

OR

Select **Core-CT Financials**  
Click the **eProcurement** tile  
Select the **Manage Requisitions** tile





My Requisitions

Requisition Search | Keyword Search

5 rows

Action	Requisition Name	Business Unit/Requisition ID	Requisition Date	Requester	Name	Request State	Budget Status	Total Amount
⊙	Testing 28690	MHAM1/0000038473	05/14/2024	YoungB	MHA-Young Barbara	Pending	Not Chk'd	21.00 USD
⊙	Standardization < \$50,000	MHAM1/0000038472	05/10/2024	YoungB	MHA-Young Barbara	Pending	Not Chk'd	25,000.00 USD
⊙	Standardization < \$50,000	MHAM1/0000038471	05/10/2024	YoungB	MHA-Young Barbara	Pending	Not Chk'd	25,000.00 USD
⊙	One Time Ship To	MHAM1/0000038470	05/09/2024	YoungB	MHA-Young Barbara	Pending	Not Chk'd	3.26 USD
⊙	0000038469	MHAM1/0000038469	05/08/2024	YoungB	MHA-Young Barbara	Pending	Not Chk'd	30.00 USD

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

	Business Unit/Requisition ID	Requisition Date	Requester	Name	Request State	Budget Status	Total Amount	
	MHAM1/0000038473	05/14/2024	YoungB	MHA-Young Barbara	Pending	Not Chk'd	21.00 USD	>
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⊙	One Time Ship To	MHAM1/0000038470	YoungB	MHA-Young Barbara	Pending	Not Chk'd	3.26 USD	>
⊙	0000038469	MHAM1/0000038469	YoungB	MHA-Young Barbara	Pending	Not Chk'd	30.00 USD	>

Do you want to print the requisition with distribution details ?

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

Business Unit: MHAM1 Requisition: 0000038473 Requisition Name: Testing 28690		Requester: YoungB Requested By: MHA-Young Barbara Entered Date: 5/14/24		Status: Pending Currency: USD Requisition Total: 21.00																	
Obligation Amount: 21 End Date: 2024-06-30			Start Date for Gen Standing PO 2024-05-14 Custom Field 1: EML																		
Line: 1	Item Description: line 1 GL71A	Quantity: 2	UOM: EA	Price: 6.00	Line Total: 12.00 Line Status: Pending																
Purchasing Authority: G71A Line Comments:																					
Ship Line: 1 Attention: MHA-Young Barbara Ship Via: COMMON		Ship To: 0830000074 Due Date: Freight Terms: FOB DEST		Address: 460 SILVER STREET MIDDLETOWN CT 06457 United States																	
				Shipping Quantity: 2 Shipping Total: 12.00																	
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Diet</th> <th>Status</th> <th>Location</th> <th>Qty</th> <th>Percent</th> <th>Amount</th> <th>GL Unit</th> <th>Account</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Open</td> <td>ACORE</td> <td>2</td> <td>100.00</td> <td>12.00</td> <td>STATE</td> <td>54060</td> </tr> </tbody> </table>						Diet	Status	Location	Qty	Percent	Amount	GL Unit	Account	1	Open	ACORE	2	100.00	12.00	STATE	54060
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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. Close the web page to return to requisitions.