Purpose
This guide explains how to print a requisition.

Step 1 – Identify Requisition

_Navigation: Purchasing > Requisitions > Reports > Print Requisition_

A new Run Control may be needed, I call mine REQUISITION_PRINT.
Quick Reference Guide – Print A Requisition

Step 2 - Go to Process Monitor

*Navigation: PeopleTools > Process Scheduler > Process Monitor*

Step 3 - Review the Requisition

Review the requisition to make sure it is the right one and contains the expected information.