

eProcurement Requisition Export – Quick Guide

Requisition Export – These instructions will walk you through how to export a requisition into a PDF document. If you are inviting a new supplier, this exported document should be attached to your PaymentWorks invitation.

1. Open the requisition that you are wanting to export to PDF.

The screenshot shows the 'Requisition 134012589' page in the University of Texas at Dallas eProcurement system. The page is divided into several sections: General, Shipping, Billing, Accounting Codes, Internal Notes and Attachments, and Supplier Notes and Attachments. The General section shows the status as 'Completed' and the submission date as 7/22/2020 12:35 PM. The Shipping section shows the ship to address as 800 West Campbell Rd, Richardson, TX 75080. The Billing section shows the bill to address as 800 West Campbell Rd, Richardson, TX 75080. The Accounting Codes section shows a table with columns for Speedchart Key, Business Unit GL, Fund Code, Account, Department ID, Function, Program Code, Cost Center, PO Business Unit, Project, Activity, AM Unit, and Profile ID. The Internal Notes and Attachments section shows a note about the requisition being for research. The Supplier Notes and Attachments section shows a quote for research equipment. A printer icon is visible in the top right corner of the page.

2. Click on the printer icon to export a copy of your requisition. The print button will show on the top right of the requisition on the same line that notates the requisition number.

The screenshot shows the top right corner of the 'Requisition 134012589' page. The printer icon is highlighted with a red box. The page also shows the search bar, the currency (0.00 USD), and the number of results (1 of 1 Results).

3. A new tab will open. Click 'Print' and print the requisition to a PDF file.

The screenshot shows the 'Summary - Requisition 134012589' page. The page is divided into three main sections: General, Shipping, and Billing. The General section shows the status as 'Completed' and the submission date as 7/24/2020 4:23 PM. The Shipping section shows the ship to address as 800 West Campbell Rd, Richardson, TX 75080. The Billing section shows the bill to address as 800 West Campbell Rd, Richardson, TX 75080. The 'Print' button is highlighted with a red box in the top right corner of the page.