

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.

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Description	no value			Telephone +1	Telephone +1 972-883-6869				Mail Station: SP2 24 RICHARDSON, TX 75080							
Prepared by Debra Pylate				2811 N Floyd F	Email sis150030@utdallas.edu 2811 N Floyd Road					United States				Related Documents Purchase Order: \$275699		
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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.

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

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Summary - Re	quisition 134012589									
	General	S	ihipping		Billing					
Status Submitted Cart Name Description Prepared by	 Completed (7/24/2020 4:23 PM) 7/22/2020 1:235 PM 2020-07-22 dxp123530-utd 03 Debra Pylate 	Ship To Shipping address code Attn Ted Price C/o Stephanie Shiers Rm/Bidg BSB 10.807 Telephone +1 972-883-6869 Email sis150030@utdallas.edu 2811 N. Ployd Road CENTRAL RECEIVING RICHARDSON, TX 75080 United States	SB 1.102D	Bill To ACCOUNTS PAYABLE accountspayable®utdallas.edu 800 West Campbell Rd. Mail station: SP2 24 RICHARDSON, TX 75080 United States Billing Options Accounting Date Fiscal Year Budget	7/24/2020 no value					
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