Requisition User Instructions to Print attachments

- 1) Open the enter Requisition Tab under Requisitoning
- 2) Change the drop down for converted to yes

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Enter Requisitions	S					
Search •	🎒 🖄 🕶 Building: (All)	▼ Requestor Name: (All)	Approval Status: (All)	✓ Approval Name: (All)	▼ Converted: Yes	۲

- 3) All of your approved Requisitions will appear.
- 4) Select the requisition with your attachment and double click to open

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Rea Number:	46629				Transaction Date:	06/28/2018	~
Vendor ID:	8939		2 AB		Reg Source:	Other	~
Vendor Name:	EASTERN M	IANAGED PRINT N	ETWORK		Contract/Bid Ref:		
Description:	Fax Board fo	or Xerox copiier - C	Central Registration	ABIL	Ship To Building:	Central Administration	
					Ship To Contact:	Laura Gaster	\Rightarrow $>$
Requestor:	Gaster, Laura Purchase Orders			~	Reg Amount:	360.00 Converted	
Approval Path:				\sim	Approval Status:		
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Addresses Req Req Address — 1224 WEST G SYRACUSE	Quisition Items	Agcount Distributi	on Shipping Distribution	File Attachments Ship To Address 144 Todd Hill F LaGrangeville	Road	ory 12540	US

- 5) Select the file attachment tab and open
- 6) Highlight attachment and select open (from this point you will be able to print your attachments)