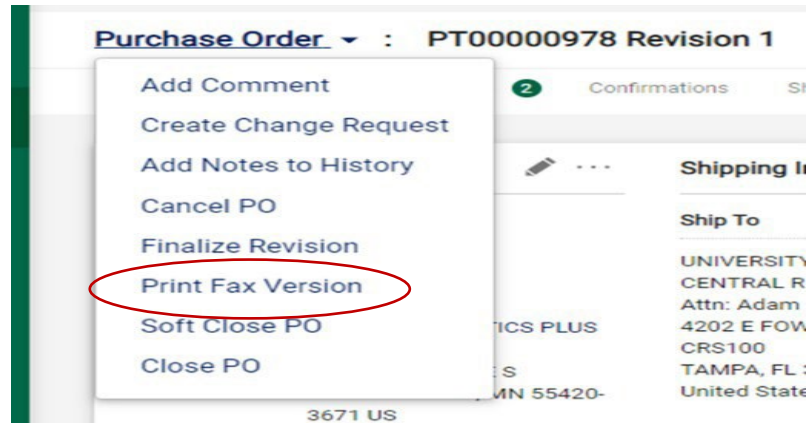


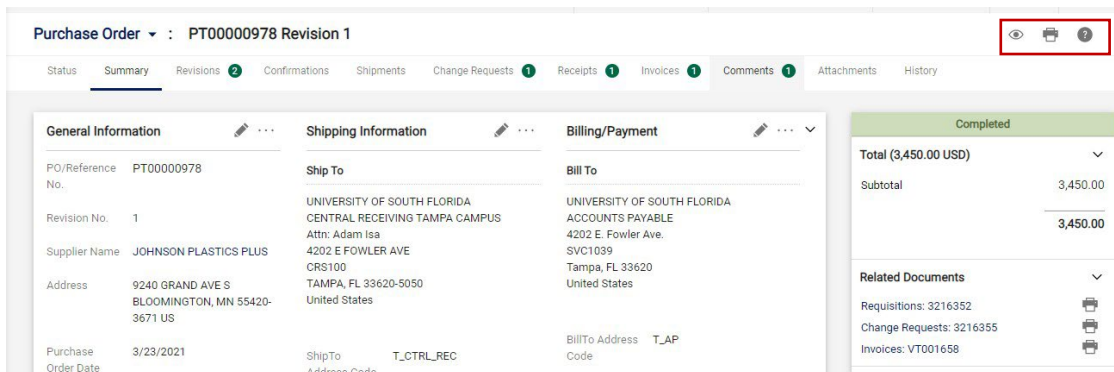
<b>Purpose:</b>	To guide users on how to print a Requisition/Purchase Order
<b>Navigation:</b>	From your Requisition or PO in Bull Marketplace

- From your requisition, click the drop down arrow and select **Print Fax Version**.

**NOTE: The system will automatically send a copy of the PO to the supplier to the email address associated to their profile. Please refrain from sending POs to Supplier manually as this might result in duplicate orders.**



- To print a copy of your PO with Accounting codes (Internal Use only) user should pull up the PO and click the printer icon on the upper right hand corner. Make sure you are on the Summary field. User also have the option to print out a copy of the Change Request, Requisition, and/or Invoice from the Summary page by clicking on the printer icon beside the document that needs printing.



A pop-up window will open. Make sure your pop-up blocker is on "Allow". Click "Print"

