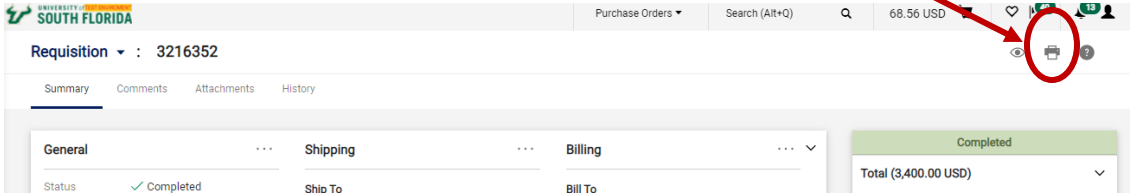
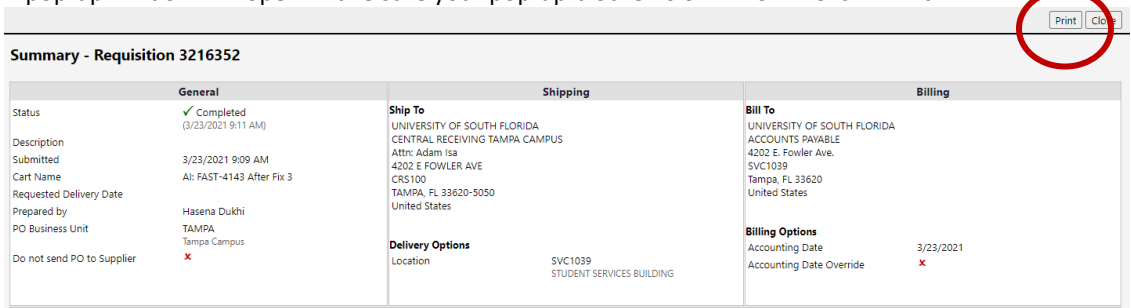
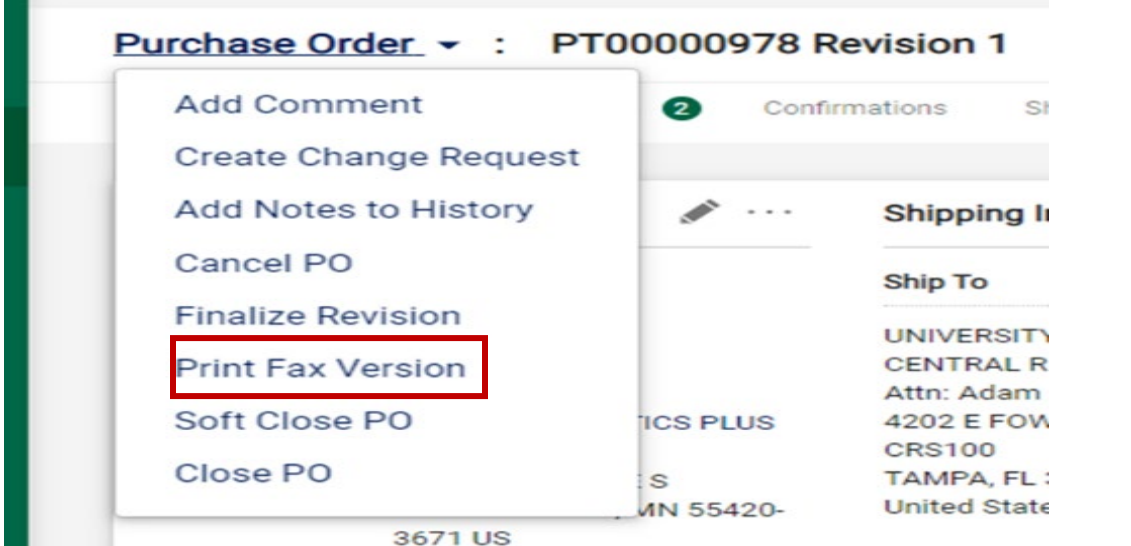


<b>Purpose:</b>	To guide users on how to print a Requisition/Purchase Order
<b>Navigation:</b>	Bull Marketplace
<b>Notes:</b>	

Steps	Section Header						
1	<p>When done creating your requisition, you can print it by clicking on the printer icon at the upper righthand corner of your screen.</p> 						
2	<p>A pop-up window will open. Make sure your pop-up blocker is on "Allow". Click "Print"</p>  <table border="1"> <thead> <tr> <th>General</th> <th>Shipping</th> <th>Billing</th> </tr> </thead> <tbody> <tr> <td> <b>Status</b> ✓ Completed            (3/23/2021 9:11 AM)  <b>Description</b>  <b>Submitted</b> 3/23/2021 9:09 AM  <b>Cart Name</b> At: FAST-4143 After Fix 3  <b>Requested Delivery Date</b>  <b>Prepared by</b> Hasena Dukhi  <b>PO Business Unit</b> TAMPA            Tampa Campus  <b>Do not send PO to Supplier</b> ✗         </td> <td> <b>Ship To</b>            UNIVERSITY OF SOUTH FLORIDA            CENTRAL RECEIVING TAMPA CAMPUS            Attn: Adam Isa            4202 E FOWLER AVE            CRS100            TAMPA, FL 33620-5050            United States  <b>Delivery Options</b>            Location SVC1039            STUDENT SERVICES BUILDING         </td> <td> <b>Bill To</b>            UNIVERSITY OF SOUTH FLORIDA            ACCOUNTS PAYABLE            4202 E. Fowler Ave.            SVC1039            Tampa, FL 33620            United States  <b>Billing Options</b>            Accounting Date 3/23/2021            Accounting Date Override ✗         </td> </tr> </tbody> </table>	General	Shipping	Billing	<b>Status</b> ✓ Completed (3/23/2021 9:11 AM) <b>Description</b> <b>Submitted</b> 3/23/2021 9:09 AM <b>Cart Name</b> At: FAST-4143 After Fix 3 <b>Requested Delivery Date</b> <b>Prepared by</b> Hasena Dukhi <b>PO Business Unit</b> TAMPA Tampa Campus <b>Do not send PO to Supplier</b> ✗	<b>Ship To</b> UNIVERSITY OF SOUTH FLORIDA CENTRAL RECEIVING TAMPA CAMPUS Attn: Adam Isa 4202 E FOWLER AVE CRS100 TAMPA, FL 33620-5050 United States <b>Delivery Options</b> Location SVC1039 STUDENT SERVICES BUILDING	<b>Bill To</b> UNIVERSITY OF SOUTH FLORIDA ACCOUNTS PAYABLE 4202 E. Fowler Ave. SVC1039 Tampa, FL 33620 United States <b>Billing Options</b> Accounting Date 3/23/2021 Accounting Date Override ✗
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3	<p>Or you can click the drop-down arrow and select Print Fax Version</p> 						

Steps	Section Header
	<p>We recommend the Fax Version if you are sending a copy of the PO to the supplier.</p> <p>NOTE: The system will automatically send a copy of the PO to the supplier to the email address associated to their profile (Distribution Email). If the PO was sourced using Punch-out Supplier, the system will send a copy of the PO via cxML.</p> <p>Please refrain from sending POs to Supplier manually as this might result in duplicate orders.</p>
4	<p>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.</p> <div data-bbox="297 659 1417 1033" data-label="Image"> </div> <p>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.</p>