

This Quick Reference Card addresses the process for printing a Purchase Requisition.

Please refer to the Additional Support section on this QRG for a complete listing of work instructions, manuals, and SOPs to support the full process for Purchase Requisitions.



Additional Support

Refer to the following Work Instructions for more detail regarding Purchase Requisitions:

- Create Purchase Requisition
- Change Purchase Requisition
- Display Purchase Requisition

Refer to the following Standard Operating Procedure or Manual on the portal:

- Requisitioner Manual 1.1

FBMS Help Desk:

FBMS_helpdesk@nbc.gov

866-457-3267

During Normal Business Hours:

Contact the FBMS Helpdesk for production issues and use the "Contact Us" link in the PMO portal for non-production issues

Emergency Support During Non-Business hours:

866-457-3267



Important information to know before printing a Purchase Requisition

Purchase Requisition Number

Printing a Purchase Requisition

Portal path Select **Acquisition** tab → **Home** tab → **Purchasing** folder → **Purchase Request** to go to the *Procurement Types Options* screen

1. Click on  to display the procurement options. Choose **Print Purchase Requisition**
2. In the Blank box enter the Purchase Requisition number that you want to print.
3. Click  the Execute button to run the transaction.

 Information regarding the purchase requisition is displayed

4. Click  the Menu button
5. Select **List > Print**
6. Click  the Continue button to print the Purchase Requisition

 FBMS should already be set up to use your local (default Windows) printer – LOCL will appear in the Output Device field

 The Purchase Requisition has now been printed.

7. Click  the Back button to exit the transaction