



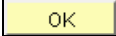





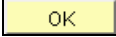




Viewing Requisition Information

1.	Click the Purchasing link. 
2.	Click the Requisitions link. 
3.	Click the Review Requisition Information link. 
4.	Click the Requisitions link. 
5.	Enter the desired information into the Requisition ID: field. Enter a valid value e.g. " 0000073885 ".
6.	Click the OK button. 
7.	Click the Status tab to review requisition information. 
8.	Click the 0000073885 link to further view information regarding this requisition. 
9.	Click the Horizontal button of the scrollbar. 
10.	Click the Schedule Details button to view shipment schedule information about a requisition line. 
11.	Notice that the Shipment Details page here displays the ship to location for the schedule line, the item price, the requisition quantity, and the total amount for the requisitioned items.
12.	Click the Central Rec link under the Ship To location to access the 'Requisition Ship To Address' page. You can view the ship to address, including a one-time address for this requisition within this page. 
13.	Click the OK button. 
14.	Click the Return button. 
15.	Click the Home link. 
16.	Congratulations. You have successfully Viewed Requisition Information. End of Procedure.