

## How to Print a Purchasing Document That Has Been Forwarded From Purchasing from Your Work Place In Box

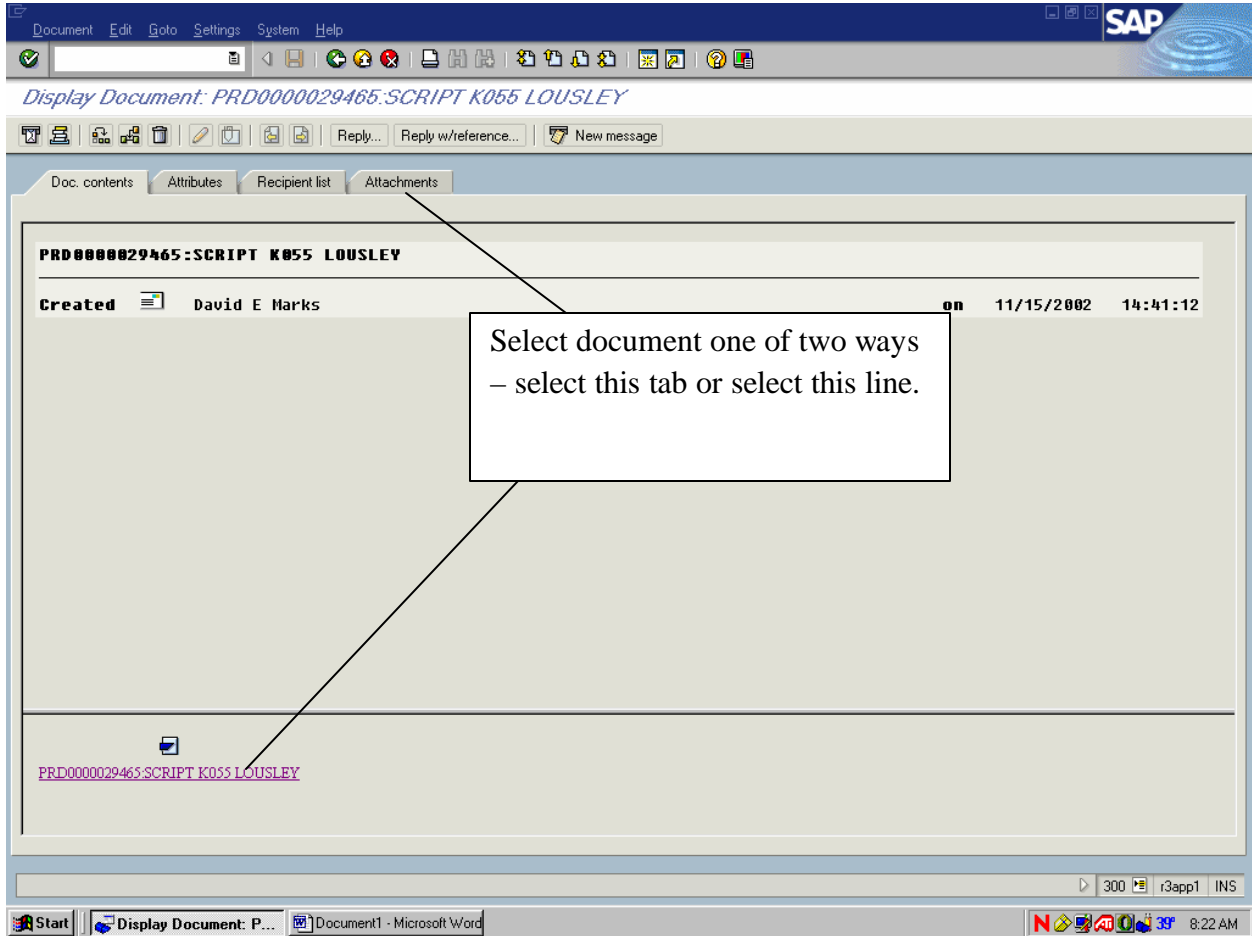
Assumption for screen below – you are already in your workplace. From your inbox, highlight the work item (the message from purchasing) and double-click your mouse. The screen as shown on the next page will be displayed

The screenshot displays the SAP Business Workplace interface. The top menu bar includes 'Workplace', 'Folder', 'Environment', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main window title is 'Business Workplace of David E Marks'. The interface is divided into several sections:

- Left Panel:** A tree view showing the user's workspace structure. The 'Inbox' folder is expanded, showing 'Unviewed documents 1', 'Documents 57' (highlighted), 'Workflow 0', 'Overdue entries 0', 'Deadline messages 0', and 'Incorrect entries 0'. Other folders include 'Outbox', 'Resubmissions', 'Private folders', 'Shared folders', 'Folders subscribed to', 'Trash', and 'Shared trash'.
- Right Panel:** A list of documents titled 'Documents 57'. The list has columns for 'Offic...', 'Type', 'Title', 'Atta...', 'Author', and 'Date rece'. One document is highlighted in yellow: 'PRD0000029465:SCRIPT K055 LOUSLEY' by 'David E Marks' dated '11/15/2004'. Other documents include 'Re:Requisitions Created but not Approve...' by 'LaShel Brown' and 'SANDRA LEWIS', and 'Vendor Line Item Display' by 'David E Marks'.
- Bottom Panel:** A text area displaying the document title: 'PRD0000029465:SCRIPT K055 LOUSLEY'.

The Windows taskbar at the bottom shows the 'Start' button, open applications including 'Business Workplace ...' and 'Document1 - Microsoft Word', and the system tray with the time '8:19 AM'.

You can access the purchasing document one of two ways. Select the attachment tab or select the referenced attachment line at the bottom of the page. The next page displayed is when you select the attachment line at the bottom of the page.



The purchasing document is displayed. From this screen select the – Goto, >> List Display Command. The page as shown on next page will be displayed.

The screenshot shows the SAP interface for a Request for Quotation (RFQ) document. The window title is 'Print Preview' and the document number is '00001 of 00002'. The SAP logo is visible in the top right corner.

**THE UNIVERSITY OF TENNESSEE** Page 1 of 2

**REQUEST FOR QUOTATION**  
**\*\*THIS IS NOT AN ORDER\*\***

**Return Quotes To:**  
 The University of Tennessee  
 Purchasing Department  
 5723 Middlebrook Pike  
 Knoxville, TN 37921

**Information**

Date:	11/15/2002
RFQ No:	6000005638
Collective No:	
Return Quote By:	10/21/2002 2:00 pm et
Promised Ship Date: (Furnish)	_____
Payment Terms: (Furnish)	_____
FOB UT Dest Unless Otherwise Specified Below	_____
Buyer:	Sharon Mount
Phone:	865-974-3105
Fax:	865-974-2973

**Vendor Address**

Bidder # 1022775  
 FRANK CLIMER & SONS PAVING CO  
 PO Box 446  
 BELLS TN 38006

Item	Quantity	UM	Material/Description	Price Per Unit	Net Amount
00001	1	EA	Resurface parking lot at WTES, Jackson	_____	_____

The bottom of the screen shows the Windows taskbar with the Start button, several open applications (Display Document: PRD00..., Document1 - Microsoft Word, Print Preview for K09...), and the system tray showing the date and time as 8:26 AM.

Select the Print button. The document will print to the printer established in you personal settings. See next page. (If assistance is need in establishing a personal IRIS printer, see page 9)

The screenshot shows a SAP Print Preview window for document K091. The window title is "Print Preview for K091" and it includes a "Print" button. The document content is as follows:

THE UNIVERSITY OF TENNESSEE Page 1 of 2

REQUEST FOR QUOTATION  
\*\*THIS IS NOT AN ORDER\*\*

Return Quotes To:  
The University of Tennessee  
Purchasing Department  
5723 Middlebrook Pike  
Knoxville , TN 37921

Information  
Date: 11/15/2002  
RFQ No: 6000005638  
Collective No:  
Return Quote By:10/21/2002:00 pm et  
Promised Ship Date: (Furnish) \_\_\_\_\_  
Payment Terms: (Furnish) \_\_\_\_\_  
FOB UT Dest Unless Otherwise Specified Below

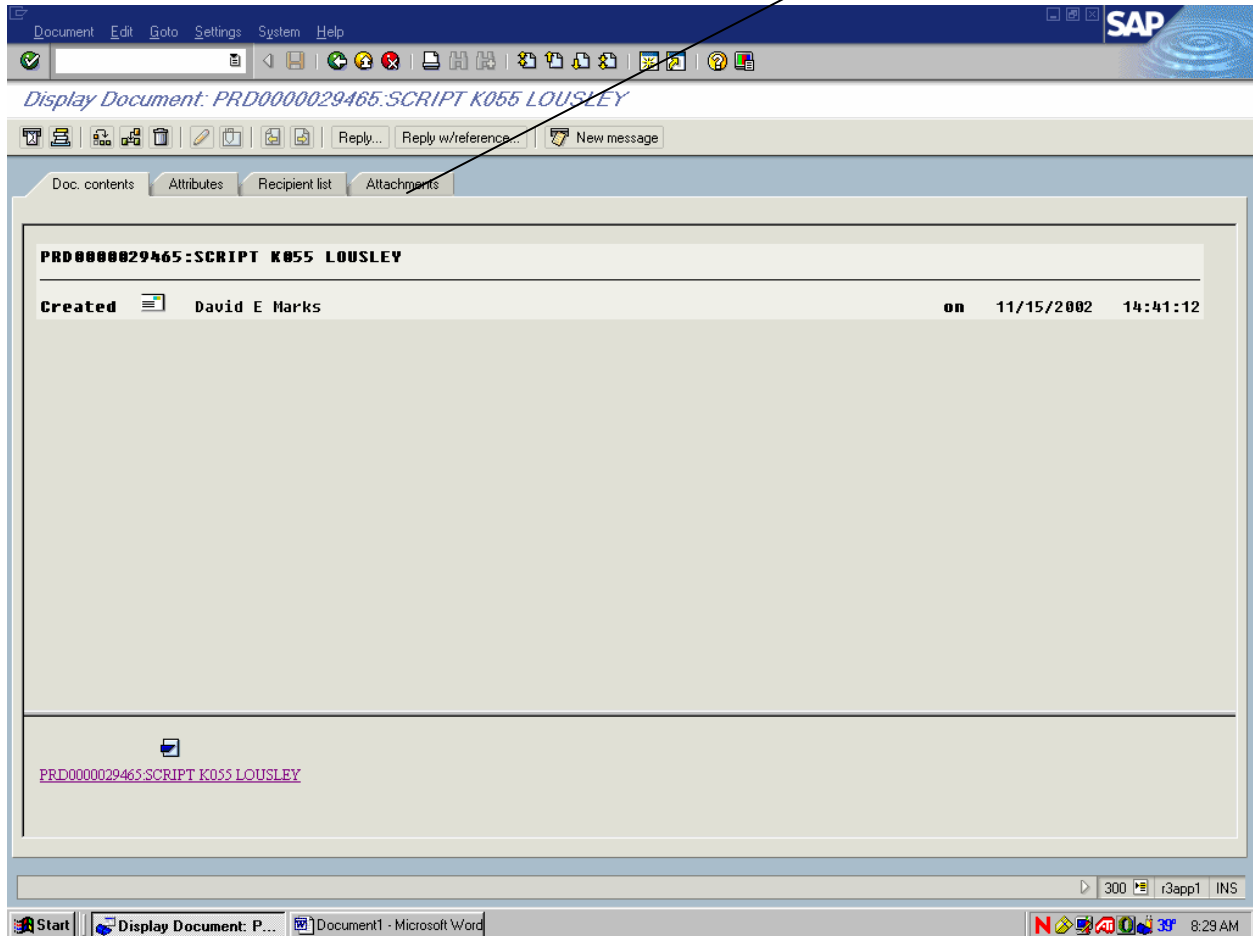
Vendor Address  
Bidder # 1022775  
FRANK CLIMER & SONS PAVING CO  
PO Box 446  
BELLS TN 38006

Buyer: Sharon Mount  
Phone: 865-974-3105  
Fax: 865-974-2973

Item	Quantity	UM	Material/Description	Price Per Unit	Net Amount
00001	1	EA	ResurFace parking lot at WTES, Jackson		

The screenshot also shows the Windows taskbar at the bottom with the Start button, taskbar buttons for "Display Document: PRD00...", "Document1 - Microsoft Word", and "Print Preview for K091", and a system tray with the date and time "8:27 AM".

The second method is selecting the purchasing document from the attachment tab. When this tab is selected, the screen as shown on the next page will be displayed.



Double click the line displayed in the attachment.

The screenshot shows the SAP 'Display Document' interface. The title bar reads 'Display Document: PRD0000029465:SCRIPT K055 LOUSLEY'. The main area is divided into tabs: 'Doc. contents', 'Attributes', 'Recipient list', and 'Attachments'. The 'Attachments' tab is active, displaying a table with the following data:

Type	Description	Size	Type
	PRD0000029465:SCRIPT K055 LOUSLEY	1K	OTF

Below the table, the text 'OTF' is visible. A line from the instruction above points to the highlighted row in the table. The bottom of the screen shows a Windows taskbar with the Start button, open windows for 'Display Document: P...' and 'Document1 - Microsoft Word', and a system tray with the time '8:30 AM' and temperature '39°'.

The purchasing document will be displayed. You can now use the Goto>>List display command to print the document as shown on page 4 of this document.

The screenshot shows the SAP interface for a Request for Quotation (RFQ) document. The window title is 'Print Preview' and the document number is '00001 of 00002'. The SAP logo is visible in the top right corner.

**THE UNIVERSITY OF TENNESSEE** Page 1 of 2

**REQUEST FOR QUOTATION**  
**\*\*THIS IS NOT AN ORDER\*\***

**Return Quotes To:**  
 The University of Tennessee  
 Purchasing Department  
 5723 Middlebrook Pike  
 Knoxville, TN 37921

**Information**

Date:	11/15/2002
RFQ No:	6000005638
Collective No:	
Return Quote By:	10/21/2002 2:00 pm et
Promised Ship Date: (Furnish)	_____
Payment Terms: (Furnish)	_____
FOB UT Dest Unless Otherwise Specified Below	
-----	
Buyer:	Sharon Mount
Phone:	865-974-3105
Fax:	865-974-2973

**Vendor Address**

Bidder # 1022775  
 FRANK CLIMER & SONS PAVING CO  
 PO Box 446  
 BELLS TN 38006

Item	Quantity	UM	Material/Description	Price Per Unit	Net Amount
00001	1	EA	Resurface parking lot at WTES, Jackson	-----	-----

At the bottom of the window, the taskbar shows the Start button, a taskbar with 'Print Preview for K09...' and 'Document1 - Microsoft Word', and a system tray with icons for network, volume, and temperature (39°), along with the time '8:32 AM'.

The following instructions show how to establish a printer in your IRIS personal settings. From any screen select the System>>User profile>>Own data command. The screen as shown on the next page will be displayed.

The screenshot shows the SAP IRIS interface. At the top, the 'System' menu is open, with 'Own data' selected. The main content area displays a 'REQUEST FOR QUOTATION' for 'The University of Tennessee'. The document includes a 'Vendor Address' section for 'FRANK CLIMER & SONS PAVING CO' and an 'Information' section with details like 'Date: 11/15/2002', 'RFQ No: 6000005638', and 'Return Quote By: 10/21/2002 2:00 pm et'. Below this is a table with one item:

Item	Quantity	UM	Material/Description	Price Per Unit	Net Amount
00001	1	EA	Resurface parking lot at WTES, Jackson	-----	-----

The bottom of the screen shows the Windows taskbar with the Start button, active windows for 'Print Preview for K09...' and 'Printing - Printing from Wor...', and system tray icons including the clock showing 8:37 AM.

From the screen that is displayed, select the Default Tab. In the field Output Device field, input the default printer for your SAP printing. In the field, you can invoke a drop down of printers that are available for default assignment. If you need help locating your printer, select the binoculars from the bottom of the available printers list and input a value in the pop up box and select the binoculars. Once you locate an appropriate printer, highlight and click the printer this action should populate the Output Device field as your default printer.

The screenshot shows the SAP 'Maintain User Profile' interface. The user profile for 'DMARKS' is displayed on the left. The 'Spool Output device' table is open, showing a list of printers. A search dialog box is overlaid on the table, with 'iris fi' entered in the search field. The search results show 100 hits.

OutputDevice	ShrtName	Location/Status Message
A_AGENR_111_003	A003	Ag. & Biosystems Engineering
A_ELLIN_208_001	A001	AGRI - Entomology & Plant Path 01
A_ELLIN_212_008	A008	EPP01
A_ELLIN_265_004	A004	OHLD Janice
A_ELLIN_281_009	A009	Ellington Plant Sciences Room 281
A_ELLIN_336_002	A002	AGRI - Plant & Soil Sciences
A_MORGAN_119_005	A005	FCS UTIA
A_MORGAN_120_007	A007	Agricultural Extension Admin #2 120 Morgan
A_MORGAN_121_006	A006	Agricultural Extension Service Administration
C_FOUND_50_001	C001	UTC Purchasing
H_ALEX_772_006	H006	MEMPHIS - HP Laserjet 4000
H_COLEMAN_H316_015	H015	Memphis Lung Research Program - Pulmonary
H_CROWE_115_008	H008	Pharmacology
H_CROWE_5P_012		
H_CRUMP_E208_009		
H_DUNN_C102_011		
H_HYMAN_103_002		
H_HYMAN_300_001		
H_HYMAN_300_005		
H_HYMAN_509_016		
H_LEBON_304_013		
H_MOLSCI_G01_010		
H_MOONEY_116_014		
H_PP_201_003		
H_PP_201_004		
K_ACONDA_211C2_107	K107	Knoxville Tech Fee Coordinator
K_AHAPT_235_104	K104	University Housing
K_AHAPT_236_103	K103	University Housing
K_AHT_102_129	K129	AADS First Floor-AHT
K_AHT_123_004	K004	HPLJ5M - Jan Vaughan's Office
K_AHT_201_005	K005	HPLJ 4100TN - Controller's Office