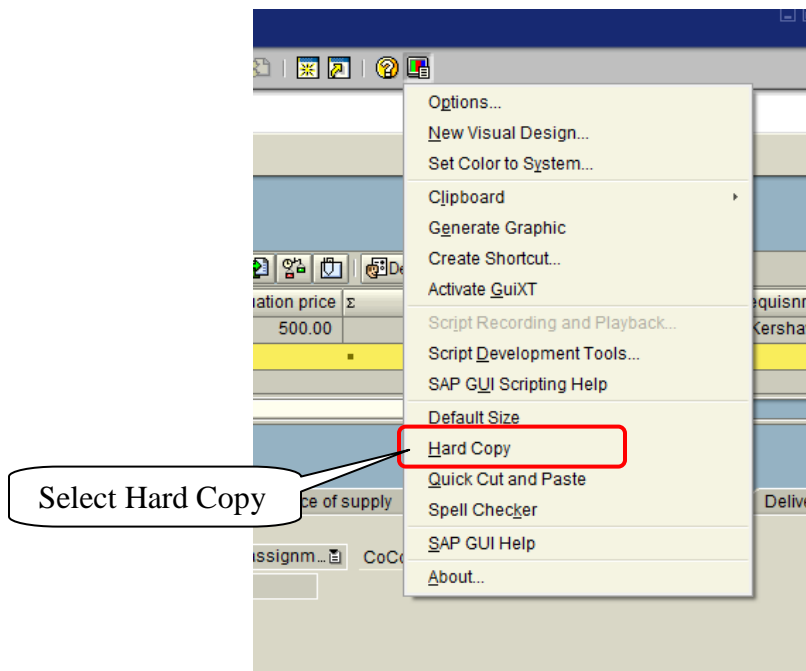## Electronic Requisition Printing

Here is a shortcut that can be utilized to print an electronic requisition (or any other SAP screen):

On the SAP Standard Toolbar - Left Click on the Customize Local Layout Button.

Left Click Here

Then select Hard Copy from the dropdown menu.

Select Hard Copy

This will immediately print the contents of the active SAP window to your default printer. This is only a "screen shot" and will only print what you see on the monitor.

This is just an alternative to utilizing the standard Print Screen functionality available in the Windows environment.