

Print Purchase Order

Requestor's may print a copy of the completed purchase order using the procedures outlined below:

Procedures:

1. **Navigation:** Main Menu > Purchasing > Purchase Orders > Review PO Information > **Print POs**
2. Add a new Run Control ID value (if your first time printing a purchase order). Otherwise click Find Existing Value.
3. The **Purchase Orders Print** run control page displays.
4. **Business Unit** – enter (or use look up to select) business unit (e.g. MB000 for State transactions).
5. **To** – enter same business unit.
6. **PO ID** – enter (or use look up to select) Purchase Order ID.
7. If you don't know the PO ID, use the Select Purchase Order link to search (Figure 2) or obtain the PO ID from the email notification when the Requisition was converted to the Purchase Order.

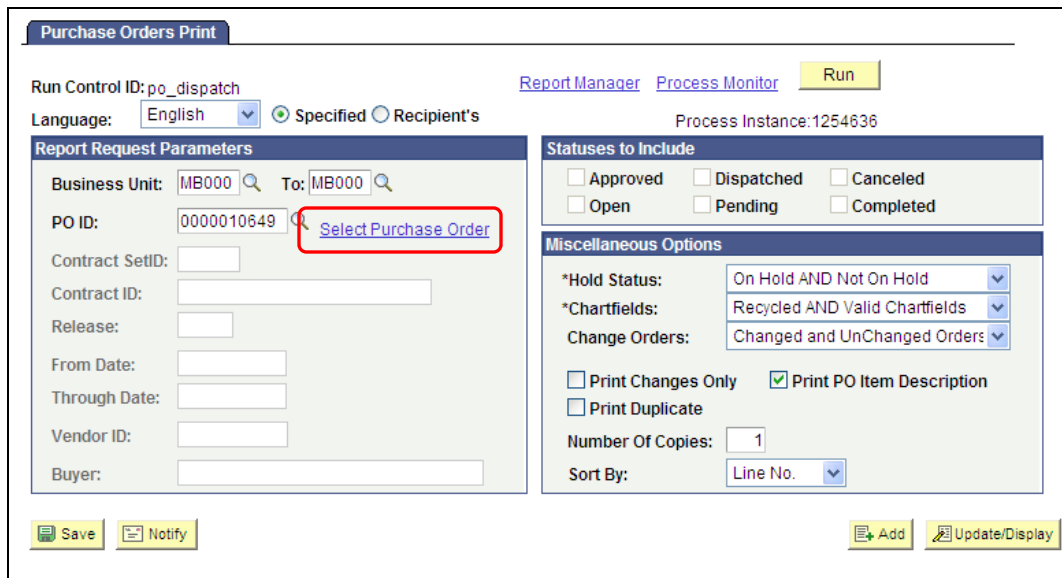


Figure 1: Purchase Order Print Run Control page




Figure 2: Select Purchase Order search criteria page

8. When selection criteria are entered, click **Save**.
9. Click **Run** to run the report. At the Processor Schedule Request page, click OK.
10. At the Run Control page, select **Report Manager** link > **Administration Tab**.
11. Click the Refresh button until the Status is "Posted and **Details** link is active.
12. On the **Report Details** page, select the file ending with the **.PDF** extension.
13. Copy of the Purchase Order will display.
14. Print or Save the Purchase Order as desired.