

Print Purchase Order

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

Procedures:

- 1. <u>Navigation</u>: 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.

nguage: English 🕑 📀 Specified 🔿 Recipient's	Process Instance:1254636
Business Unit: MB000 C To: MB000 C	Statuses to Include Approved Dispatched Open Pending Completed
Contract SetID:	Miscellaneous Options *Hold Status: On Hold AND Not On Hold *Chartfields: Recycled AND Valid Chartfields Change Orders: Changed and UnChanged Orders Print Changes Only Print PO Item Description Print Duplicate Number Of Copies: Sort By: Line No.

Select Purcha	se Order		
Search Criteria			
PO Unit:	MB000 Q	Start Date:	21
ID:		End Date:	51
Vendor ID:	Q	Vendor Name:	Q Vendor Lookup
Search			

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 **<u>Report Manager</u>** link > **Administration Tab**.
- 11. Click the Refresh button until the Status is "Posted and <u>Details</u> 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.