

Guide to print an Unauthorized Copy of a Purchase Order - Please remember this unauthorized PO copy is for your records only and should not be sent or given to a supplier.

1. Main Menu > Purchasing > Purchase Orders > Review PO Information > Print POs
2. Add new value
3. Run Control ID > Add (you will need to name your run control ID and will use it for this application each time) For future inquires after your Run Control ID is set, you will choose 'Find an Existing Value' and enter your set ID and click Search
4. Business Unit (USC01)
5. PO ID Click on Select Purchase Order
6. ID – Use Look Up icon to look for PO number >Enter PO Number >Look Up (or you can search by Supplier Name using the Look Up icon)
7. Click on the correct PO #
8. Search
9. Sel (check box)
10. Click OK
11. Click Save
12. Click Run (located at the top of page) Pop out page will appear – Process Scheduler Request – PO Dispatch/Print
13. OK
14. Click Report Manager (top of page)
15. Click on Administration Tab
16. Click on link under description (PO dispatch/print). You may need to click the refresh tab for the process to complete.
17. File – Print

If you would like to save the PO, then use Print and select Adobe PDF as your printer. You will then be prompted for a file name and location.