

Print Preview vs. Repeat Output

The screenshot below shows the Print Preview version, prior to selecting the “Order” button on a Purchase Order. **NOTE:** The “Issue Date” will **NOT** display, instead it will show *****Draft Copy – Not for Issue***** and it will not display any Purchasing Agent information. Each time you use Print Preview or print the document prior to selecting the “Order” button, it will display the Print Preview date. **Because of the inaccurate date, the Print Preview version should never go to a supplier. The Print Preview does not communicate with the system and will display inaccurate information, it is meant for “view” purposes only.**

	Page 1 of 2 Purchase Order No: 4300445630 Valid From: 05/27/2015 To 05/26/2016 ***** Draft Copy - Not for Issue *****																
Your SAP Vendor #: 103282 Supplier Name/Address: OTIS ELEVATOR CO 1 FARM SPRINGS RD FARMINGTON CT 06032-2572 US Supplier Phone Number: 6088476211 Supplier Fax Number: 717.561.2405	Please Deliver To: BOP FOR PL Forum Place 555 Walnut Street - 6th Fl Harrisburg PA 17101 US Please Bill To: Commonwealth of Pennsylvania - PO Invoice PO Box 69180 Harrisburg, Pennsylvania 17106 For a Paperless Email Invoice option, visit www.budget.state.pa.us Click Vendor Services and select E-Invoicing																
Purchasing Agent	Purchase Order Description: 7210 Elevator Service																
This Purchase Order is issued pursuant to the referenced Contract and constitutes the Suppliers authority to deliver the item(s) referenced below at the prices stated below to the location(s) identified above in accordance with the Contract terms and conditions. Suppliers must provide four mandatory elements on PO invoices: PO Number, Invoice Date, Invoice Number, and Invoice Gross Amount. Failure to comply will result in the return of the invoice. Additional optional information such as supplier name, address, remit to information and PO Line Item information will improve invoice processing.																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item</th> <th style="text-align: left;">Material/Service Desc</th> <th style="text-align: right;">Qty</th> <th style="text-align: left;">UOM</th> <th style="text-align: left;">Delivery Date</th> <th style="text-align: right;">Net Price</th> <th style="text-align: right;">Price Unit</th> <th style="text-align: right;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">1</td> <td style="text-align: left;">Annual Service Charge => Ref. ord. against contract 4400007552 Item 1</td> <td style="text-align: right;">12.000</td> <td style="text-align: left;">Month</td> <td style="text-align: left;">05/27/2015</td> <td style="text-align: right;">250.00</td> <td style="text-align: right;">1</td> <td style="text-align: right;">3,000.00</td> </tr> </tbody> </table>		Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total	1	Annual Service Charge => Ref. ord. against contract 4400007552 Item 1	12.000	Month	05/27/2015	250.00	1	3,000.00
Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total										
1	Annual Service Charge => Ref. ord. against contract 4400007552 Item 1	12.000	Month	05/27/2015	250.00	1	3,000.00										
Item Text Annual Service Charge is for regular maintenance to maintain the elevators to keep them in a good working order to alleviate any major problems.																	

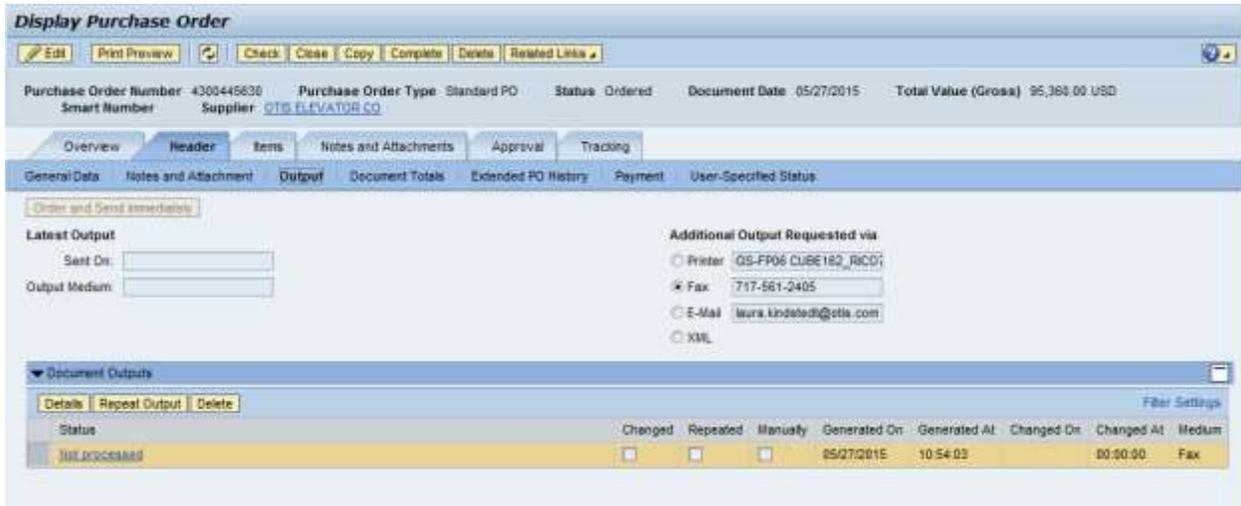
The screenshot below shows the Print Preview version after the Purchase Order was “Fully Executed.” An “Issue Date” will display, as will an Effective Date, however, these dates will not be accurate because Print Preview does not communicate with the system. Each time you make a change in the system, these dates will change; therefore, **you must use the REPEAT OUTPUT button to process the print job.** Based on the above information, the Print Preview version should be limited for “view” purposes only.

To ensure that you have accurate data, all printing must be done from the Output sub-tab in the Header Tab of the Purchase Order. Provided is a link for an End-User Procedure for [Printing a Purchase Order](#).

		Page 1 of 2					
		FULLY EXECUTED Purchase Order No: 4300445630 Original PO Effective Date: 05/27/2015 PO Issue Date: 05/27/2015 Valid From: 05/27/2015 To 05/26/2016					
Your SAP Vendor #: 103282		Please Deliver To: BOP FOR PL Forum Place 555 Walnut Street - 6th Fl Harrisburg PA 17101 US					
Supplier Name/Address: OTIS ELEVATOR CO 1 FARM SPRINGS RD FARMINGTON CT 06032-2572 US Supplier Phone Number: 6098476211 Supplier Fax Number: 717-561-2405		Please Bill To: Commonwealth of Pennsylvania - PO Invoice PO Box 69180 Harrisburg, Pennsylvania 17106 For a Paperless Email Invoice option, visit www.budget.state.pa.us Click Vendor Services and select E-Invoicing					
Purchasing Agent Name: Cheryl Kleeman Phone: 717-346-4326 Fax: 717-783-6241		Purchase Order Description: 7210 Elevator Service					
This Purchase Order is issued pursuant to the referenced Contract and constitutes the Suppliers authority to deliver the item(s) referenced below at the prices stated below to the location(s) identified above in accordance with the Contract terms and conditions.							
Suppliers must provide four mandatory elements on PO invoices: PO Number, Invoice Date, Invoice Number, and Invoice Gross Amount. Failure to comply will result in the return of the invoice. Additional optional information such as supplier name, address, remit to information and PO Line Item information will improve invoice processing.							
Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
1	Annual Service Charge	12.000	Month	05/27/2015	250.00	1	3,000.00
	>>> Rel. ord. against contract 4400007552 Item 1						
Item Text Annual Service Charge is for regular maintenance to maintain the elevators to keep them in a good working order to alleviate any major problems.							

The screenshot below shows the proper location that Purchase Orders are to be printed. **When a Purchase Order has not been printed, the display will read “Not Processed.” Select the REPEAT OUTPUT button to print the Purchase Order. Give the system a few seconds to refresh and the new message should display “Processed Successfully.”**

If your document does not print, and you have received the “Processed Successfully” message, you will need to work with your IT staff and provide them with the instructions for [Printer Set-Up for SRM/SAP](#).



If you do not follow these processes, and do not use the proper printing method, any changes made to your documents will not be maintained in the system. In addition, if the issue date or any other required information is not correct, it may jeopardize your invoices being paid.