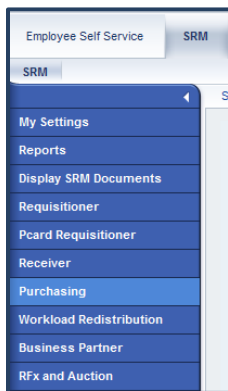# Printing a Purchase Order

This procedure outlines the proper process for printing a Purchase Order. Using this process will lock in the Execute Date of the Purchase Order.

Do Not use Print Preview to save or print a Purchase Order, prior to selecting Repeat Output and receiving a status of Successfully Processed, as it will provide inaccurate data for the Issue Date and Execute Date. Do Not change the transmission type, as these are set by the suppliers.

1. Select the Purchasing Role from the left navigation pane

2. Locate your Purchase Order (PO) within the Personal Object Worklist (POWL) by selecting the SEARCH CRITERIA button to expand/open the Search Criteria field and entering applicable criteria related to the Purchase Order.
3. Select the Apply button to display the results.

4. When the results display, select the Purchase Order Number to display the document

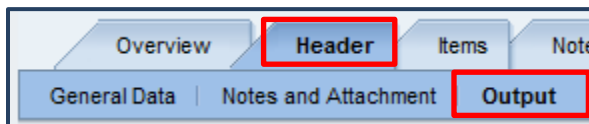| Purchase Order Number	Purchase Order Name	Item Number	Item Name	Status	Supplier Name	Total Value	Currency
4300403825	Lines:	1	P245/60R18 Radial Tires	Ordered	GOODYEAR TIRE & RUBBER COMPANY INC	39,514.00	USD
4300403825	Lines:	2	P235/55R18 All Season Tires	Ordered	GOODYEAR TIRE & RUBBER COMPANY INC	39,514.00	USD
4300403824	Lines:	1	P245/60R18 Radial Tires	Ordered	GOODYEAR TIRE & RUBBER COMPANY INC	39,514.00	USD
4300403824	Lines:	2	P235/55R18 All Season Tires	Ordered	GOODYEAR TIRE & RUBBER COMPANY INC	39,514.00	USD

View: [Standard View] | Create Purchase Order Create with Reference ▲ Copy | Display Edit Delete | Purchase Order Response ▲ Notify Recipient Print Preview | Refresh
Export ▲

Last Refresh **07/01/2014 10:15:04 EST** Refresh

5. Select the HEADER tab, OUTPUT sub-tab.

Overview | Header | Items | Note

General Data | Notes and Attachment | Output

a. Upon opening the Output sub-tab, a message will display stating the Purchase Order was "Not Processed." Select the REPEAT OUTPUT button.

▼ Document Outputs

Details | Repeat Output | Delete

Filter Settings

Status	Changed	Repeated	Manually	Generated On	Generated At	Changed On	Changed At	Medium
Not processed	☐	☐	☐	11/01/2019	14:44:35		00:00:00	Fax

6. The system will refresh and display the message "Successfully processed."

▼ Document Outputs

Details | Repeat Output | Delete

Filter Settings

Status	Changed	Repeated	Manually	Generated On	Generated At	Changed On	Changed At	Medium
Successfully processed	☐	☐	☐	10/31/2019	14:16:59	10/31/2019	14:17:22	Print