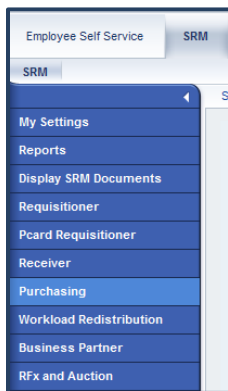


## Printing a Purchase Order

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.

A screenshot of the 'Search Criteria' form. The form is titled 'Search Criteria' and contains various search fields. The fields are: Number (with a diamond icon), Purchase Order Name, Item Description, Status (dropdown menu), Timeframe (dropdown menu), Creation Date (with a calendar icon), Purchasing Organization (with a magnifying glass icon), Purchasing Group (with a magnifying glass icon), Supplier (with a magnifying glass icon), Requestor (with a magnifying glass icon), Preferred Supplier (with a magnifying glass icon), Goods Recipient (with a magnifying glass icon), Product Category (with a magnifying glass icon), Including Product Category Hierarchy (checkbox), Product ID (with a magnifying glass icon), Supplier Product Number (with a magnifying glass icon), Account Assignment Category (dropdown menu), Account Assignment Value (with a magnifying glass icon), Delivery Date (with a calendar icon), Company (with a magnifying glass icon), Contract Number (with a magnifying glass icon), Location (with a magnifying glass icon), Requirement Number, Only with Change Version (checkbox), and Smart Number. There are 'Apply' and 'Clear' buttons at the bottom left.

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

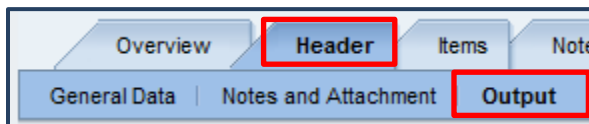
View: [Standard View] | Create Purchase Order | Create with Reference | Copy | Display | Edit | Delete | Purchase Order Response | Notify Recipient | Print Preview | Refresh

Export

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

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

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



- 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/31/2019	14:16:59	10/31/2019	14:17:22	Print