
PO.020.210 – PRINTING PURCHASE ORDERS

Purpose	To print purchase orders.
Description	When an unauthorized copy of a purchase order is needed, users can print a copy for their records.
Security Role	BOR_PO_REPORTS
Dependencies/ Constraints	None
Additional Information	Users should not use the Dispatch PO Process to print a PO unless the purchase order needs to have the signature box.

Procedure

Below are step by step instructions on how to print purchase orders.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Purchasing link.
4.	Click the Purchase Orders link.
5.	Click the Review PO Information .
6.	Click the Print POs link.
7.	Enter or search for a Run Control ID .
8.	Enter the business unit in the Business Unit field.
9.	Enter or search for a purchase order number in the PO ID field.
10.	In the Miscellaneous Option section, select one or more of the following options: <ul style="list-style-type: none"> • Print Changes Only – this option will allow users to see any changes made to the Purchase Order rather than the entire Purchase Order. • Print PO Item Description – this option allows users to print the item description from the Maintain Purchase Order – Purchase Order page. • Print Duplicate – this option prints the word Duplicate to each purchase order.
11.	Click the Save button.
12.	Click the Run button. The Process Scheduler Request window appears.
13.	Verify the PO BI Publisher Dispatch checkbox is selected.
14.	Click the OK button.
15.	Click the Process Monitor link. The system navigates to the Process Monitor page.
16.	Click the Refresh button until the Run Status changes to Success and the Distribution changes to Posted.
17.	Click the Report Manager link.
18.	Click the Administration tab.
19.	Click the file name in the Description column. The purchase order opens in a new window.

Step	Action
20.	Print the purchase order using the browser's print dialog box.