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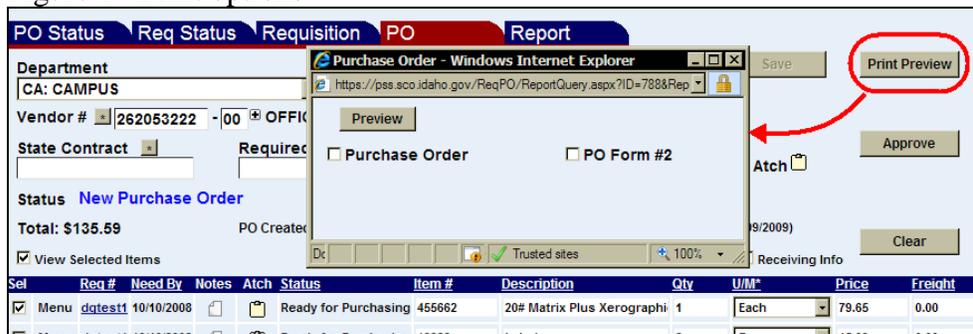
PRINT, SAVE, OR E-MAIL A PURCHASE ORDER

You can print a preview of the purchase order before it has been ordered, or print the purchase order after it has been ordered.

To print a purchase order *before it has been ordered*:

1. Click **Print Preview**.
2. Select either **Purchase Order** or **PO Form #2**. **PO Form #2** is the same as the **Purchase Order** and includes the fiscal coding of each individual line item.
3. Click **Preview** to display the purchase order or PO Form #2.

Figure 1 - Print options



4. The purchase order form will be displayed in PDF in a browser window. Depending on your PDF software, click the appropriate icon on the toolbar to print, save, or e-mail the form, or click File, Attach to E-mail.

To print a purchase order *after it has been ordered*:

1. Click **Print**.
2. Select either **Purchase Order** and **PO Form #2**. **PO Form #2** is the same as the **Purchase Order** and includes the fiscal coding of each individual line item.
3. Click **Preview** to display the purchase order.
4. The purchase order form will be displayed in PDF in a browser window. Depending on your PDF software, click the appropriate icon on the toolbar to print, save, or e-mail the form, or click File, Attach to E-mail.
 - After five minutes, if you print the purchase order again, the purchase order form will indicate “COPY” in the upper right hand corner. NOTE: If you print the

purchase order again but before the five minutes, “COPY” is not printed on the form.

- Also the second time you click **Print**, two more options will be available – **Original PO** and **Original PO #2**. Since an Approver or Purchase can make changes on a purchase order (e.g., increase the quantity of a line item), the **Original PO** forms will print the purchase order as it was before any changes made by an Approver or Purchaser.

NOTE: To e-mail a purchase order form directly from the PDF window, you may have to configure the Internet Explorer **Internet Options, Programs** tab to select your e-mail client. Security polices may be set by your PC or IT administrators to allow the PDF software to connect to your e-mail client. Contact your support personnel for assistance.