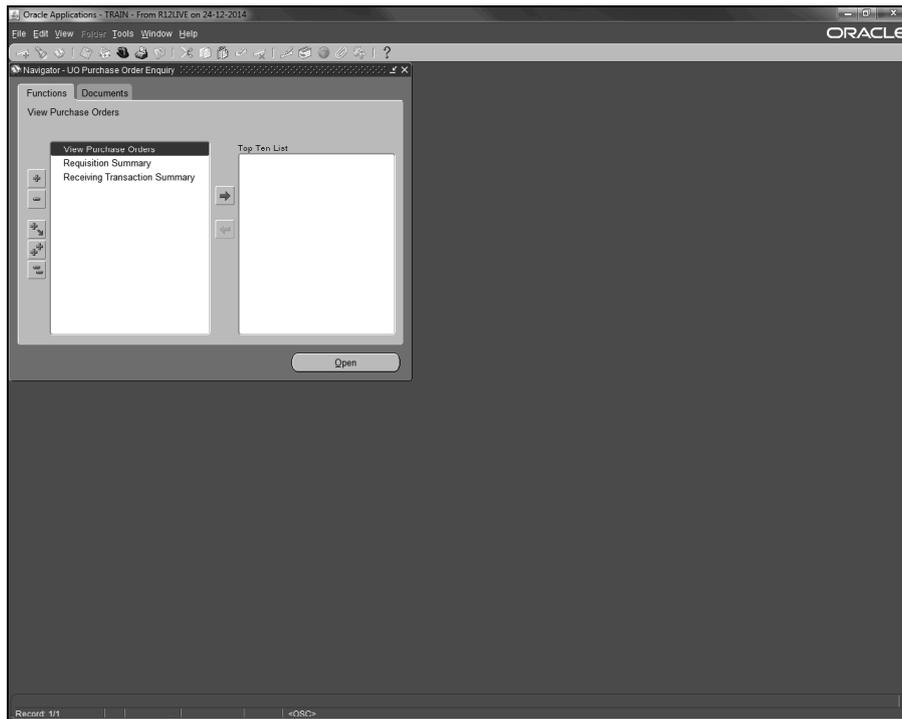


Print POs Using UO Purchase Order Enquiry

This topic covers the steps required to print a purchase order (PO) using the UO Purchase Order Enquiry responsibility.

Follow the navigation path **UO Purchase Order Enquiry** to display the UO Purchase Order Enquiry window.

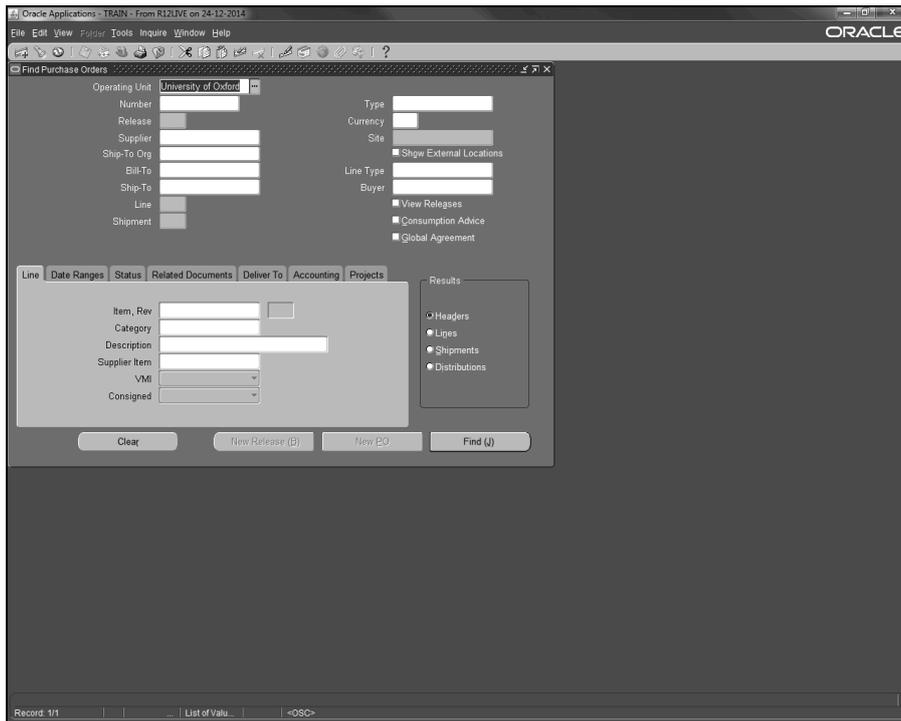


Step	Action
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1. The View Purchase Orders menu option is already highlighted.

Click the **Open** button.

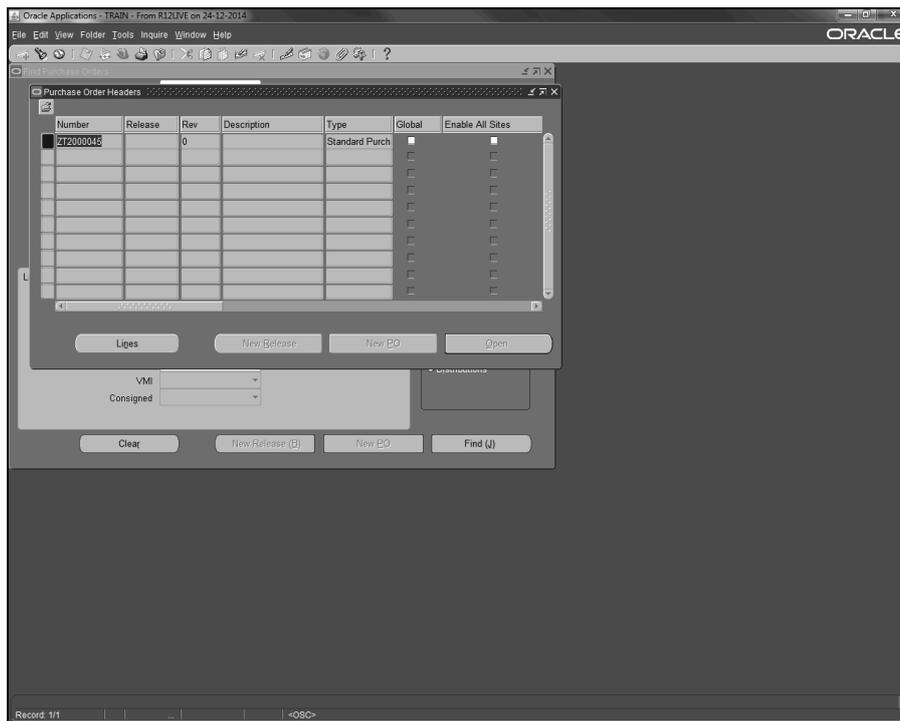




Step	Action
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2. Click in the **Number** field and enter the required PO number.

3. Click the **Find (J)** button.



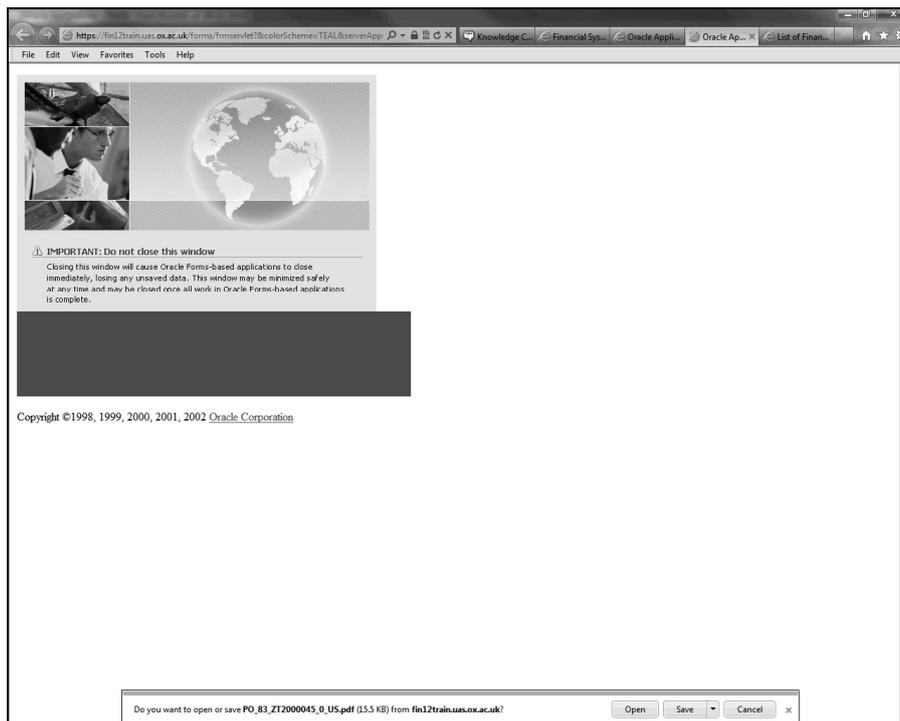
Step	Action
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4. Click the **Inquire** menu.

Inquire

5. Click the **View Document** menu.

View Document

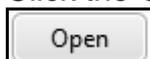


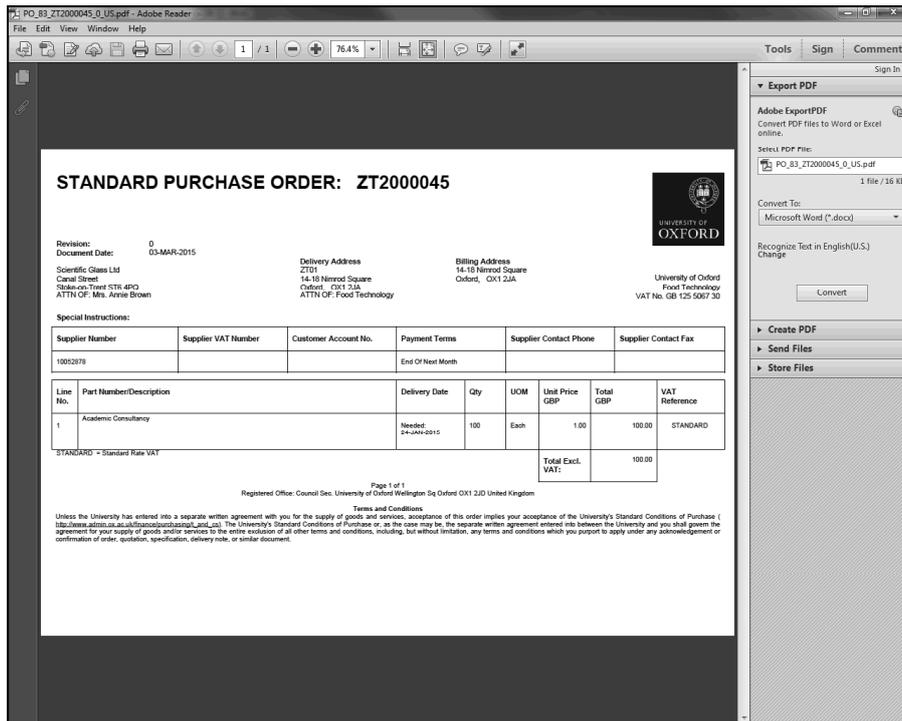
Step	Action
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6. The PO will open as a PDF document on a web page.

You will be prompted to open or save the document.

Click the **Open** button.





STANDARD PURCHASE ORDER: ZT2000045

Revision: 0
Document Date: 03-MAR-2015

Scientific Glass Ltd
Canal Street
Stoke-on-Trent ST6 4PD
ATTN OF: Mrs. Annie Brown

Delivery Address
ZTDH
14-16 Nimrod Square
Oxford, OX1 2JA
ATTN OF: Food Technology

Billing Address
14-16 Nimrod Square
Oxford, OX1 2JA

University of Oxford
Food Technology
VAT No. GB 125 5087 30

Special Instructions:

Supplier Number	Supplier VAT Number	Customer Account No.	Payment Terms	Supplier Contact Phone	Supplier Contact Fax
18052878			End Of Next Month		

Line No.	Part Number/Description	Delivery Date	Qty	UOM	Unit Price GBP	Total GBP	VAT Reference
1	Academic Consultancy	Needed: 24-JAN-2015	100	Each	1.00	100.00	STANDARD
						Total Excl. VAT:	100.00

STANDARD = Standard Rate VAT

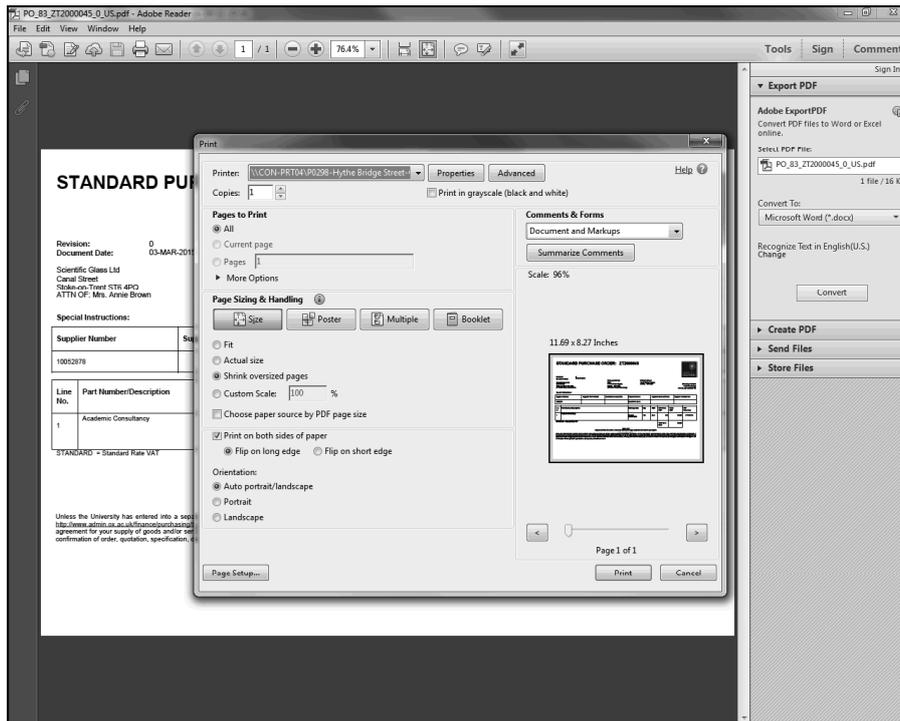
Page 1 of 1
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Step Action

7. Click the **Print** button.





Step	Action
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- | | |
|----|---|
| 8. | Select your printer, if necessary, and click the Print button. |
|----|---|



- | | |
|----|-----------------|
| 9. | Topic complete. |
|----|-----------------|

End of Procedure.