

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.



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

Click the Open button.

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

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

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- 4. Click the Inquire menu.
- 5. Click the View Document menu. View Document



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.

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7. Click the **Print** button.





- 8. Select your printer, if necessary, and click the **Print** button.
- 9. Topic complete.

End of Procedure.

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