PO 12: Print a purchase order

Created on 2/26/2018

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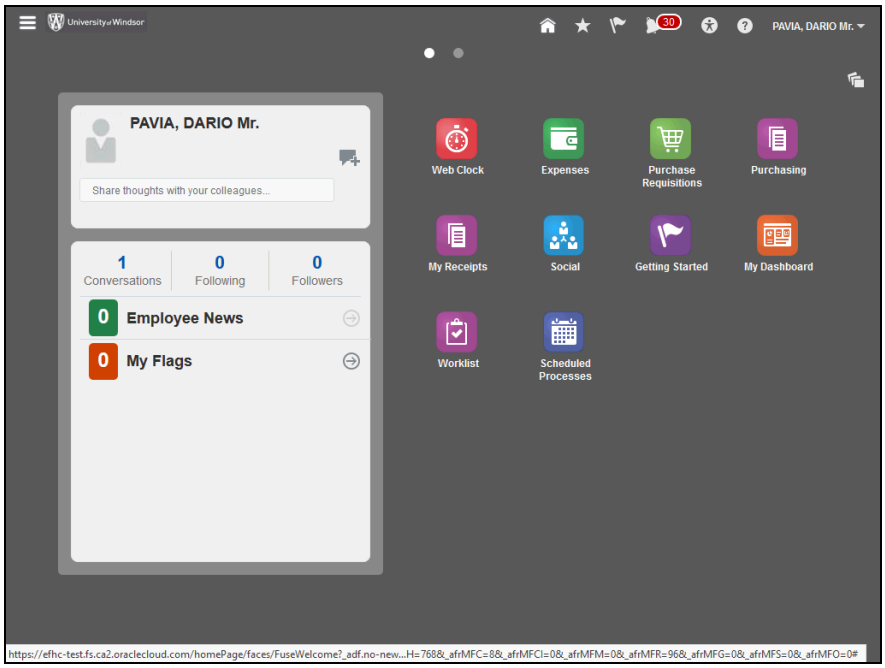
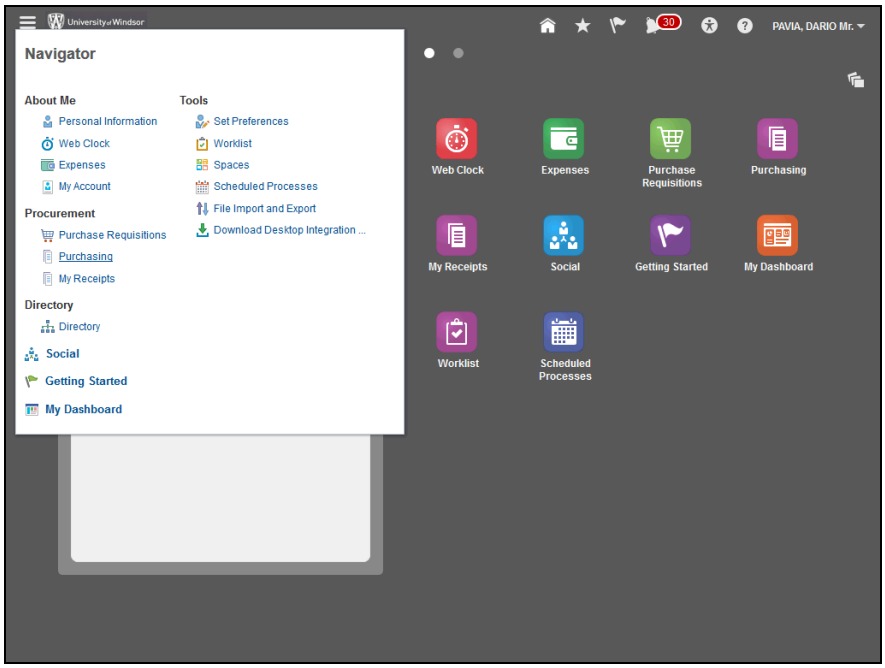
Procedure

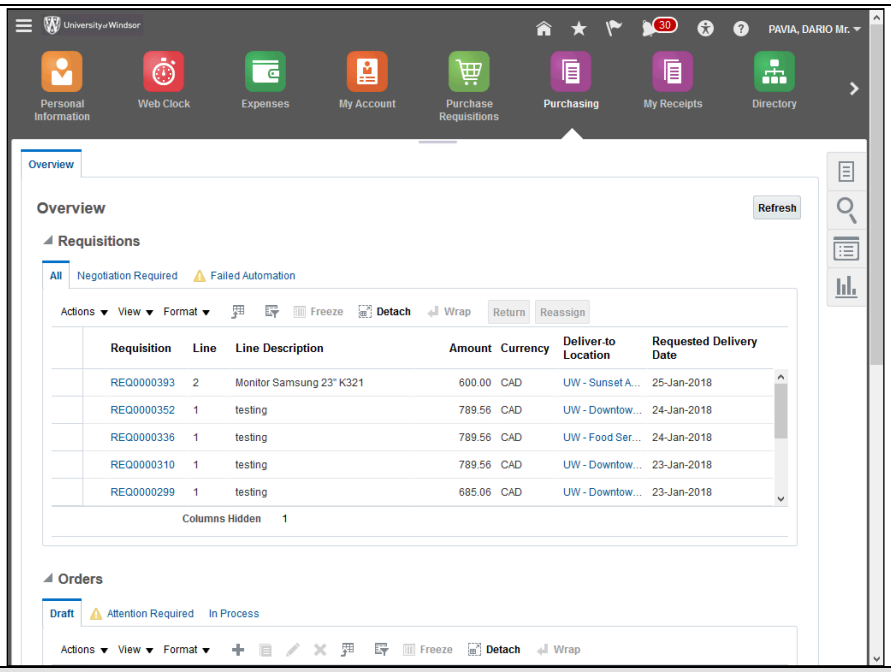
This User Guide outlines the steps required to print a purchase order.



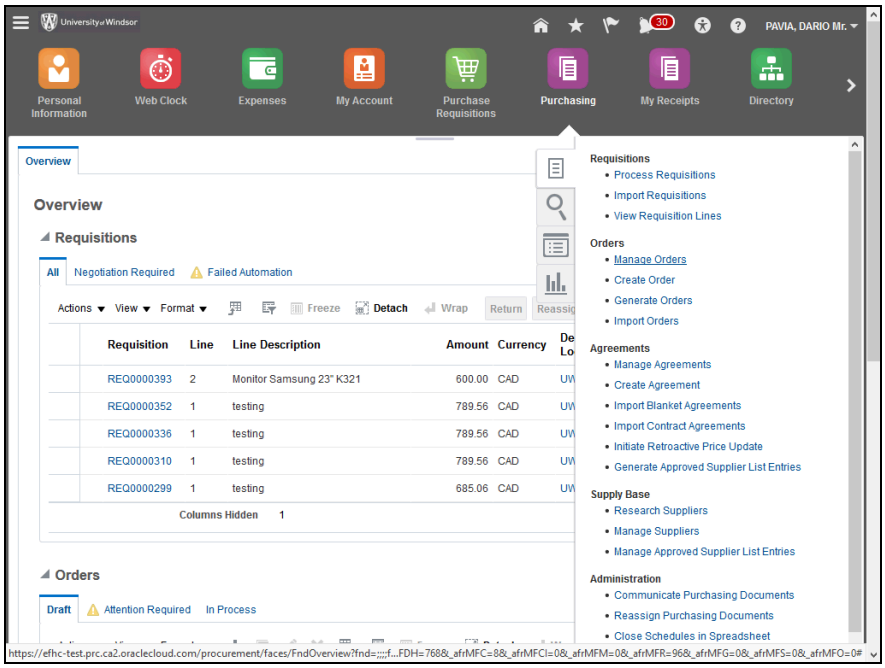
Step	Action
1.	Click the **Navigator** button.



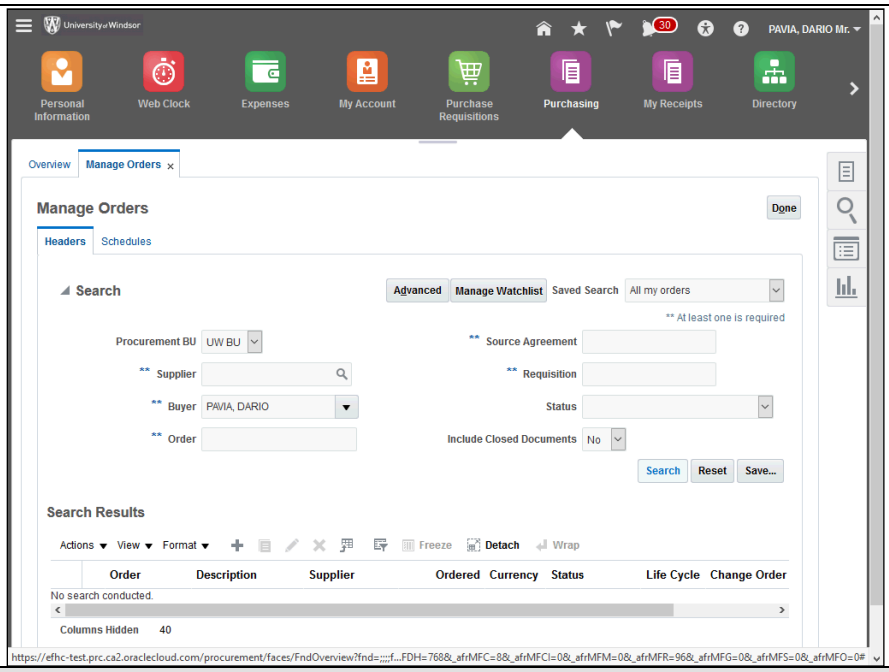
Step	Action
2.	Click the **Purchasing** link. Purchasing



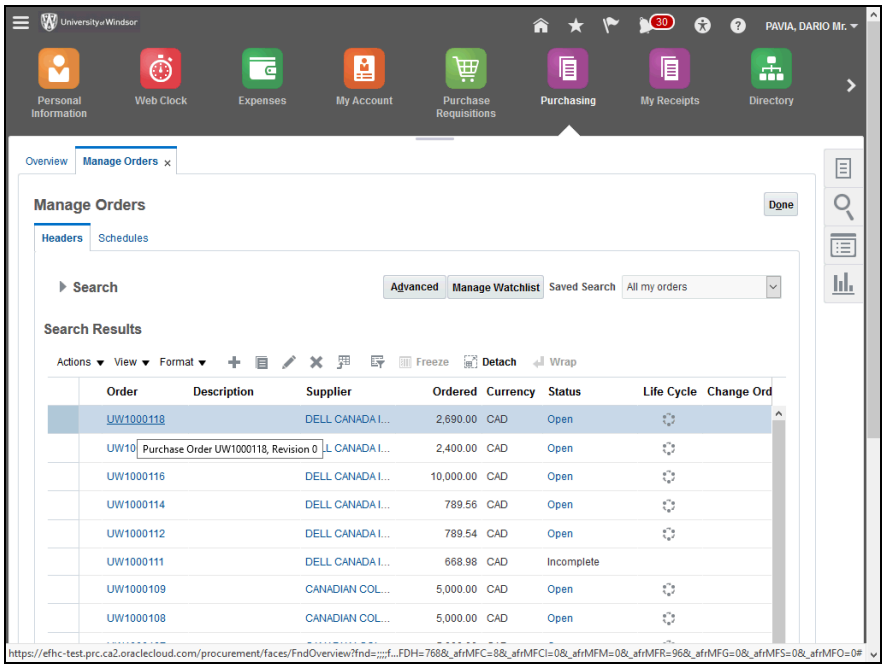
Step	Action
3.	Click the **Tasks** button. 



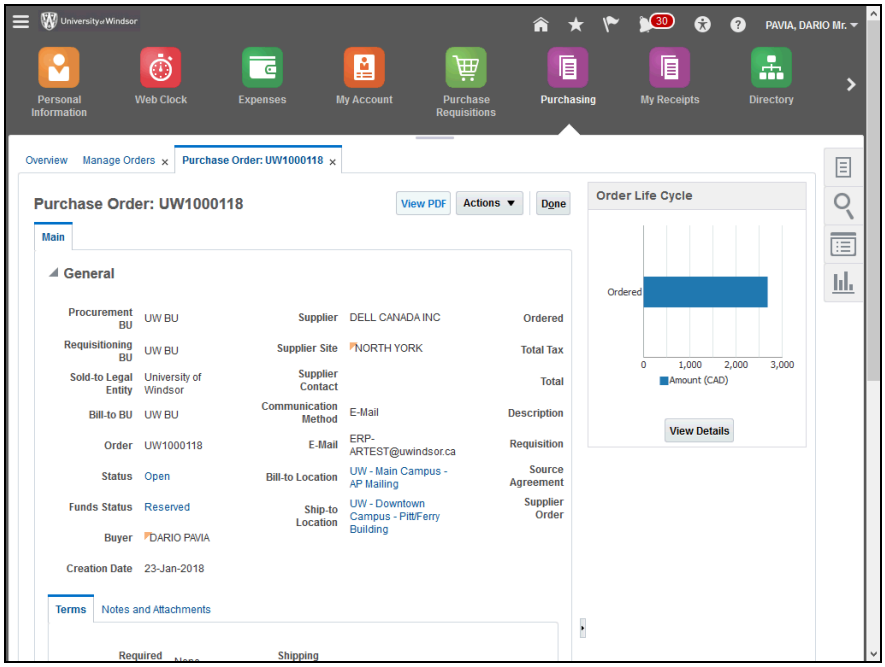
Step	Action
4.	Click the **Manage Orders** link. Manage Orders



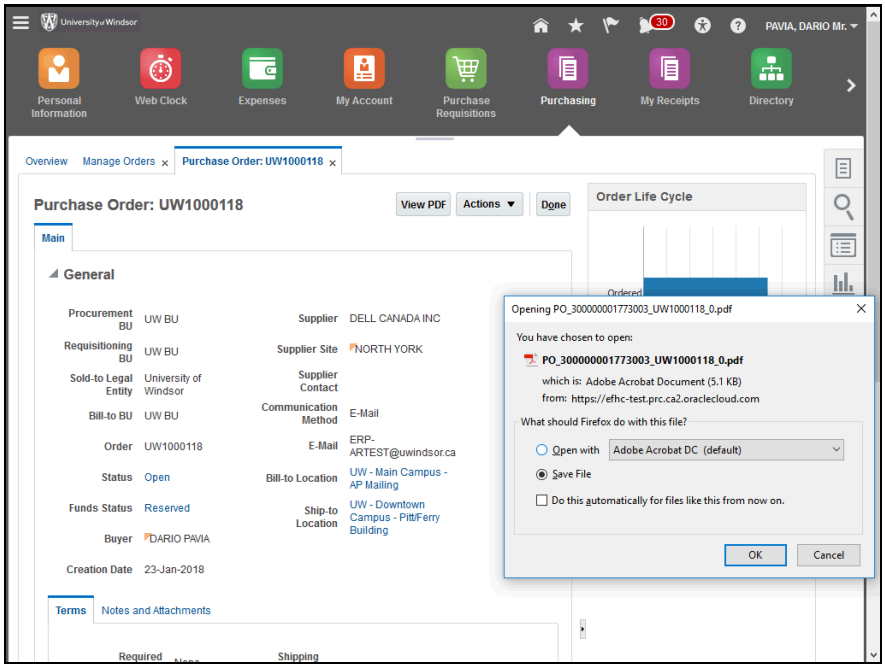
Step	Action
5.	Click the **Search** button. Search



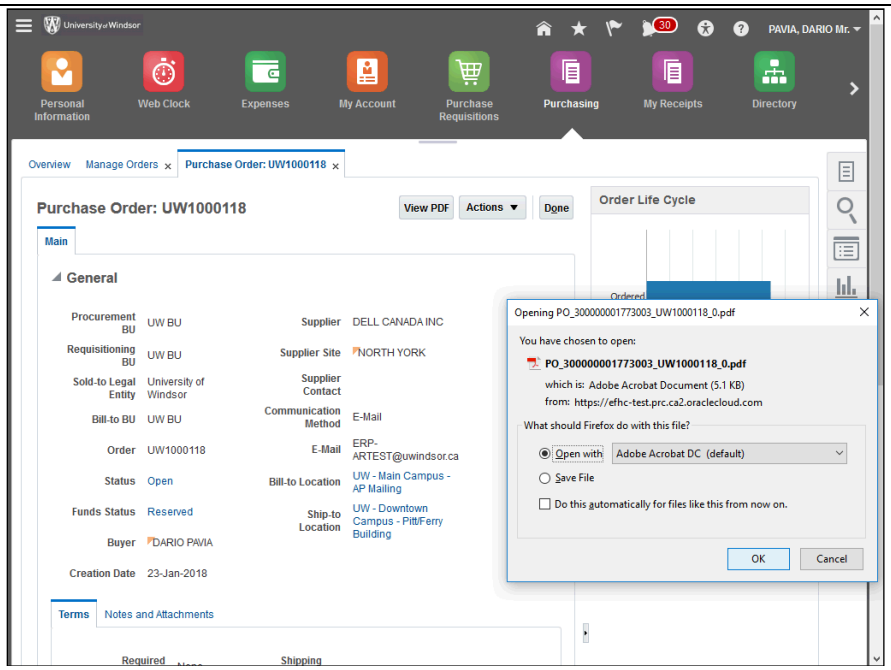
Step	Action
6.	Click the appropriate **Order**.



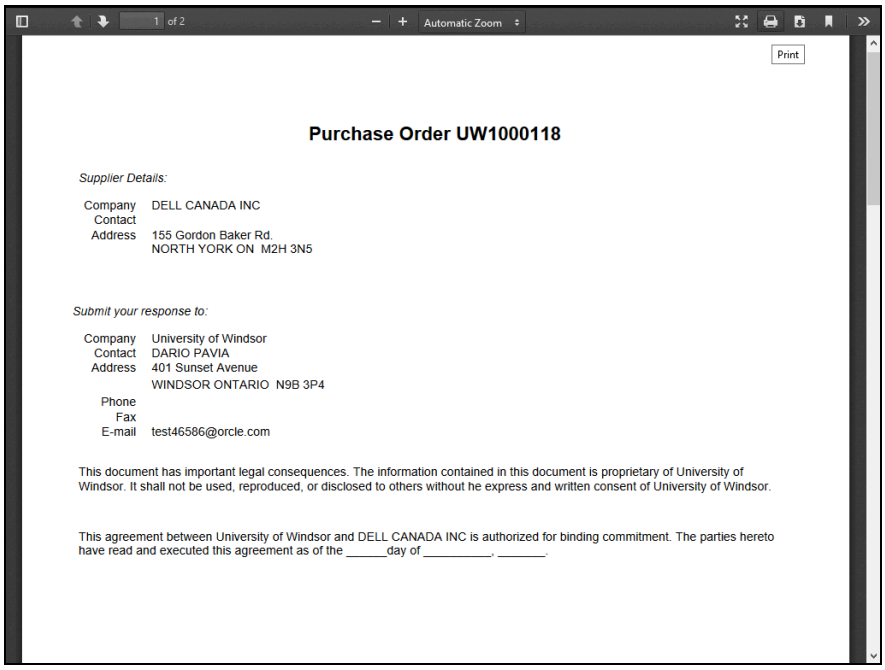
Step	Action
7.	Click the **View PDF** button. View PDF



Step	Action
8.	Select the **Open with** option.



Step	Action
9.	Click the **OK** button. OK



Step	Action
10.	Click the **Print** icon to print on the desired printer.

Step	Action
11.	**End of Procedure.**