

This job aid will show you how to search and print a purchase order PDF.

Step 1. Click the **Orders** tab and the **Purchase Orders** sub-tab.

Step 2. Select the **PO NUMBER** link.

Select	PO Number	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	2101061039.0	AUR OU	Standard PO			Stephenson, Michelle	USD	4,000.00	Supplier Cancellation Pending		
<input type="radio"/>	2101061040.0	AUR OU	Standard PO				USD	4,000.00	Open		
<input type="radio"/>	2101061041.0	AUR OU	Standard PO		2017-04-16 14:50:59	Stephenson, Michelle	USD	9,000.00	Open		

Step 3. Select **VIEW PDF** from the **ACTIONS** dropdown list.

Step 4. Click **Go**.

Complex Purchase Order: 2101061039, 0 (Total USD 4,000.00)
Currency=USD

Actions | View PDF | Go | Export

General		Terms and Conditions		Summary	
Total	4,000.00	Payment Terms	NET 30	Total	4,000.00
Supplier	UPK SUPPLIER	Carrier		Approved	0.00
Supplier Site	MAIN OFFICE	FOB		Billed	4,000.00
Address	123 MAIN STREET KALAMAZOO, MI 49001	Freight Terms		Advance Billed	0.00
Buyer	Stephenson, Michelle	Shipping Control		Progress Payment	4,000.00
Order Date	2017-04-13 14:50:59	Work Location			
Description		Address	PCS PHOSPHATE COMPANY, INC. AURORA DIVISION AURORA, NC 27806-9245		
Status	Accepted	Bill-To Location			
Reason		Address	PCS PHOSPHATE COMPANY, INC. AURORA DIVISION 1530 NC HIGHWAY 306 S AURORA, NC 27806-9245		
Note to Supplier					
Operating Unit	AUR OU				
Sourcing Document					
Supplier Order Number					
Attachments	None				

PO Details



PURCHASE ORDER	REVISION
2101061039	0

PCS PHOSPHATE COMPANY, INC.
 AURORA DIVISION
 1530 NC HIGHWAY 306 S
 AURORA, NC 27806-9245
 United States

SHIP TO:
 PCS PHOSPHATE COMPANY, INC.
 AURORA DIVISION
 1530 NC HIGHWAY 306 S
 AURORA, NC 27806-9245
 United States

SUPPLIER
 UPK SUPPLIER
 123 MAIN STREET
 KALAMAZOO, MI 49001
 United States

BILL TO:
 PCS PHOSPHATE COMPANY, INC.
 AURORA DIVISION
 1530 NC HIGHWAY 306 S
 AURORA, NC 27806-9245
 United States

PO DATE	INCOTERM	SUPPLIER CONTACT / TELEPHONE	BUYER
13-APR-2017			Stephenson, Michelle michelle.stephenson@hitachiconsulting.com Tel:
PAYMENT TERMS / CURRENCY		CARRIER	PO REVISION DATE
NET 30 / USD			

LINE	ITEM NO / DESCRIPTION	NEED BY DATE	QUANTITY	UOM	UNIT PRICE	EXTENSION
1	CIVIL WORKS CONTRACTOR					4,000.00

SUCCESS!! You have now opened a PO in PDF form. To Print click File > Print.