QRC - UR Procurement Obtaining the PO Information in a Printable Format
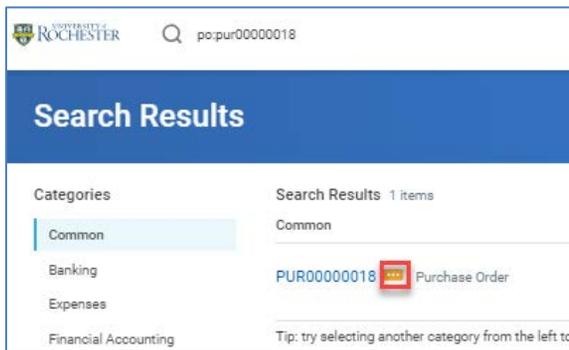
General

Requesters have access to the standard PO PDF. However, if you are the requisitioner and not the requester or you are an approver, you may still have need of the PO details in a printable format.
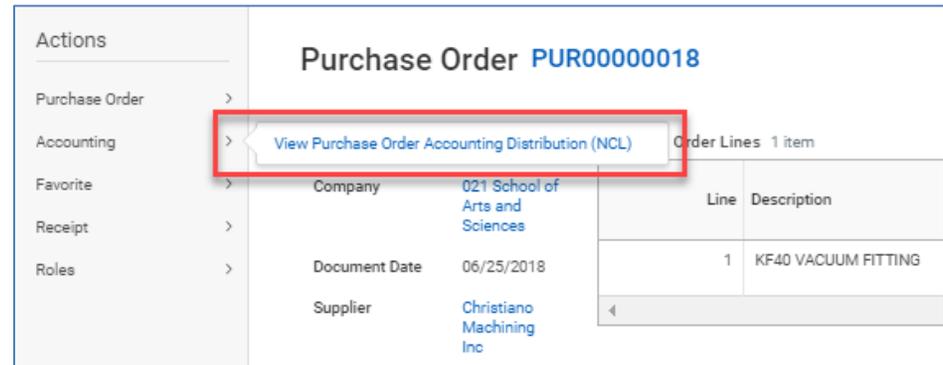
Finding the Purchase Order (PO)

Use the global search box to search for the purchase order number. You can search using the po: prefix and the PO#, such as **po: pur00000018** and press **enter**.

Select the Related Actions (orange) button next to the PO#. If you are the requisitioner, you can also find the PO on the Procurement Dashboard: select the Related Actions (orange) button next to the PO Number.
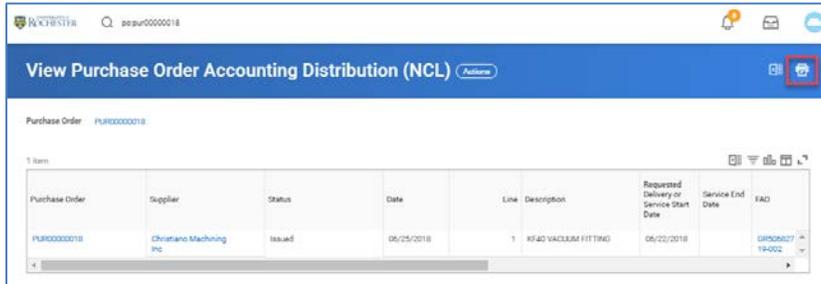

On the related actions screen, hover your mouse over the Accounting action and select **View Purchase Order Accounting Distribution (NCL)** option.

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On the **View Purchase Order Accounting Distribution (NCL)** screen, you can view the details on screen. To generate a printable pdf format, select the printer icon in the upper right as shown:

Select **Click to download** to create the pdf for printing.