

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

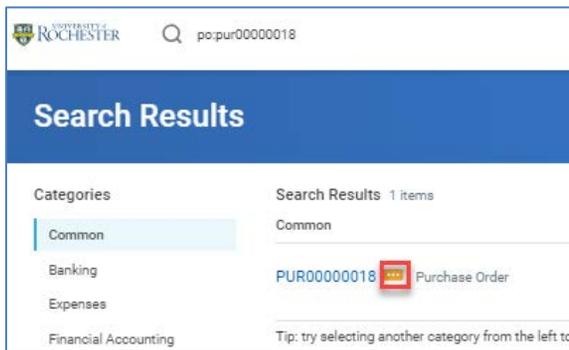
General

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)

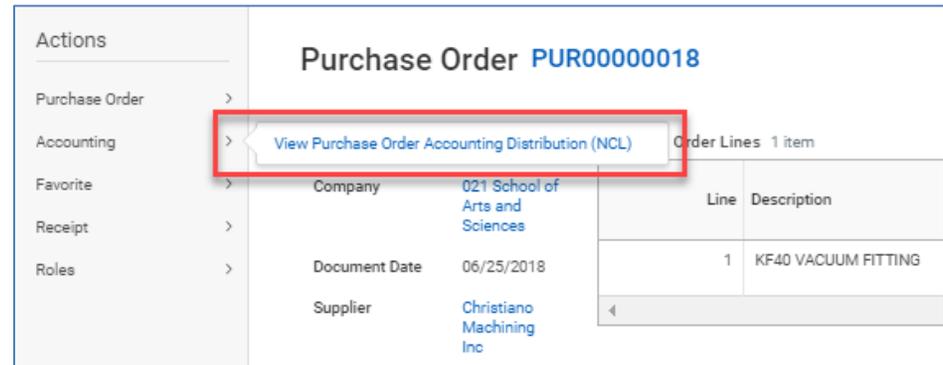
Use the global search box to search for the purchase order number. You can search using the po: prefix and the PO#, such as **po: pur00000018** and press **enter**.

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.



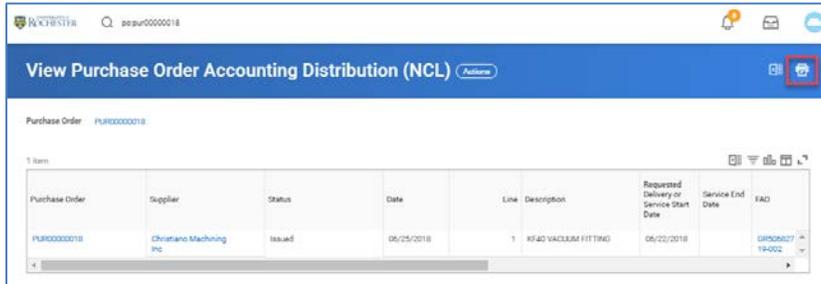
Requisition	Status	Date	Suppliers	Total Amount	Requester	Purchase Orders
REQ00000055	Successfully Completed	07/17/2018	Clearco Products Inc	2,770.00	Steve Kunkle	PUR00000046
REQ00000054	Successfully Completed	07/17/2018	Clearco Products Inc	7,770.00	Steve Kunkle	PUR00000044 PUR00000045
REQ00000053	Successfully Completed	07/17/2018	Clearco Products Inc	2,770.00	Steve Kunkle	PUR00000043
REQ00000051	Successfully Completed	07/17/2018	Clearco Products Inc	2,770.00	Steve Kunkle	PUR00000042
REQ00000030	Successfully Completed	06/29/2018	Photocentric Inc	2,431.80	Steve Kunkle	PUR00000040
REQ00000026	Successfully Completed	06/22/2018	Mitchell Machine Tool LLC	18,746.00	Steve Kunkle	PUR00000023
REQ00000021	Successfully Completed	06/15/2018	Christiano Machining Inc	585.00	Pierre Gourdain	PUR00000018
REQ00000016	Successfully Completed	06/14/2018	Mitchell Machine Tool LLC	108,442.50	Pierre Gourdain	PUR00000017

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.

