

Print / Email Purchase Orders ⓘ

Help Files
Click the information icon to access step-by-step instructions for this particular page.

Search
1) Search for POs to print, and filter by **Status** and **Delivery Method**.

Search:

Status:

Delivery Method:

Include Check Requests

PO # ▲	Date	Site	Vendor Name	Amount	Delivery Method	Status	Check Request?	Select
1004	09/19/2018	Site 001 - Name	ABC School Supply	\$16.05	Print	Not Printed/Emailed	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1005	06/30/2019	Site 999 - Name	ABC School Supply	\$1.00	Print	Not Printed/Emailed	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			ABC School Supply	\$53.51			<input type="checkbox"/>	<input checked="" type="checkbox"/>
			Van Winkle Houses	\$12,500.00			<input type="checkbox"/>	<input checked="" type="checkbox"/>
1012	08/14/2019	Site 999 - Name	ABC School Supply	\$348.19	Print	Not Printed/Emailed	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1014	10/21/2019	Site 999 - Name	TESTVENDOR	\$8,999,991.00	Print		<input type="checkbox"/>	<input checked="" type="checkbox"/>

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Print / Email Purchase Orders
This menu allows you to print or email multiple purchase orders at the same time.

Select
2) Select POs by checking the boxes.

Print Selected
3) Click the **Print/Email Selected** button.

6 Selected 6 0

PRINT SELECTED

Print Purchase Orders?

6 Purchase Orders will be printed.
Copies to Print: Vendor Copy

Print Now
4) Click the **Print/Email Now** button.