

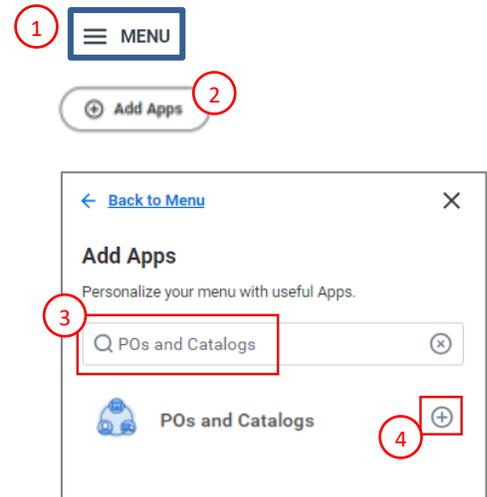
OVERVIEW:

Use this guide to find and print a paper copy of a Purchase Order that includes order details, shipping, and billing information. This process begins with ensuring you have the POs and Catalogs app available on your menu.

ADD APPS TO PRINT A PURCHASE ORDER

ADD THE POS AND CATALOGS APP TO YOUR MENU

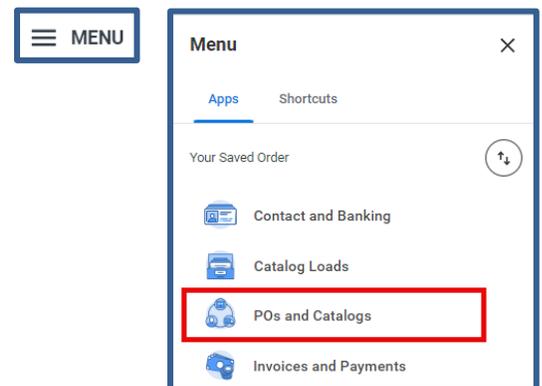
1. From the Workday home page, select **Menu**.
2. Click the Add Apps button.
3. **Type POs and Catalogs** in the search bar.
4. **Click the plus sign** beside the app name to add to your main menu.
5. Repeat this same process for the **Invoices and Payments app**, which will allow you to search, find, and track the status of invoices and payments in Workday.



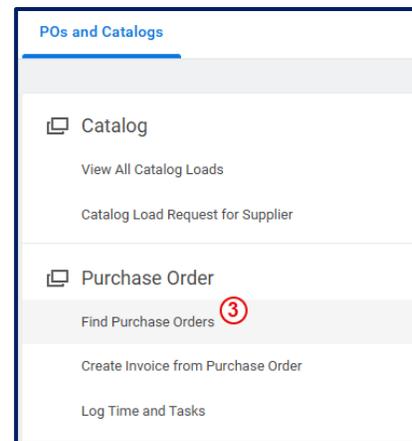
PRINT A PURCHASE ORDER

PRINT A PURCHASE ORDER FROM THE WORKDAY SUPPLIER PORTAL

1. From the Workday home page, select **Menu**.
2. Select **POs and Catalogs**. *Note: If you do not see POs and Catalogs, select Add Apps, and search for POs and Catalogs.*

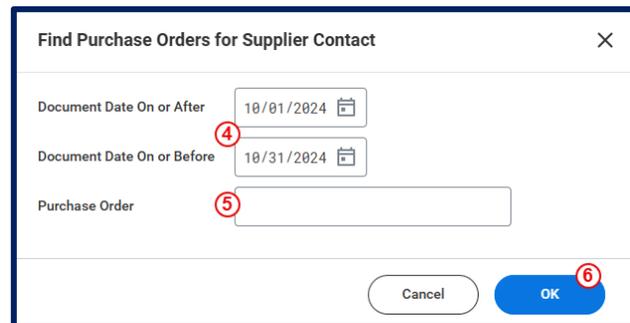


- On the left side of the screen, select **Find Purchase Orders**.

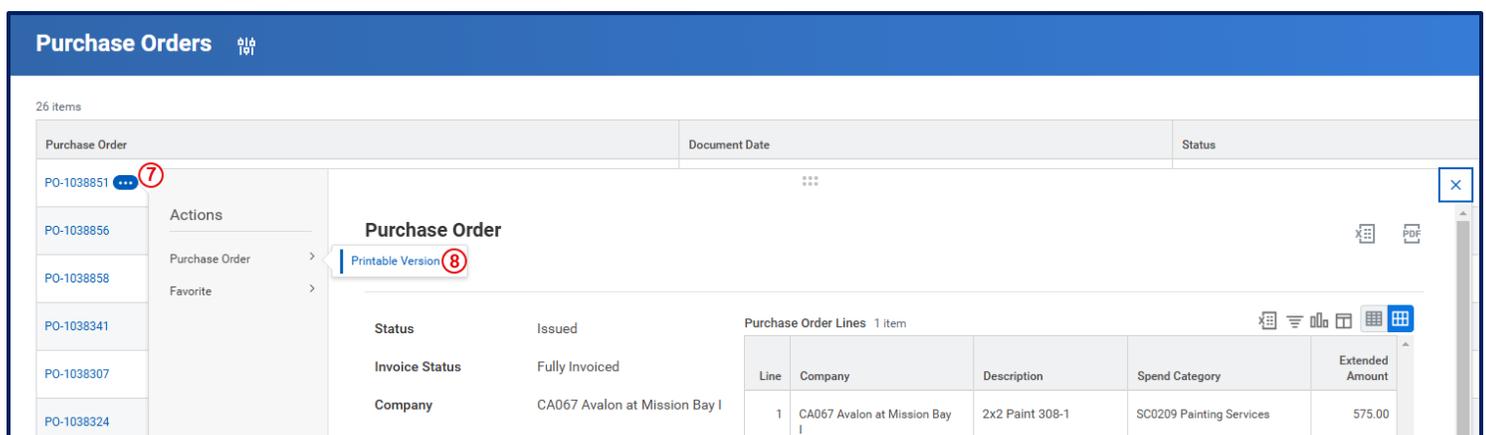


The Find Purchase Orders for Supplier Contact window displays.

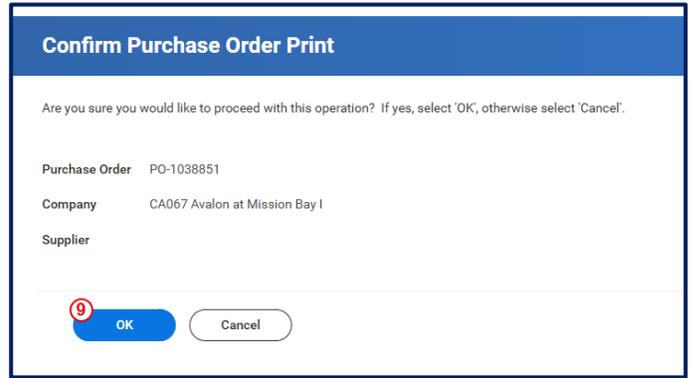
- Use the Document Date fields to limit the results within a date range.
- You can also use the Purchase Order field alone to find a specific Purchase Order issued to you through the Workday Supplier Portal. Make sure to include the "PO-" in front of a seven-digit PO Number entered into this field. (ex., PO-1000000)
- Click Ok**



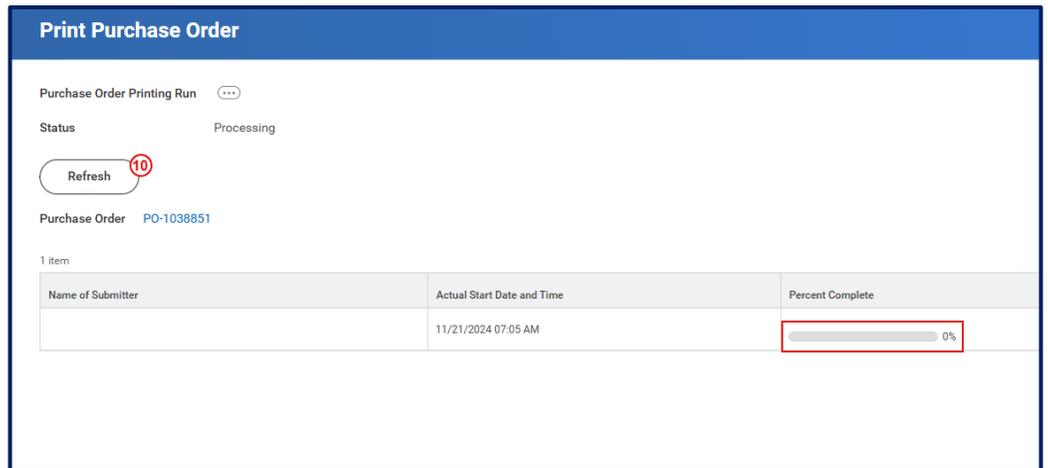
- Hover beside the PO Number you would like to print and click the Related Actions button which resembles a small yellow pill.
- In the pop-up menu select, Purchase Order > Printable Version



9. Click **Ok** after reviewing the information on the Confirm Purchase Order Print screen.



10. Click **Refresh** on the Print Purchase Order screen. The **Percentage Complete** bar will update indicating how much longer until the printing process is complete.



11. Once the process has completed, you will be able to download a PDF copy of the Purchase Order by clicking the file hyperlink.

