### Suppliers: Print a Purchase Order

### **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.*



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## **Suppliers**

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

POs and Catalogs				
C	Catalog			
	View All Catalog Loads			
	Catalog Load Request for Supplier			
D	Purchase Order			
	Find Purchase Orders 3			
	Create Invoice from Purchase Order			
	Log Time and Tasks			

The Find Purchase Orders for Supplier Contact window displays.

- 4. Use the Document Date fields to limit the results within a date range.
- 5. 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-100000*)
- 6. Click Ok

Find Purchase Orders for Supplier Contact	×
Document Date On or After Document Date On or Before Purchase Order	
Сапсе ОК	6

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

Purchase Orders 🐘									
26 items									
Purchase Order			Docume	Document Date			Status	Status	
PO-1038851	D				0 0 0 0 0 0				×
PO-1038856	Actions	Purchase Order							<b>^</b>
PO-1038858	Purchase Order	Printable Version (8)							
PO-1038341		Issued Purchase Order Lines 1 item			XII =	⁄≣ च ₀₀ ि 🔳 🖽			
PO-1038307		Invoice Status	Fully Invoiced	Line	Company	Description	Spend Category	Extended Amount	T
PO-1038324		Company	CA067 Avalon at Mission Bay I	1	CA067 Avalon at Mission Bay I	2x2 Paint 308-1	SC0209 Painting Services	575.00	

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



**Suppliers** 

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.

Print Purchase Order							
Purchase Order Printing Run							
Status Processing							
Refresh Purchase Order PO-1038851							
Name of Submitter	Actual Start Date and Time	Percent Complete					
	11/21/2024 07:05 AM	0%					

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

Purchase Order					
Purchase Order Printing Run	(***)				
Status	Completed				
Purchase Order	PO-1038851				
PDF File	PO-1038851 2	024-11-21 07_05_36-0800.pdf			
1 item					
Name of Submitter		Actual Start Date and Time		Percent Complete	
		11/21/2024 07:05 AM			100%