

# Buyers Work Centre: Printing orders

Printing orders is carried out in the Requests section of the Buyers Work Centre. It is carried out as if running a report in the system but with far fewer parameters required.

Navigate **Buyers Work Centre > Requests**

## Selecting the name of the request

The screen below is the schedule request screen.

Screenshot of the 'Schedule Request: Define' screen. The 'Program Name' field is empty. The 'Request Name' field is empty. The 'NLS Settings' tab is selected. The 'Define' tab is active. The 'Review' tab is visible. The 'Manage Schedule', 'View', and 'Continue' buttons are present.

1.1. Click into the **Program Name** field, type **Print** and press tab. You will see a popup.

Screenshot of the 'Search and Select: Program Name' popup. The search criteria is 'Program Name' and 'print'. The results table shows two items: 'Printed Purchase Order Report (UFS) - XML Publisher' and 'Printed Requisitions Report'. The 'Quick Select' button is highlighted for the first item.

Select	Quick Select	Program Name	Application Name
<input type="radio"/>	<input checked="" type="checkbox"/>	Printed Purchase Order Report (UFS) - XML Publisher	CAPSA
<input type="radio"/>	<input type="checkbox"/>	Printed Requisitions Report	Purchasing

1.2. Quick Select **Printed Purchase Order Report (UFS) – XML Publisher** and the screen below will display.

Screenshot of the 'Schedule Request: Define' screen. The 'Program Name' field is now populated with 'Printed Purchase Order Report (UFS) - XML Publisher'. The 'Operating Unit' is 'Cambridge University'. The 'Parameters' tab is selected. The 'Language Settings' section is visible.

Select	*Language	*Territory	Numeric Character	Sort
<input checked="" type="checkbox"/>	American English	United States	..	BINARY

1.3. Click the **Parameters** tab.

1.4. Complete accordingly (this screenshot is reprinting by PO number only).

**Schedule Request: Define**

\* Indicates required field

New Request  
 Copy Request

Program Name: Printed Purchase Order Report (UFS) - XML Publisher

Request Name: [Empty]

\* Operating Unit: Cambridge University

Buyer Name: [Empty]

\* Purchase Order Numbers From: 2515821  
\* To: 2515821

Release Numbers From: [Empty]  
To: [Empty]

Release Dates From: [Empty]  
To: [Empty]

Approved: [Empty]  
Test: [Empty]

Print Releases Option: Yes

1.5. Ensure the printer set up on your account is set to zero copies. CUFS printers have been removed and you cannot print directly. Check your setup by clicking the **Print Options** tab.

1.6. From here click **Continue**, and the system will take you to the summary screen. As it is just an order you are re-printing then you don't need to complete the other tabs.

## Review and submitting the request

1. From the summary screen click **Submit**

**Schedule Request: Review**

Manage Schedule Cancel Back Submit

**Name**

Concurrent Program Name: Printed Purchase Order Report (UFS) - XML Publisher  
Request Name: [Empty]  
Operating Unit: Cambridge University

**Language Settings**

Language	Territory	Numeric Character
American English	United States	~

**Parameters**

Buyer Name: [Empty]  
Purchase Order Numbers From: 2515821  
To: 2515821  
Release Numbers From: [Empty]  
To: [Empty]  
Release Dates From: [Empty]  
To: [Empty]  
Approved: [Empty]  
Test: [Empty]  
Print Releases Option: Yes  
Sort By: [Empty]  
Quantity Precision: 2  
Is this a works order: N

2. A message displays advising that the request has been scheduled. Click **OK**.

3. The Requests screen displays the last 24 hours requests.

Request ID	Name	Phase	Status	Scheduled Date	Details	Output	Republish
20318814	Printed Purchase Order Report (UFS) - XML Publisher	Pending	Standby	11-May-2017 17:29:58			
20318813	Printed Purchase Order Report (UFS) - XML Publisher	Running	Normal	11-May-2017 17:28:58			
20318192	Printed Purchase Order Report (UFS) - XML Publisher	Completed	Normal	10-May-2017 14:27:07			
20318184	Printed Purchase Order Report (UFS) - XML Publisher	Completed	Normal	10-May-2017 14:20:01			

- Click **Refresh** until the Phase changes to **Completed**.
- Click on the icon for the relevant request line in the **Output** column to display the PDF version of the order.

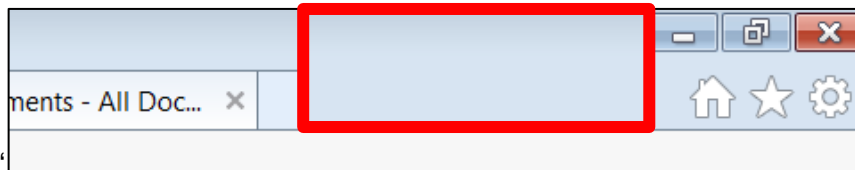
## Emailing the purchase order

The steps for this vary depending on your browser. This is a basic guide for Internet Explorer users.

### Option 1 - From the menu toolbar: File, Send, Page by email

You may not see this option (*if using IE11 for example*) but it can be added:

- Right click anywhere in the blank space near the top right of your browser window (*marked by the square below*)



- Make sure that the third option – **“Command Bar”** is ticked
- You will now have access to a new toolbar in your browser as seen below



- Click on the **Page** option in the new toolbar
- Choose the **“Send page by e-mail.....”** option
- An email should be generated in your mail client with the PDF of the Purchase Order as an attachment, ready to enter the supplier’s email address and any body text required.

### Or Option 2....

- Hover towards the bottom of the document, a pop up screen displays and you can then save a copy of the document to a local PDF file and attach it to an email it from there.

