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.

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

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

1.3. Click the **Parameters tab**.

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

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**

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

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

4. Click **Refresh** until the Phase changes to **Completed.**

5. Click on the icon for the relevant request line in the **Output** column to display the PDF version of the order.
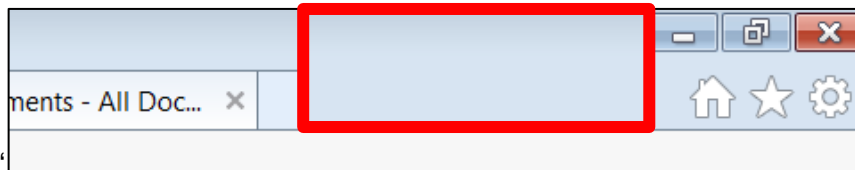
Emailing the purchase order

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

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

   o Click on the **Page** option in the new toolbar
   o Choose the "**Send page by e-mail…..**" option
   o 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.