

Start from the Requests section of the buyers work centre

In the program name select Printed Purchase Order Report (UFS) - XML Publisher

Select the Parameters tab

Enter the purchase order number into the purchase order numbers from field

In the print option tab, change copies to 0 if no printed copies are needed

Select the Continue button

Select the Submit button

Periodically select the Refresh button until an icon displays in the Output field of the table

Select the output icon

Save the pdf