

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				
<u>.</u>	Selecting the	name of the request				
T	The screen belo	w is the schedule request screen.				
	Define		Review			
Schedule Req	uest: Define			Manage Schedule	View	<u>C</u> ontinue
" Indicates required fi N C Program Request	eld lew Request Copy Request Name	م ا				
NLS S	The name can later be used to see	urch for this request lotification Print Options Delivery Options ScheduleOptions				

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Schadula Reguest: Define	Review
* Indicates required field	Manage Schedule View Continue
New Request	
○ Copy Request	
Program Name	
Request Name	
NLS Settings Parameters Layout Notification Print Options Delivery Options ScheduleOptions	
	Manage Schedule View Continue
Home Logout Preferences Help	
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1.1. Click into the **Program Name** field, type **Print** and press tab. You will see a popup.



			Define						
Schedule R	equest	: Define							
* Indicates require	ed field								
	New Red	quest							
	Copy Re	equest							
Prog	gram Name	Print	<u>م</u>						
Rec Search and Select: Program Name									
N	Search								
	To find yo	our item, select a filter	r item in the pulldown list and enter a value in the text field, then select the						
	Search By	y Program Name 🗸	Print Go						
	Results								
	Select	Quick Select	Program Name						
	0		Printed Purchase Order Report (UFS) - XML Publisher						
	0		Printed Requisitions Report						

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

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Copy Request										
Program Name Printed Purchase Order Report (UFS) - XML Publisher										
Request Name										
* Operating Unit Cambridge University ~										
Parameters Layout	Notification	Print Options	Delivery Option	ns Schedu	leOptions					
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- 1.3. Click the Parameters tab.
- 1.4. Complete accordingly (this screenshot is reprinting by PO number only).



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1	Operating Unit	Cambridge U	Iniversity 🗸					
	NLS Settings	Parameters	Layout	Notification	Print Options	Delivery Options	ScheduleOptions	
						Buyer Name		
					* Purchase Ord	er Numbers From	3414975 🔄 🔍	
						* То	3414975 🔟 🭳	
					Relea	se Numbers From		
						То		

- 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.

Request Query Ty	pe All My	Requests V Go					Advanced			
Requests Summa	ry Table									
Refresh ····										
Request ID 🛆		Name 🛆	Phase 🛆	Status	Scheduled to Run	Details	Output 🛆			
	30075298	Printed Purchase Order Report (UFS) - XML Publisher	Pending	Normal	27-Oct-2021 14:51:31					
	30075244	Printed Purchase Order Report (UFS) - XML Publisher	Completed	Normal	27-Oct-2021 11:27:43		ø			
	30075241	Printed Purchase Order Report (UFS) - XML Publisher	Completed	Normal	27-Oct-2021 11:20:32		æ			

- 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.

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