



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.

Schedule Request: Define

Define Review

Manage Schedule View Continue

* Indicates required field

New Request

Copy Request

Program Name

Request Name

The name can later be used to search for this request

NLS Settings Parameters Layout Notification Print Options Delivery Options ScheduleOptions

Schedule Request: Define

Define Review

Manage Schedule View Continue

* Indicates required field

New Request

Copy Request

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NLS Settings Parameters Layout Notification Print Options Delivery Options ScheduleOptions

Manage Schedule View Continue

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



Define

Schedule Request: Define

* Indicates required field

New Request

Copy Request

Program Name

Req

Search and Select: Program Name

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the

Search By

Results

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

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

Schedule Request: Define

* Indicates required field

New Request

Copy Request

Program Name

Request Name

The name can later be used to search for this request

* Operating Unit

NLS Settings Parameters Layout Notification Print Options Delivery Options ScheduleOptions

Language Settings

<input checked="" type="checkbox"/>	* Language	* Territory	Numeric Character	Sort
<input checked="" type="checkbox"/>	American English	<input type="text" value="United States"/>	<input type="text" value=".,"/>	Binary Sort

1.3. Click the **Parameters tab**.

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



The name can later be used to search for this request

* Operating Unit

NLS Settings **Parameters** Layout Notification Print Options Delivery Options ScheduleOptions

Buyer Name

* Purchase Order Numbers From

* To

Release Numbers From

To

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

- From the summary screen click **Submit**



- A message displays advising that the request has been scheduled. Click **OK**.
- The Requests screen displays the last 24 hours requests.

Requests

Request Query Type

Requests Summary Table

| ...

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		
30075241	Printed Purchase Order Report (UFS) - XML Publisher	Completed	Normal	27-Oct-2021 11:20:32		

- 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.