Print Multiple Purchase Orders

October 1, 2013

Print Multiple Purchase Orders – BI

Proceed to: Portal→Reports

Click on Print Multiple Purchase Orders

Enter PO number or other search criteria – click "Get Purchase Orders"

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Select the Purchase Orders one would like to print and click on the blue box to the left of the row (row will be highlighted in yellow)

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Click on "Print Purchase Orders"

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Purchase orders will be displayed, one can either save or print the POs.



October 1, 2013

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