How To Print a Purchase Order or NR Receipt Report in Four Steps (OPTION 1)

Step 1: Go t	o Requisition	s Tab		
Sh Requisitions	eceiving Payment Req	uest Reporting	Chopping car frome c	ogour i telefences tielp
Requisitions Notif	ications Approvals			1
			Step 2: Click PO #	Search
Indicates requisition	with a pending change reques	Complete	0 50	adours 21-22 of 22 - Next S
Select Requisition	Supplier	Description	Total (USD) Creation Date •	Status
© <u>3697731</u>	GOVCONNECTION INC	SlimType Keyboard, PC, USB	24.91 19-Aug-2009 10:22:09	Appro 4 40000025987
© <u>3447329</u>	OFFICE MAX INC	TEST PRODUCT DESCRIPTION - CAN JASON GILL SEE THIS? FOR EXAMPLE, CAN I PUT H06205 IN HERE FOR SHIPPING?	1.00 05-Jan-2009 12:38:08	Approved 40000010047

Requisitions Notification	s Approvals			
Requisitions: Requisitions >				
Standard Purchase Order:	40000025987, 0 (Total USD 24.91)			
Currency=USD				
Order Information				
order miorination				
General		Terms and	Conditions	
Total	24.91	Payment	Terms Net 30	
Supplier	GOVCONNECTION INC		Carrier	
Supplier Site	01_PRIMARY		FOB	
Address	P 0 BOX 382810	Freight	Terms	
	PITTSBURGH, PA 15250-8810	Shipping	Control	
Buyer	Benoit, Christine			
Order Date	19-Aug-2009 12:08:04	Ship-To Add	dress	
Description		Address	Harvard Univ	
Status	Approved	Address	1033 Massachusotte Ave	
Note to Supplier			Combridge MA 02138	
Operating Unit	Harvard University Operating		Cambridge, MA 02150	
	Unit	Bill-To Address		
Supplier Order Number	\frown			
Attachments	View Step 3: Click View link	Address	Accounts Payable	
	Scanned Invoice Image		PO Box 381588	
			Cambridge, MA 02238	

Shop Requisitions Receiving Payment Request Reporting		
Requisitions Notifications Approvals		
Requisitions: Requisitions > View Order Details >		
Attachments		
nde Descritt	Category	Last Updated By
PO 127 40000025987 0 US.pdf File Step 4. Click pdf	Documents	AUTOINSTALL

How To Print a Purchase Order or NR Receipt Report in Four Steps (OPTION 2)

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1: Go to Requisitions	Tab 🛛							
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Indicates requisition with a pending change requi	est.							
Select requisition: Copy To Cart Change	Complete					@1	Previous 10 21-	23 of 23 💌
Select Requisition Supplier	Description					Total (USD) Creation Date 🔻	Status	Order
3697731 GOVCONNECTION INC	SlimType Keyboard, PC, USB					24.91 19-Aug-2009 10:22:09	Approved	40000025
© 3447329 OFFICE MAX INC	TEST PRODUCT DESCRIPTION + CAN	ASON GILL SEE THIS? FOR EXAMPLE, CAN I PUT	H06205 IN HERE FOR SH	PPING2		1.00 05-Jan-2009 12:38:08	Approved	4000001
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Requisitions Search								
Enter search criteria and press the Go butto	in to find the requisitions.							V
Requisition Created By Harvard (TR)	AINER2),	Requisition Status	All Statuses	•				
Requisition Created Last 7 Days	-	Reguisition Description						
Requisition Number		er	-	9				
	Sten 3	• Enter the PO						
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Requester	or Reg	UISITION #						
Requester Go Clea	or Req	uisition #						
Requester Go Clea	supplier	UISITION #		Total (USD)) Creation Date	Status	Order	P

Requisitions: Requisitions	>							
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Enter search criteria and pr	ess the Go button to fi	d the requisitions.						Views
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Requisition Created	Last 7 Days 🔻	Requisition Description						
Requisition Number		Supplier		Q				
Order Number	NR000420769							
Requester		9						
	Go Clear					Step 4.	Click pdf	
Select Requisition	Supplier	Description			Total (USD) Creation Date	Status	Order	PO
<u>4828919</u>	ANDERSON LEE	Anderson Lee expenses for ASTD Conference - Oct. 10-13, 20	12		1,200.00 01-Oct-2012 10:53:53	Approved	NR000420769	PDF