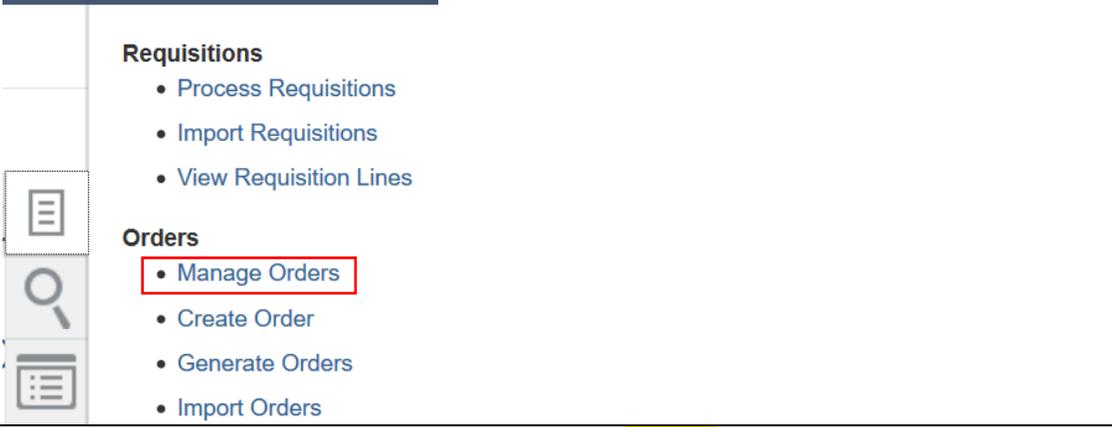
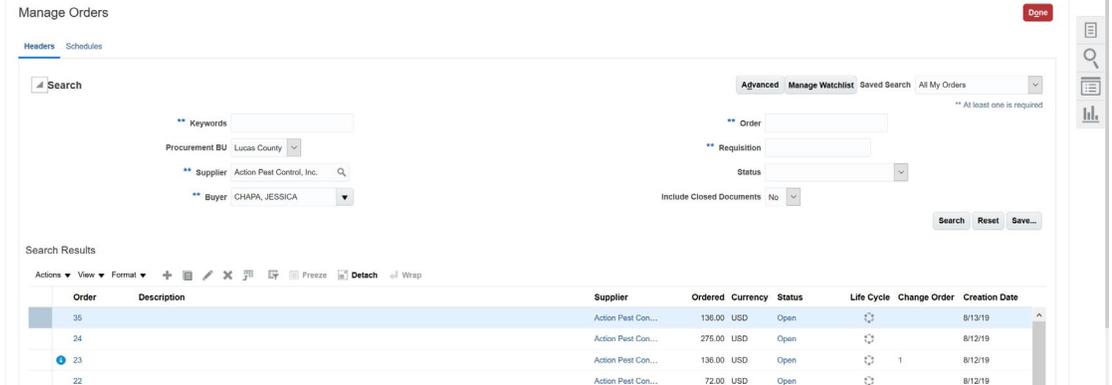
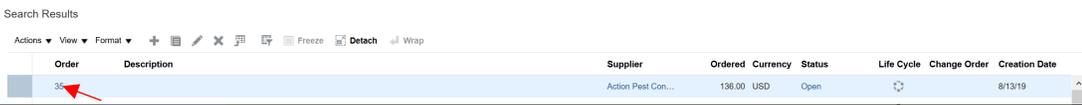
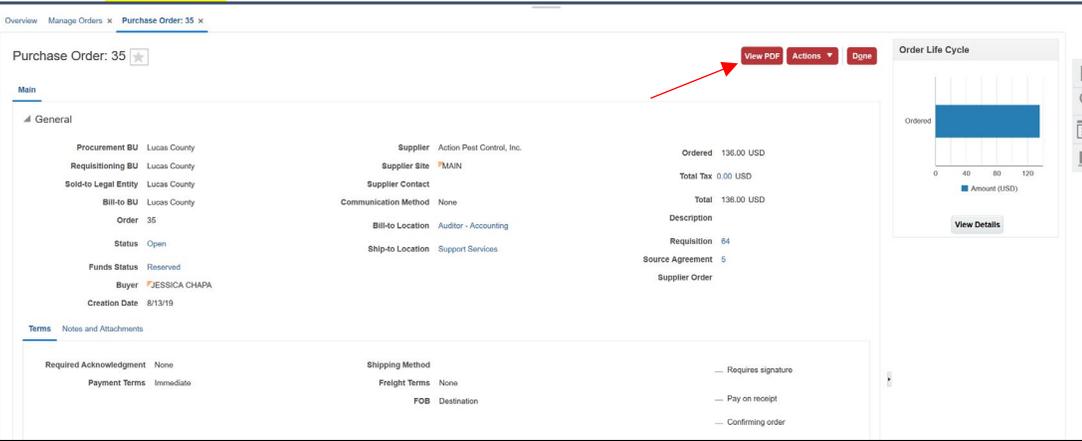


## View and Print Standard Purchase Order PDF (Printed Purchase Order)

**Audience:** Buyer

**Purpose:** The purchase order may be displayed as a PDF and printed. This job aid will assist you with the steps to do so.

Step	Action																																													
	<b>View and Print Standard Purchase Order.</b>																																													
1	<p>Log into Oracle. <b>Home Page -&gt; Procurement -&gt; Purchase Order</b></p> 																																													
2	Click the <b>Tasks</b> icon.																																													
3	<p>Click the <b>Manage Orders</b> link.</p> 																																													
4	<p>Enter at least one of the search criteria and Click the <b>Search</b> button.</p>  <table border="1" data-bbox="332 1837 1356 1934"> <thead> <tr> <th>Order</th> <th>Description</th> <th>Supplier</th> <th>Ordered</th> <th>Currency</th> <th>Status</th> <th>Life Cycle</th> <th>Change Order</th> <th>Creation Date</th> </tr> </thead> <tbody> <tr> <td>35</td> <td>Action Pest Con...</td> <td>Action Pest Con...</td> <td>136.00</td> <td>USD</td> <td>Open</td> <td></td> <td></td> <td>8/13/19</td> </tr> <tr> <td>24</td> <td>Action Pest Con...</td> <td>Action Pest Con...</td> <td>275.00</td> <td>USD</td> <td>Open</td> <td></td> <td></td> <td>8/12/19</td> </tr> <tr> <td>23</td> <td>Action Pest Con...</td> <td>Action Pest Con...</td> <td>136.00</td> <td>USD</td> <td>Open</td> <td>1</td> <td></td> <td>8/12/19</td> </tr> <tr> <td>22</td> <td>Action Pest Con...</td> <td>Action Pest Con...</td> <td>72.00</td> <td>USD</td> <td>Open</td> <td></td> <td></td> <td>8/12/19</td> </tr> </tbody> </table>	Order	Description	Supplier	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date	35	Action Pest Con...	Action Pest Con...	136.00	USD	Open			8/13/19	24	Action Pest Con...	Action Pest Con...	275.00	USD	Open			8/12/19	23	Action Pest Con...	Action Pest Con...	136.00	USD	Open	1		8/12/19	22	Action Pest Con...	Action Pest Con...	72.00	USD	Open			8/12/19
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5	<p>Click the <b>Order</b> link to open the document.</p> 
6	<p>Click the <b>View PDF</b> button.</p> 
7	<p>Select the option the <b>Open</b> the document. Click the <b>Print</b> button. Using the Browser's tools, select the print option.</p>
8	<p>Select the options and click the <b>Print</b> button.</p>
9	<p><b>Close</b> the browser window.</p>
10	<p>Click the <b>Done</b> button.</p>