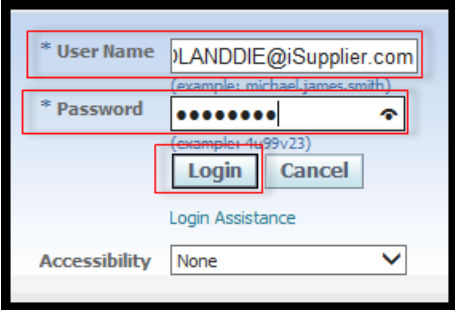
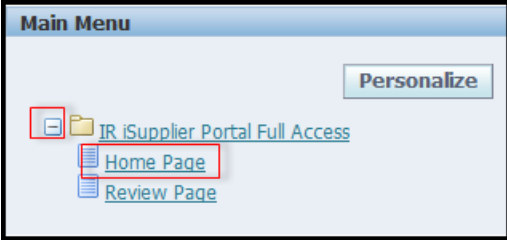
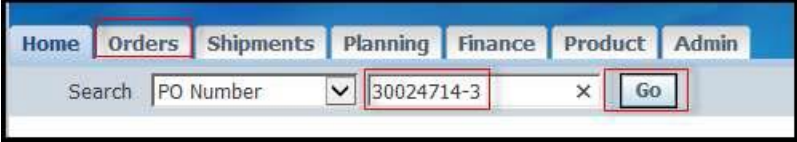
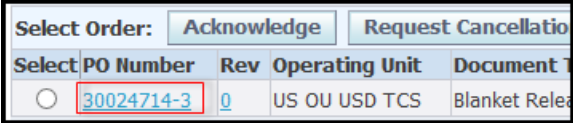


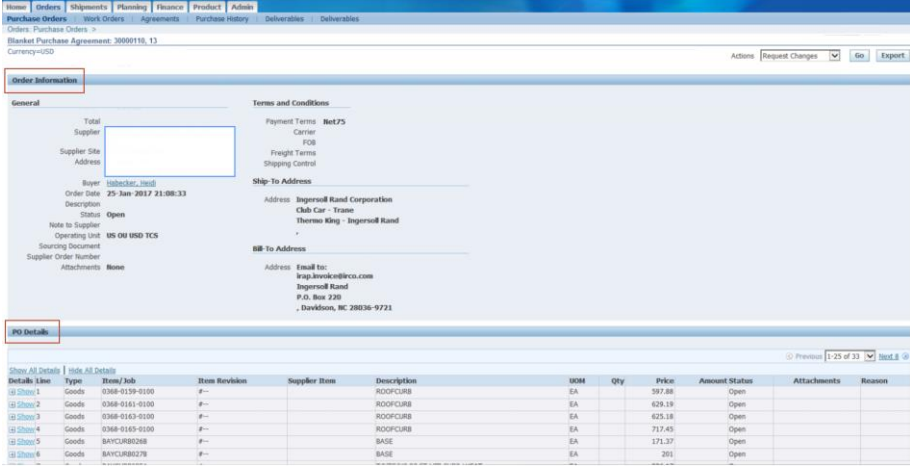
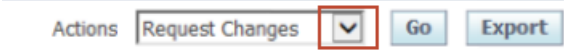
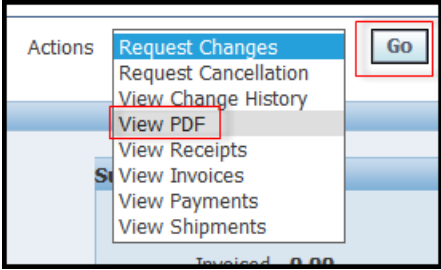
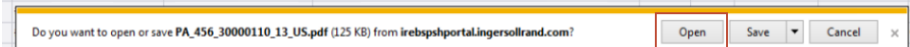
## iSupplier How to Print and View a Purchase Order

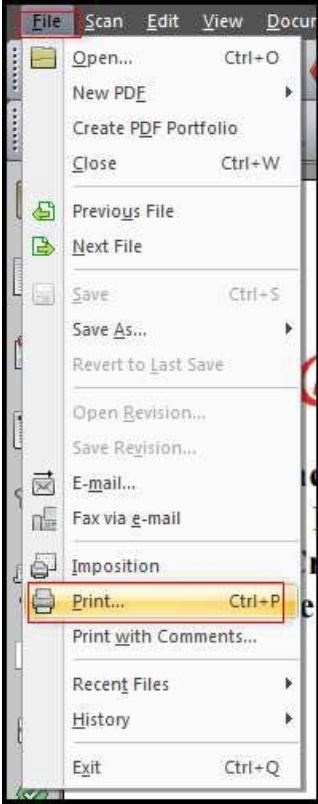
### Contents

1.0 Printing and Viewing a Purchase Order..... 1

### 1.0 Printing and Viewing a Purchase Order

STEPS	DESCRIPTION
<p>1. Log into iSupplier Portal</p>	<p>Log into Oracle by entering your username and password, then hit Login</p> 
<p>2. Go to Home Page</p>	<p>Click the Plus to the left of IR iSupplier Portal Full Access, then click Home Page.</p> 
<p>3. Enter PO Number or BPA</p>	<p>Enter the PO number if known and hit GO, or click Orders to find the PO or BPA you want to view and/or print</p> 
<p>4. Click the PO</p>	<p>Click on the blue hyperlink for the PO</p> 

STEPS	DESCRIPTION
<p>5. View PO</p>	<p>This screen will provide you with your Order Information as well as your PO Details.</p> 
<p>6. Actions</p>	<p>Click the arrow on the top righthand side of this screen to expand the choices in Actions</p> 
<p>7. View PDF</p>	<p>Select View PDF then hit GO</p> 
<p>8. Open PO and View and Save</p>	<p>Click Open to open the PO. You can also save from here by clicking Save.</p> 

STEPS	DESCRIPTION
9. Print	<p>Click File then Print to print a copy of the PO</p>  <p>The screenshot shows a software application's File menu. The menu items are: Open... (Ctrl+O), New PDF, Create PDF Portfolio, Close (Ctrl+W), Previous File, Next File, Save (Ctrl+S), Save As..., Revert to Last Save, Open Revision..., Save Revision..., E-mail..., Fax via e-mail, Imposition, Print... (Ctrl+P), Print with Comments..., Recent Files, History, and Exit (Ctrl+Q). The 'Print...' option is highlighted with a yellow background and a red box around it.</p>