

# 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**”

Multiple Purchase Order Print

Report Sections

Purchase Order: [ ] To [ ]

Purchase Order Type: [ ] To [ ]

Contract: [ ] To [ ]

Material Group: [ ] To [ ]

Bid Invitation: [ ] To [ ]

Freight Forwarder: [ ] To [ ]

Vendor: 1030630 To [ ]

PO Creation Date: [ ] To [ ]

Delivery Date: [ ] To [ ]

Purchasing Group: [ ] To [ ]

Material Number: [ ] To [ ]

Program Agency: [ ] To [ ]

Recipient Country: [ ] To [ ]

Destination Ship To: [ ] To [ ]

Load Point: [ ] To [ ]

Only Active Versions

**Get Purchase Orders** Variants

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)

Purchase Order List

View: [Standard View] Print Version Export

Purchase Order	PO Type	Vendor	Vendor Name	Bid Number	Responsible Purch. Group	Contract	Active
4100001237	ZDOM	1030630	CAVINESS BEEF PACKERS, LTD.	2000001568	O 50000685		X
4100001441	ZDOM	1030630	CAVINESS BEEF PACKERS, LTD.	2000001805	O 50000684		X
4100001527	ZDOM	1030630	CAVINESS BEEF PACKERS, LTD.	2000001757	O 50000685		X
4100001597	ZDOM	1030630	CAVINESS BEEF PACKERS, LTD.	2000001751	O 50000685		X
4100001598	ZDOM	1030630	CAVINESS BEEF PACKERS, LTD.	2000001751	O 50000685		X
4100001839	ZDOM	1030630	CAVINESS BEEF PACKERS, LTD.	2000002279	O 50000685		X
4100002151	ZDOM	1030630	CAVINESS BEEF PACKERS, LTD.	2000002641	O 50000685		X
4100002360	ZDOM	1030630	CAVINESS BEEF PACKERS, LTD.	2000002857	O 50000685		X
4100002473	ZDOM	1030630	CAVINESS BEEF PACKERS, LTD.	2000002928	O 50000685		X
4100002503	ZDOM	1030630	CAVINESS BEEF PACKERS, LTD.	2000002995	O 50000685		X
4100002658	ZDOM	1030630	CAVINESS BEEF PACKERS, LTD.	2000003134	O 50000684		X
4100002681	ZDOM	1030630	CAVINESS BEEF PACKERS, LTD.	2000003177	O 50000685		X
4100002710	ZDOM	1030630	CAVINESS BEEF PACKERS, LTD.	2000003205	O 50000685		X
4100002728	ZDOM	1030630	CAVINESS BEEF PACKERS, LTD.	2000003213	O 50000687		X

Row 1 of 17 Column 1 of 8

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Click on "Print Purchase Orders"

The screenshot shows the 'Supplier Mgt' application interface. The main content area is titled 'Purchase Order List' and contains a table of purchase orders. A red box highlights the 'Print Purchase Orders' button in the top left corner of the table area. The table has columns for Purchase Order, PO Type, Vendor, Vendor Name, Bid Number, Responsible Purch. Group, Contract, and Active. The first row is highlighted in yellow.

Purchase Order	PO Type	Vendor	Vendor Name	Bid Number	Responsible Purch. Group	Contract	Active
4100001237	ZDOM	1030630	CAVNESS BEEF PACKERS, LTD	2000001568	O 50000685		X
4100001441	ZDOM	1030630	CAVNESS BEEF PACKERS, LTD	2000001805	O 50000684		X
4100001527	ZDOM	1030630	CAVNESS BEEF PACKERS, LTD	2000001757	O 50000685		X
4100001597	ZDOM	1030630	CAVNESS BEEF PACKERS, LTD	2000001751	O 50000685		X
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4100002473	ZDOM	1030630	CAVNESS BEEF PACKERS, LTD	2000002928	O 50000685		X
4100002503	ZDOM	1030630	CAVNESS BEEF PACKERS, LTD	2000002995	O 50000685		X
4100002658	ZDOM	1030630	CAVNESS BEEF PACKERS, LTD	2000003134	O 50000684		X
4100002681	ZDOM	1030630	CAVNESS BEEF PACKERS, LTD	2000003177	O 50000685		X
4100002710	ZDOM	1030630	CAVNESS BEEF PACKERS, LTD	2000003205	O 50000685		X
4100002728	ZDOM	1030630	CAVNESS BEEF PACKERS, LTD	2000003213	O 50000687		X

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

The screenshot shows a web browser displaying a purchase order form. The form is titled 'Purchase order' and contains the following information:

**United States Department of Agriculture**  
Agriculture Marketing Service  
1400 Independence Ave  
Washington, DC 20250-0256

**Purchase Order**  
Domestic Commodity

**Supplier:** [Redacted]

**Supplier Plant Address:** [Redacted]

**Vendor Shipping Point Address:** [Redacted]

**USA Contact Information**  
Contact Name:  
Email:

**Print** (highlighted with a red box)

**Phone:** 806-372-5781  
**Fax:** 000-000-0000  
**Email:** WBSCM\_PRO@sra.com

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Click on File Icon to save the file to local file location.



Provide location and file name. Click "Save"

