

# Printing a Purchase Order

March 30, 2016

Follow the **Portal Path**:

- Suppliers→Supplier Self Service→Supplier Self Service
- Click on “All Purchase Orders”

HomeSuppliersAdminReportsHelp

Supplier Self ServiceBid ManagementMaintain Organization

Supplier Self Service

Detailed Navigation

- Supplier Self Service
- Inspection Results Entry
- Enter Shipment Receipt
- Shipment Dashboard
- International Shipment Receipt

Portal Favorites

Supplier Self Service


FRUIT AND VEGETABLE VENDOR ACCR Expires: 00/00ORCA Validity Period:

Supplier Self-ServicesHome | Find | Help | FAQ | Log off


Start Page

Purchase Order No. Search


Advanced Search




All Purchase OrdersNew (1)In Process (0)Confirmed



All ASNsCreateUpload file (Create Multiple ASNs)



All Goods Receipts



All InvoicesRejectedCancelled by USDA by VendorCreate

1

## Printing a Purchase Order

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Highlight the row by selecting the blue box next the Purchase Order Number.

The screenshot shows the 'Supplier Self Service' interface. The left sidebar contains a 'Detailed Navigation' menu with options like 'Supplier Self Service', 'Inspection Results Entry', 'Enter Shipment Receipt', 'Shipment Dashboard', and 'International Shipment Receipt'. The main content area displays the 'List of Purchase Orders' with a table containing columns: Purchase Order No., Number, Name, Date, Total Value, and Status. The first row is highlighted with a blue box next to the Purchase Order Number 4100005603.

Purchase Order No.	Number	Name	Date	Total Value	Status
4100005603	3100010532	AG-3J16-P-14-0070	06/11/2014	52,025.20 USD	New

Select "Print"

- After selecting **Print**, a pop up will appear at the bottom and select **Open**.

The screenshot shows the 'Supplier Self Service' interface. The left sidebar contains a 'Detailed Navigation' menu with options like 'Supplier Self Service', 'Inspection Results Entry', 'Enter Shipment Receipt', 'Shipment Dashboard', and 'International Shipment Receipt'. The main content area displays the 'List of Purchase Orders' with a table containing columns: Purchase Order No., Number, Name, Date, Total Value, and Status. The first row is highlighted with a blue box next to the Purchase Order Number 4100005603. The 'Print' button is highlighted with a red box. A download dialog box is visible at the bottom, asking to open or save a file named susdoc.zip.

Purchase Order No.	Number	Name	Date	Total Value	Status
4100005603	3100010532	AG-3J16-P-14-0070	06/11/2014	52,025.20 USD	New

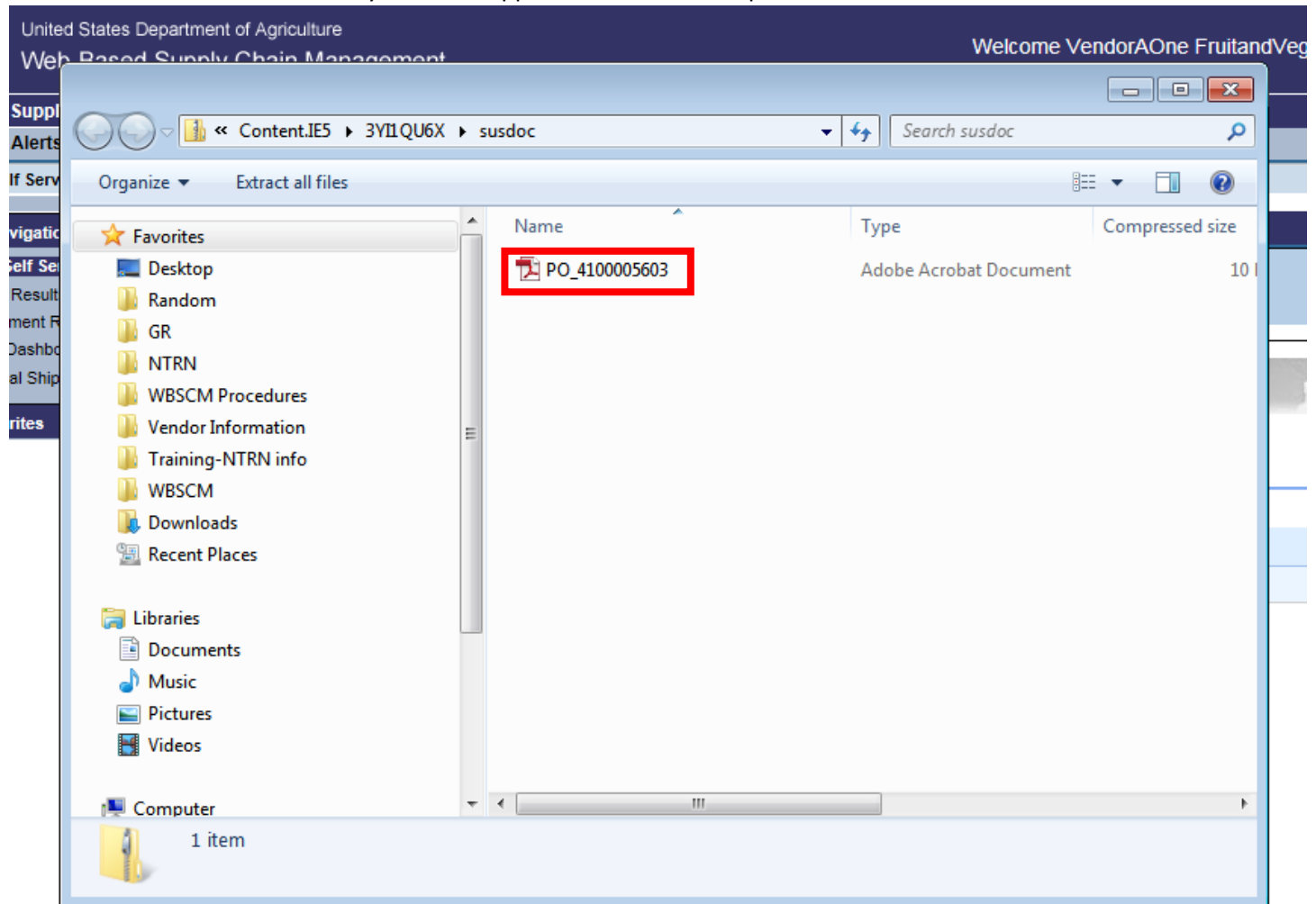
Do you want to open or save **susdoc.zip** (2.99 KB) from **wbscmntrn.wbscm.usda.gov**? **Open** **Save** **Cancel**

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The file will save as a PDF on your desktop.

- NOTE: It will automatically save as it appears below with the purchase order number.



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Once saved on the desktop, the document can be opened for review and is ready for printing.

PO\_4100005603.PDF - Adobe Acrobat Pro

File Edit View Window Help

Open Create Save Print Mail Tools Fill & Sign Comment

1 / 3 95.9%

**United States Department of Agriculture**  
1400 Independence Avenue,  
S.W. - Room 3522  
Mailstop Code 0256  
Washington, DC 20036

**Purchase order**  
Description: AG-3J16-P-14-0070  
Purchase order number: 4100005603 / 3100010532  
Date: 06/11/2014  
Contracting Officer:  
Purchasing Group: AMS-Fruit and Veg

**Purchase Order**  
**Domestic Commodity**  
**Supplier:**  
Fruit and Vegetable Vendor A  
Test st 1234  
Fairfax,VA-22033(US)  
Phone: 111-222-3333  
Fax: 222-333-4444  
Email: wbscmeauth.ams@gmail.com

**Supplier Plant Address:**  
F&V Vendor A  
test st  
Fairfax, VA -22033(US)  
Phone: 111-222-3333  
Email: adminfv@test.com

**Purchase Order Header**  
PO Scenario: Standard  
Award Type: Definite Delivery  
Solicitation Number:2200000069  
Solicitation Description:AG-FCFR-S-14-0024

**Purchase Order Item Details**

Item	Description	Required By	Units	Quantity/UOM Weight	Unit price/ Net value
1	100210-APRICOT HALVES CAN-24/300	10/01/2014-10/15/2014	250.000 CS	5,750.000 LB 6,900.000 LB	110.00 USD/100 CS 275.00 USD
Additional Comments:1					
Multistop: 0004444443 ZFD - FOB Destination Solicitation Item: 310 Sales order: 5000191409 Item : 100					
<b>Goods Recipient:</b> PA Dept. of Agriculture 2301 NORTH CAMERON STREET HARRISBURG,PA-17110-9405(US)		<b>Ship-to Address:</b> THE MARAMONT CORPORATION 5600 FIRST AVE BLDG C BROOKLYN,NY-11220(US) Phone: 718-439-8900			
2	100210-APRICOT HALVES CAN-24/300	10/01/2014-10/15/2014	1,370.000 CS	31,510.000 LB 37,812.000 LB	110.00 USD/100 CS 1,507.00 USD
Additional Comments:1					

8.26 x 11.69 in