

Print Multiple Purchase Orders

May 25, 2018

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**”

Home Suppliers Admin Reports Help

Supplier Mgt

Print Multiple Purchase Orders

Detailed Navigation

- Advance Shipping Notification Report
- List of Invoices
- List of Purchase Orders
- List of Purchase Order Responses
- PO Inspection Lot MIC Discount Report
- Print Multiple Purchase Orders**

Portal Favorites

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)

Home Suppliers Admin Reports Help

Supplier Mgt

Print Multiple Purchase Orders

Detailed Navigation

- Advance Shipping Notification Report
- List of Invoices
- List of Purchase Orders
- List of Purchase Order Responses
- PO Inspection Lot MIC Discount Report
- Print Multiple Purchase Orders**

Portal Favorites

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	CAVINNESS BEEF PACKERS, LTD.	2000001568	O 50000685		X
☐	4100001441	ZDOM	1030630	CAVINNESS BEEF PACKERS, LTD.	2000001805	O 50000684		X
☐	4100001527	ZDOM	1030630	CAVINNESS BEEF PACKERS, LTD.	2000001757	O 50000685		X
☐	4100001597	ZDOM	1030630	CAVINNESS BEEF PACKERS, LTD.	2000001751	O 50000685		X
☐	4100001598	ZDOM	1030630	CAVINNESS BEEF PACKERS, LTD.	2000001751	O 50000685		X
☐	4100001839	ZDOM	1030630	CAVINNESS BEEF PACKERS, LTD.	2000002279	O 50000685		X
☐	4100002151	ZDOM	1030630	CAVINNESS BEEF PACKERS, LTD.	2000002641	O 50000685		X
☐	4100002360	ZDOM	1030630	CAVINNESS BEEF PACKERS, LTD.	2000002857	O 50000685		X
☐	4100002473	ZDOM	1030630	CAVINNESS BEEF PACKERS, LTD.	2000002928	O 50000685		X
☐	4100002503	ZDOM	1030630	CAVINNESS BEEF PACKERS, LTD.	2000002995	O 50000685		X
☐	4100002658	ZDOM	1030630	CAVINNESS BEEF PACKERS, LTD.	2000003134	O 50000684		X
☐	4100002681	ZDOM	1030630	CAVINNESS BEEF PACKERS, LTD.	2000003177	O 50000685		X
☐	4100002710	ZDOM	1030630	CAVINNESS BEEF PACKERS, LTD.	2000003205	O 50000685		X
☐	4100002728	ZDOM	1030630	CAVINNESS BEEF PACKERS, LTD.	2000003213	O 50000687		X

Row 1 of 17 Column 1 of 8

Print Multiple Purchase Orders

May 25, 2018

Click on "Print Purchase Orders"

The screenshot shows the 'Supplier Mgt' interface with the 'Print Multiple Purchase Orders' option selected in the 'Detailed Navigation' menu. The 'Purchase Order List' table is displayed, showing columns for Purchase Order, PO Type, Vendor, Vendor Name, Bid Number, Responsible Purch. Group, Contract, and Active. The 'Print Purchase Orders' button is highlighted with a red box.

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
4100001598	ZDOM	1030630	CAVNESS BEEF PACKERS, LTD.	2000001751	O 50000685		X
4100001839	ZDOM	1030630	CAVNESS BEEF PACKERS, LTD.	2000002279	O 50000685		X
4100002151	ZDOM	1030630	CAVNESS BEEF PACKERS, LTD.	2000002641	O 50000685		X
4100002360	ZDOM	1030630	CAVNESS BEEF PACKERS, LTD.	2000002857	O 50000685		X
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 the 'Purchase order' details page for the United States Department of Agriculture Agriculture Marketing Service. The page includes fields for Description, Purchase order number, Date, Contracting Officer, and Purchasing Group. The 'Print' button is highlighted with a red box.

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

Purchase order
Description: AG-3J14-P-11-0023
Purchase order number: 4100001237 / 3100001036
Date: 11/04/2010
Contracting Officer: SIT_SUE OLSON
Purchasing Group: AMS-Livestock

**Purchase Order
Domestic Commodity**

Supplier: Email: WBSCM_PRO@sra.com
Supplier Plant Address:
Vendor Shipping Point Address:

USDA Contact Information
Contact Name:
Email:
Phone: 806-372-5781
Fax: 000-000-0000
Email: WBSCM_PRO@sra.com

Print Multiple Purchase Orders

May 25, 2018

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



Provide location and file name. Click "Save"

