



## Print purchase orders



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## Print POs

Use the [Purchasing > Reports > Purchase Order Reports > REQ1450 - Print Purchase Orders](#)

Print the purchase orders.

Complete the necessary report parameters.

**IMPORTANT:** You must click the PDF icon to register the purchase orders even if you do not actually print them.

If the purchase orders did not correctly print, use the [REQ1500 - Reprint Purchase Orders](#) report to reprint.