




BWH1450 - Print Purchase Order Form

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This report allows you to print or email purchase orders to send to vendors. Even if you do not actually print the purchase order, you must click  to register the purchase order.

- Click **District** to display the district copy of the POs.
- Select the applicable vendor email option, and click **Email** to email vendor purchase orders.
- Click **PO Signature** to select a signature to be displayed on the purchase order.

Parameter	Description
Print on pre-printed purchase order form? (Y/N)	Y - Print the purchase orders on a preprinted form. N - Print the purchase orders on plain paper. This is a required field.
Sort by Purchase Order (P), Alpha (A), Vendor Nbr (N), Vendor Sort Key (S)	P - Sort the report by purchase order. A - Sort the report alphabetically. N - Sort the report by vendor number. S - Sort the report by vendor sort key. This is a required field.
Select Purchase Order(s) (Blank for ALL)	Type the six-digit purchase order numbers, including all leading zeros and separating multiple purchase numbers with a comma (e.g., 000008, 091929). Or, click  to select from a list of available purchase order numbers. Otherwise, leave blank to use all purchase order numbers.
Print Confirmation only (C), Mailable POs (M), or blank for ALL	C - Print confirmations only. M - Print mailable purchase orders. Blank - Print both confirmations and mailable purchase orders.
Include Account Code Ledger on District Copy?(Y/N)	Y - Print the district purchase order copy with the account code summary. A blank line is included allowing you to manually enter the invoice number and the expended amount. N - Print the district purchase order copy without the account code summary. The approval path is always included on the district purchase order copy. This is a required field.
Include Requestor's Name in Shipping Address? (Y/N)	Y - Include the requestor's name as part of the shipping address. N - Exclude the requestor's name from the shipping address. This is a required field.
Include Requisition Comments? (Y/N)	Y - Include the requisition comments. N - Exclude the requisition comments. This is a required field.
Include Bid Category (Y/N)?	Y - Include the three-digit bid category code. N - Exclude the three-digit bid category code.
Include Item Note (Y/N)?	Y - Include line item notes. N - Exclude line item notes.

Parameter	Description
Select Receiving Address(es), or blank for ALL	Type the three-digit receiving addresses (or campus ID numbers), including all leading zeros and separating multiple receiving addresses with a comma (e.g., 001, 098). Or, click  to select from a list of available receiving addresses. Otherwise, leave blank to use all receiving addresses.
Select Vendor(s), or blank for ALL	Type the five-digit vendor numbers, including all leading zeros and separating multiple vendor numbers with a comma (e.g., 00008, 00091). Or, click  to select from a list of available vendor numbers. Otherwise, leave blank to use all vendor numbers.
Bid Category Code (Blank for ALL)	Type the three-character bid category code. Or, click  to search for bid category codes . Otherwise, leave blank to include all bid category codes.
From Required Date (Blank for ALL)	Type the from required date in the MMDDYYYY format, or leave blank to use all from dates.
To Required Date (Blank for ALL)	Type the to required date in the MMDDYYYY format, or leave blank to use all to dates.
From PO Date (Blank for ALL)	Type the from purchase order date in the MMDDYYYY format, or leave blank to use all from dates.
To PO Date (Blank for ALL)	Type the to purchase order date in the MMDDYYYY format, or leave blank to use all to dates.
Print starting from specific requisition number (#####, blank for ALL)	Type a six-digit requisition number from which to begin printing.
Print ending at specific requisition number (#####, blank for ALL)	Type a six-digit requisition number to end printing.
Enter Notes Header	The Enter Notes parameters allow you to duplicate a note that is displayed on preprinted forms on plain paper purchase orders. Type the header line of bold text that is approximately 24 characters or 2.75 inches in length. It is highly recommended that you click Run Preview to view the text length of each line.
Enter Notes Body Line 1	Type the first body line that is approximately 25 characters or 2.75 inches in length. Each line must be entered separately. The text does not wrap from one line to the next. It is highly recommended that you click Run Preview to view the text length of each line.
Enter Notes Body Line 2	Type the second body line that is approximately 25 characters or 2.75 inches in length. Each line must be entered separately. The text does not wrap from one line to the next. It is highly recommended that you click Run Preview to view the text length of each line.
Enter Notes Body Line 3	Type the third body line that is approximately 25 characters or 2.75 inches in length. Each line must be entered separately. The text does not wrap from one line to the next. It is highly recommended that you click Run Preview to view the text length of each line.
Enter Notes Body Line 4	Type the fourth body line that is approximately 25 characters or 2.75 inches in length. Each line must be entered separately. The text does not wrap from one line to the next. It is highly recommended that you click Run Preview to view the text length of each line.
Enter Notes Footer	Type one footer line that is approximately 25 characters or 2.75 inches in length. It is highly recommended that you click Run Preview to view the text length of each line.

Parameter	Description
Email Subject	Type the subject of the e-mail message that will be sent to the vendor.
Email Message	Type the e-mail message that will be sent to the vendor.

[Generate the report.](#)