



## Print purchase orders



## Table of Contents



## Purchasing &gt; Reports &gt; Purchase Order Reports &gt; REQ1450 - Print Purchase Orders

This report provides an automated means of printing purchase orders to send to vendors.

- Click **PO Signature** to select a signature to be displayed on the purchase order.
- Click **Contract** to display contract formats. If purchase orders did not correctly print, use the [REQ1500 - Reprint Purchase Orders](#) page to reprint the purchase orders.

**Notes:**

- Even if you do not actually print the purchase order, you must click  to register the purchase order.
- The vendor name is not printed on the purchase order if a DBA name exists for the vendor on the [Finance > Maintenance > Vendor Information > Vendor Name/Address](#) tab.

Complete the necessary report parameters.

REQ1450 - Print Purchase Orders

Parameter Description	Value
Select Current Year (C) or Next Year (N)	C
Print on pre-printed purchase order form? (Y/N)	N
Sort by Purchase Order (P), Alpha (A), Vendor Nbr (N), Vendor Sort Key (S)	P
Select Contract (C), Non-Contract (N), or blank for ALL	
Select Contract Type(s), or blank for ALL	
Select Unprinted Purchase Order(s), or blank for ALL	181974
Print Confirmation only (C), Mailable POs (M), or blank for ALL	
Include Account Code Ledger on District Copy? (Y/N)	Y
Shipping Address Line 1 using Contact (C) or Organization (O)	O
Include Requestor's Name in Shipping Address? (Y/N)	N
Include Requisition Comments? (Y/N)	Y
Include Bid Category? (Y/N)	N
Include Item Note? (Y/N)	N

Purchase Orders

Search:		
	PO Nbr	PO Date
<input type="checkbox"/>	181970	12-02-2021
<input type="checkbox"/>	181971	12-02-2021
<input type="checkbox"/>	181973	06-01-2022
<input checked="" type="checkbox"/>	181974	06-06-2022

[Generate the report.](#)

The selected purchase order(s) is displayed.



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

District E-mail Vendors with No E-mail  Vendors with E-mail  All Vendors PO Signature Contract Return to Reports
[First](#) [◀](#) [▶](#) [Last](#)
**Texas ISD**
 1715 MAIN STREET ALAMO CITY, TX 78119-4521  
 Phone: (555) 675-6338 Fax: (555) 675-7848

 S 750 School  
 H 355 W FE 117  
 T TEXAS CITY, TX 78119  
 I  
 O  
 P

 V J  
 E 5  
 N A  
 D  
 O  
 R

 P.O. NUMBER 181974  
 ATTACHMENTS N  
 P.O. DATE 06-06-2022  
 DELIVER BY 05-02-2022  
 REQ NBR 014000  
 VENDOR NBR 37586  
 REF NBR  
 BID NBR  
 FEDERAL ID NBR 51-9128683  
 VENDOR NOTE

Page: 1 of 1

vendor phone: (555) 271-2277

SEQ	QTY	UNIT	CATALOG NBR	DESCRIPTION	UNIT PRICE	DISCOUNT	FREIGHT	TOTAL PRICE
001	6.00	RE	888	123	10.0000	.00	.00	60.00

TOTAL P.O. \$60.00

ORIGINATOR	DATE	REQUESTOR	DATE	APPROVER	DATE
	05-02-2022	A	05-02-2022		06-06-2022
APPROVER	DATE	APPROVER	DATE	RECEIVED BY	DATE
	06-06-2022		08-17-2022		

[First](#) [◀](#) [▶](#) [Last](#)
 Click **District** to view the district copy.

P.O.	E-mail	<input type="radio"/> Vendors with No E-mail	<input type="radio"/> Vendors with E-mail	<input type="radio"/> All Vendors	PO Signature	Contract	Return to Reports																																																																																																											
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A message is displayed at the bottom of the page indicating that the PO was successfully processed.

Print PO request is processed.

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



## Back Cover