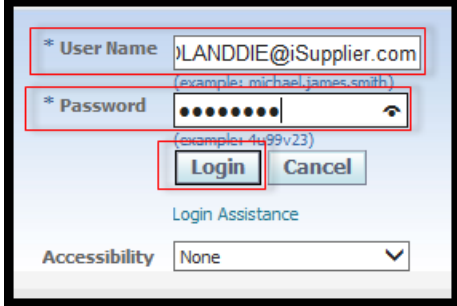
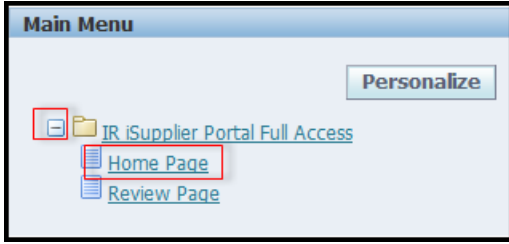
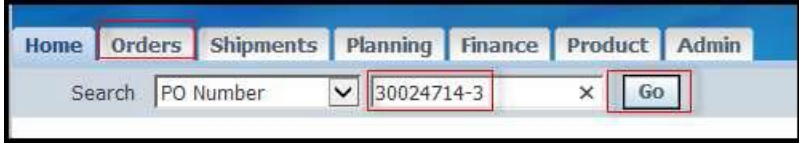
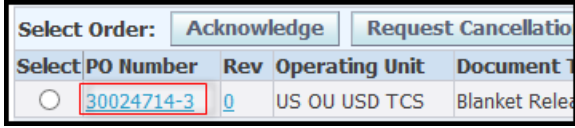


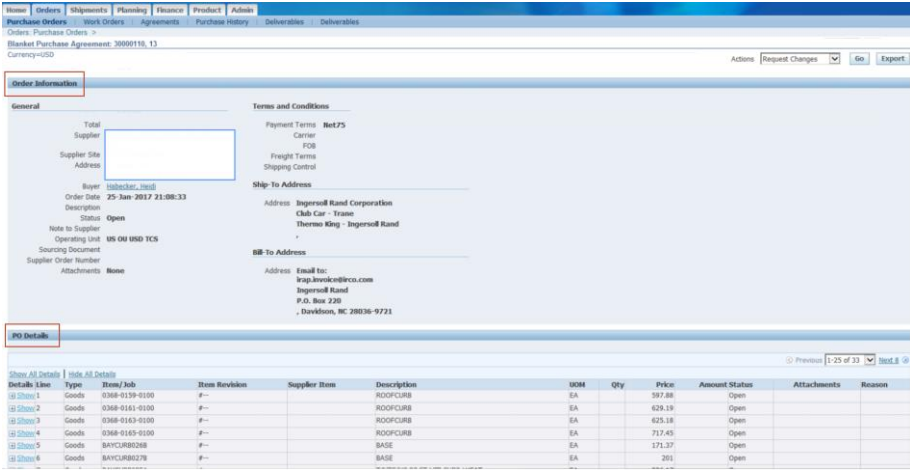
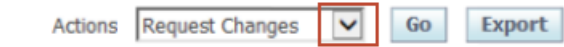
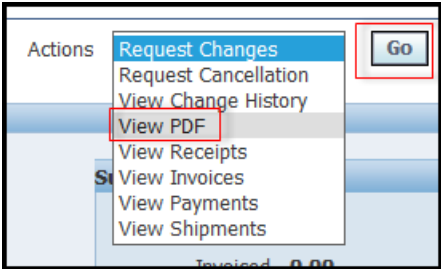
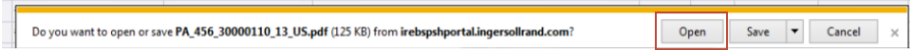
iSupplier How to Print and View a Purchase Order

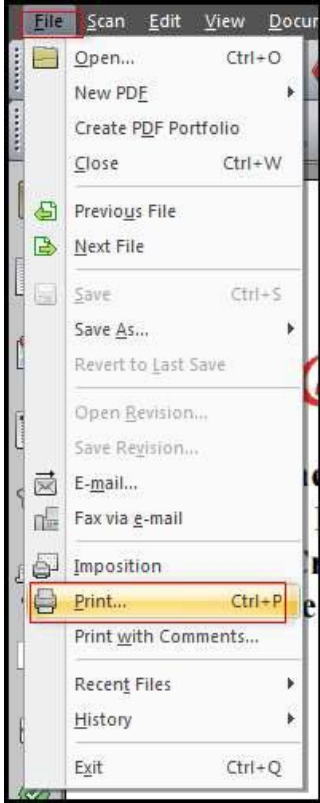
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1.0 Printing and Viewing a Purchase Order

STEPS	DESCRIPTION
<p>1. Log into iSupplier Portal</p>	<p>Log into Oracle by entering your username and password, then hit Login</p> 
<p>2. Go to Home Page</p>	<p>Click the Plus to the left of IR iSupplier Portal Full Access, then click Home Page.</p> 
<p>3. Enter PO Number or BPA</p>	<p>Enter the PO number if known and hit GO, or click Orders to find the PO or BPA you want to view and/or print</p> 
<p>4. Click the PO</p>	<p>Click on the blue hyperlink for the PO</p> 

STEPS	DESCRIPTION
<p>5. View PO</p>	<p>This screen will provide you with your Order Information as well as your PO Details.</p> 
<p>6. Actions</p>	<p>Click the arrow on the top righthand side of this screen to expand the choices in Actions</p> 
<p>7. View PDF</p>	<p>Select View PDF then hit GO</p> 
<p>8. Open PO and View and Save</p>	<p>Click Open to open the PO. You can also save from here by clicking Save.</p> 

STEPS	DESCRIPTION
9. Print	<p>Click File then Print to print a copy of the PO</p>  <p>The screenshot shows a software application window with a menu bar containing 'File', 'Scan', 'Edit', 'View', and 'Docur'. The 'File' menu is open, displaying various options. The 'Print...' option, which includes a printer icon and the keyboard shortcut 'Ctrl+P', is highlighted with a yellow background. Other visible options include 'Open...', 'New PDF', 'Create PDF Portfolio', 'Close', 'Previous File', 'Next File', 'Save', 'Save As...', 'Revert to Last Save', 'Open Revision...', 'Save Revision...', 'E-mail...', 'Fax via e-mail', 'Imposition', 'Print with Comments...', 'Recent Files', 'History', and 'Exit'.</p>