



Quick Reference Guide – Reprint a Duplicate PO

Purpose

This guide shows requestors how to reprint POs that have been dispatched.

Step 1 – Enter PO# want to reprint

Navigation: Purchasing > Purchase Orders > Review PO Information > Print POs

A new Run Control may be needed, I called mine PO_PRINT.

Print POs

Run Control ID PO_PRINT Report Manager Process Monitor **Run** ²

Language English Specified Language Recipient's Language

Report Request Parameters

Business Unit SMCMP To SMCMP

PO ID 0000015763 Select Purchase Order

Contract SetID
Contract ID
Release
From Date
Through Date
Supplier ID
Buyer

Enter PO# want to reprint

Statuses to Include

Approved Dispatched Canceled
 Open Pending Completed

Miscellaneous Options

*Hold Status On Hold AND Not On Hold
*Chartfields Recycled AND Valid Chartfields
Change Orders Changed and UnChanged Orders
 Print Changes Only
 Print PO Item Description
 Print Duplicate
Number Of Copies 1
Sort By Sort by Line Number

1 Save Return to Search Notify Add Update/Display

Process Scheduler Request

User ID 68100269392 Run Control ID PO_PRINT

Server Name Run Date 06/20/2018
Recurrence Run Time 12:35:33PM Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PO Dispatch/Print	POPO005	SQR Report	Web	PDF	Distribution

This box is checked by default, click OK

OK Cancel



Quick Reference Guide – Reprint a Duplicate PO

Step 2 - Go to Process Monitor

Navigation: PeopleTools > Process Scheduler > Process Monitor

Process List

View Process Request For

User ID: 68100269392 Type: Last 50 Days Refresh

Server: Instance From: Instance To: Save On Refresh

Run Status: POPO005 is the PO reprint

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	14549423		SQR Report	POPO005	68100269392	06/20/2018 12:35:33PM PDT	Success	Posted	Details

Click on the **Details** link, then **View/Log Trace** and then the **PDF** link

Step 3 - Review the DUPLICATE PO to make sure it is right

Review the DUPLICATE PO to make sure it is the right Purchase Order and that it contains the expected information.

Purchase Order

DUPLICATE

Purchase Order	BU	Date	Revision	Page
0000015763	SMCMP	02/23/2018		1
Payment Terms	Freight Terms	Ship Via		
Net 30	FOB-Destination	BestMethod		

Supplier: 0000012036
Tel: 619/861-5150
Email: gutieramando@gmail.com

AMANDA GUTIERREZ
9666 BUSINESS PARK 105
SAN DIEGO CA 92131

Ship To: Receiving
441 La Moree Road
San Marcos CA 92078
760/750-4535

Bill To: Accounts Payable
Cal State Univ San Marcos
333 S. Twin Oaks Valley Road
San Marcos CA 92096-0001
760/750-4442

Line-Sch	Quantity	UOM	Description	Unit Price	Extended Amt	Due Date
1 - 1	1.00	LOT	1-1.5hr. Training Seminar to SHCS interns and post-doc on Dialectical Behavior Therapy, Part 1 & 2	400.00	400.00	04/17/2018

SHCS contact: Stephanie Briles, ext: 4963

Amanda Gutierrez
#619-861-5150
amanda@dbtsandiego.com