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.
Quick Reference Guide – Reprint a Duplicate PO

Step 2 - Go to Process Monitor

*Navigation: PeopleTools > Process Scheduler > Process Monitor*

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.