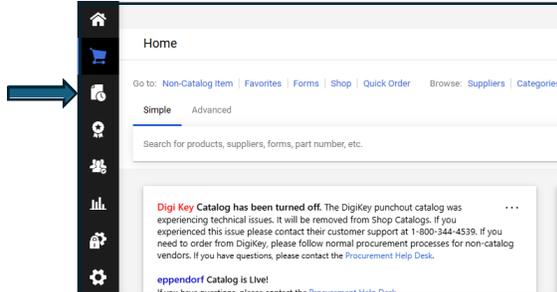


How to Print a PO from Shop Catalogs

1. Open Shop Catalogs > Click on Orders Icon > All Orders > Purchase Orders



2. Enter in PO number and click search

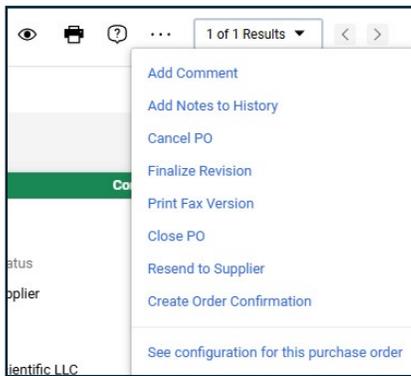


(If the PO is older than 90 days, you will need to change the search criteria)

3. Click on the PO number in blue



4. Top Right-hand corner, click on the 3 dots > Click on Print Fax Version



5. Right click > Print > Print to PDF > Print > Save as

****If there are attachments to the PO, you will need to Click on the PO number in blue > Click on Attachments****

