

Print Purchase Order Overview

This Quick Reference Guide (QRG) is designed to walk **Procurement Shoppers** through how to print a Purchase Order (PO) in UVA Marketplace. In UVA Marketplace, you can print a clean, fax version of the Purchase Order. **Please Note:** The printable version does not contain sensitive information such as worktags provided. If you would like to download and print your PO that contains these additional details, refer to the [Create Purchase Requisition QRG](#) that provides steps on how to print this version in Workday.


Print Purchase Order

On the Workday **Home** screen:

1. Type **Connect to Supplier Website** in the search field.
2. Select the **Connect to Supplier Website** task from the **Search Results**.

On the **Connect to Supplier Website** screen:

3. Update the fields or leave as is and click **OK**.

 NOTE	<p>Since you are printing a Purchase Order from the UVA Marketplace (and not creating a Purchase Requisition), you are not required to update the fields before clicking OK.</p>
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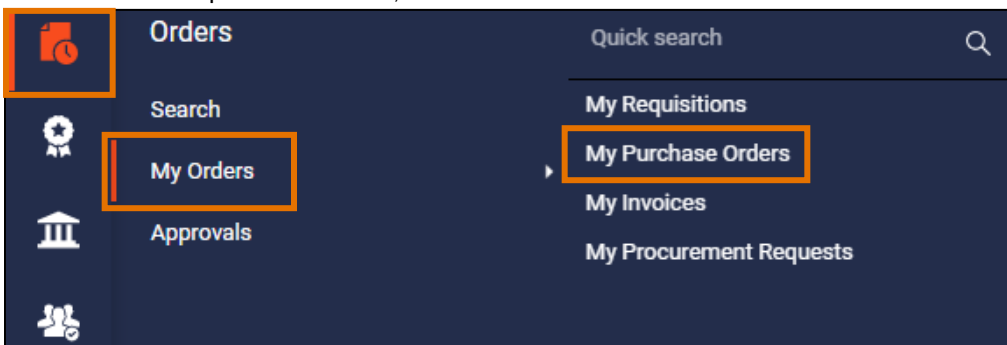
On the second **Connect to Supplier Website** screen:

4. Click **Connect** to navigate to the UVA Marketplace.

Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	
	UVA Marketplace	<input checked="" type="checkbox"/>		UVA Marketplace	Connect

On the **UVA Marketplace** page:

5. To print your purchase order, navigate to the **Orders** icon and select **My Orders > My Purchase Orders**. To print other POs, select **Search > Purchase Orders** instead.



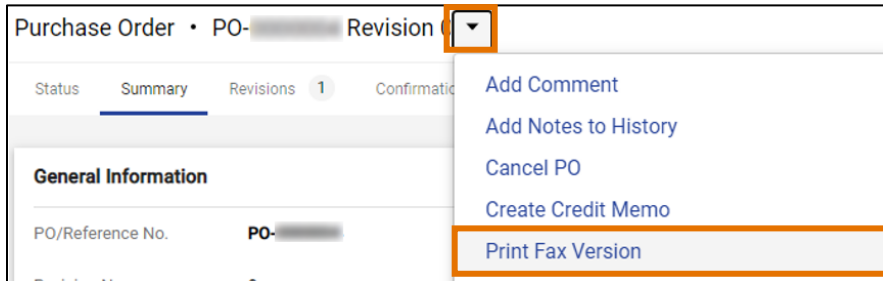
The screenshot shows a dark blue navigation menu with several options. The 'Orders' option is highlighted with an orange box. A sub-menu is open for 'Orders', and 'My Purchase Orders' is highlighted with an orange box. Other options in the sub-menu include 'My Requisitions', 'My Invoices', and 'My Procurement Requests'. The 'Search' option is also visible in the main menu.

On the **Purchase Orders** screen:

6. Select the **Purchase Order** you want to print from the **PO Number** column.

On the **Purchase Orders** screen:

7. Navigate to the top of the page and select the dropdown next to the Purchase Order – PO Number.
8. Select **Print Fax Version**.



9. You have successfully completed this task.