

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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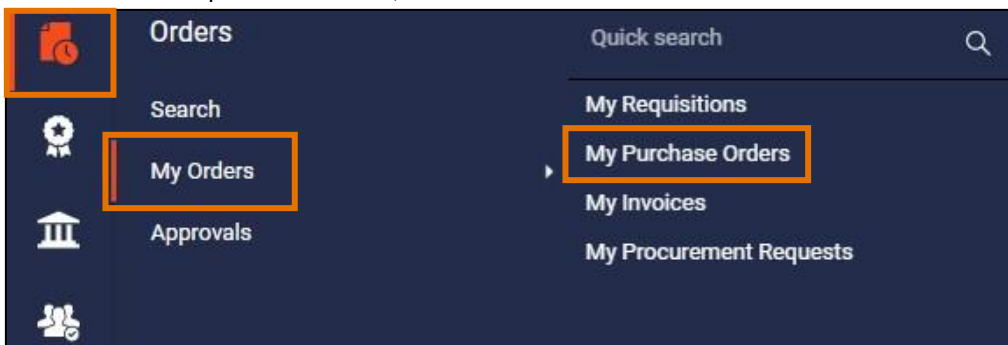
On the second Connect to Supplier Website screen:

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.



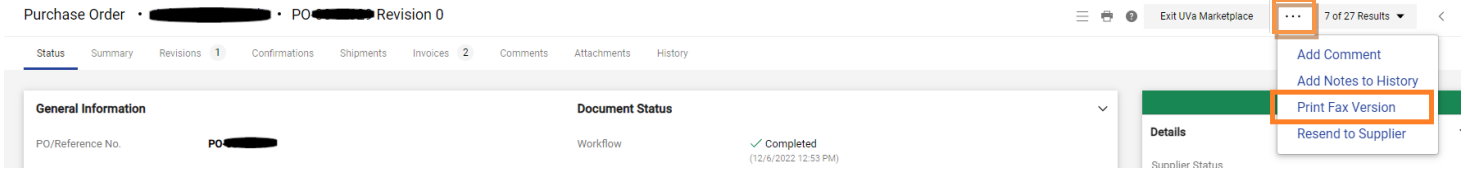
The screenshot shows a dark blue navigation menu. On the left, there are icons for Orders, Search, Approvals, and a group of three people. The 'Orders' icon is highlighted with an orange box. In the center, the text 'Orders' is displayed. Below it, 'My Orders' is also highlighted with an orange box. On the right side of the menu, there is a 'Quick search' field with a magnifying glass icon. Below the search field, a list of options is shown: 'My Requisitions', 'My Purchase Orders' (highlighted with an orange box), 'My Invoices', and 'My Procurement Requests'.

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 three dots next to the “Exit Uva Marketplace” field.
8. Select Print Fax Version.



9. You have successfully completed this task.