

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 Puchase 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.



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.

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

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

Supplier Websites 1 hem								
	Logo	Supplier Link Name	Multi-Supplier	Supplier	Description			
		UVA Marketplace			UVA Marketplace	Connect		
4								

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.

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Q	Search		My Requisitions				
	My Orders	,	My Purchase Orders				
			My Invoices				
ш	Approvals		My Procurement Requ	iests			
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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 number of results dropdown list.
- 8. Select Print Fax Version.

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9. You have successfully completed this task.