Dispatching and printing a PO

Step	Action
1.	Click the **Main Menu** button. Main Menu
2.	Click the **Purchasing** menu. Purchasing
3.	Click the **Purchase Orders** menu. Purchase Orders
4.	Click the **Add/Update POs** menu. Add/Update POs
5.	Click the **Find an Existing Value** tab. Find an Existing Value
6.	Click in the **PO ID** field.
7.	Enter the desired information into the **PO ID** field.
8.	Click the **Search** button. Search
9.	Click the **Dispatch** button. Dispatch
10.	Click the **OK** button. OK
11.	To click "Yes" means to stay o this page and wait for the PO to complete the dispatching process. For this scenario, click the **No** button. No
12.	Click the **OK** button. OK
13.	To view the status of the PO Dispatch process, navigate to the **Process Monitor** page. Click the **Main Menu** button. Main Menu
14.	Click the **PeopleTools** menu. PeopleTools

Step	Action
15.	Click the **Process Scheduler** menu. Process Scheduler
16.	Click the **Process Monitor** menu. Process Monitor
17.	Click in the **Instance** field.
18.	Enter the desired information into the **Instance** field.
19.	Click the **Refresh** button. Refresh
20.	To view and print the PO for signature and sending to the vendor, navigate to the **Report Manager**. Click the **Main Menu** button. Main Menu
21.	Click the **Reporting Tools** menu. Reporting Tools
22.	Click the **Report Manager** menu. Report Manager
23.	Click the **Administration** tab. Administration
24.	Click the **PO_DISPATCH - PO_DISPATCH.pdf** link on the first row of the table. PO_DISPATCH - PO_DISPATCH.pdf
25.	Scroll down to view more of the page. Click the **Vertical Scrollbar**.
26.	Scroll up to view more of the page. Click the **Vertical Scrollbar**.
27.	Use the Print icon in the browser to print out the PO. Click the **Print** icon.
28.	Click the **Print** button. Print
29.	**End of Procedure.**