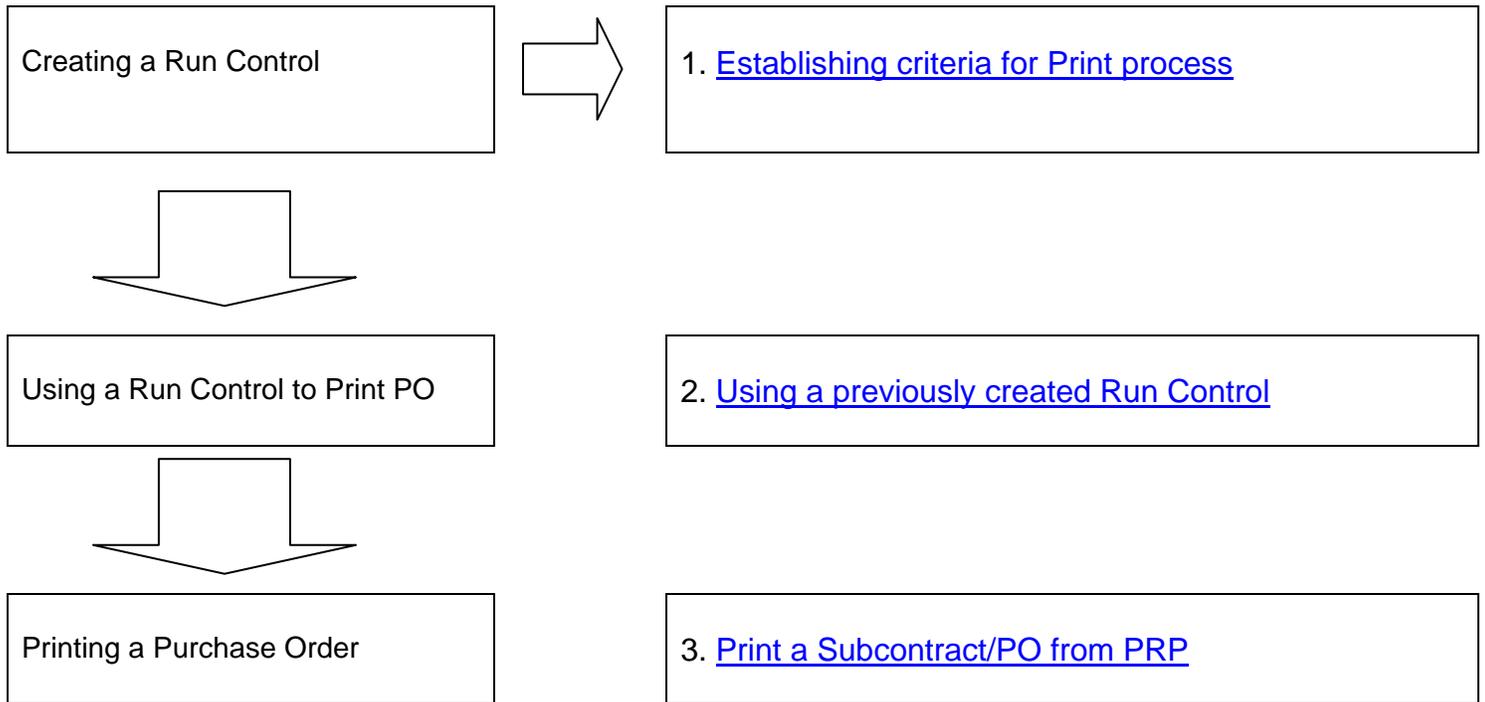


How do I print a Purchase Order?



When it becomes necessary to print a purchase order, trial PO or a PO copy.



How do I print a Purchase Order?



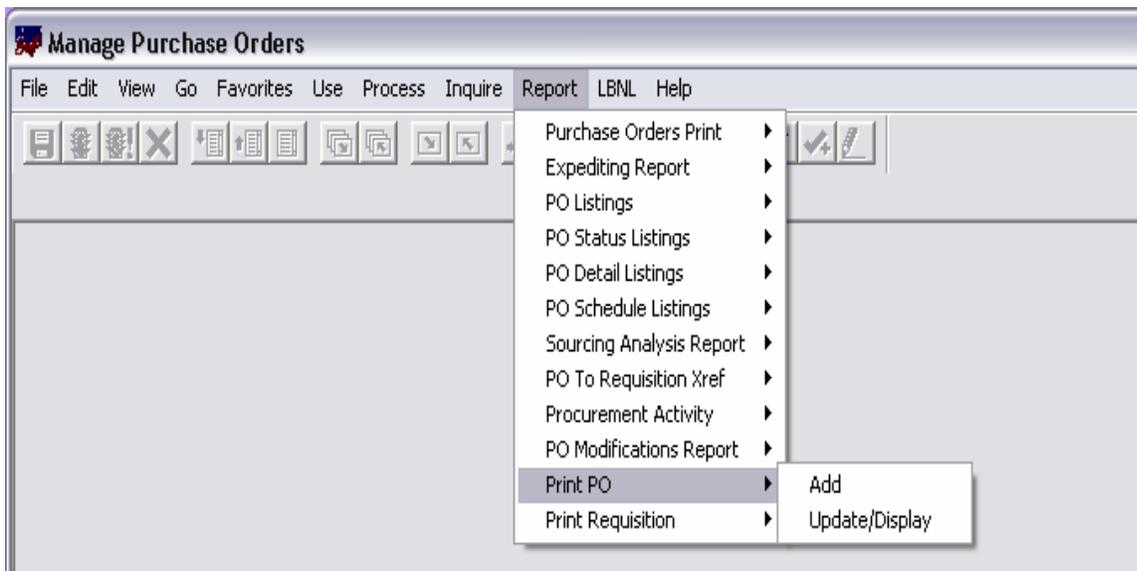
Printing a Purchase Order

All PO print functions will now be generated from the Print PO process on the Reports menu rather than from Process Dispatch PO. Each user will need to create a Run Control ID for this new process.

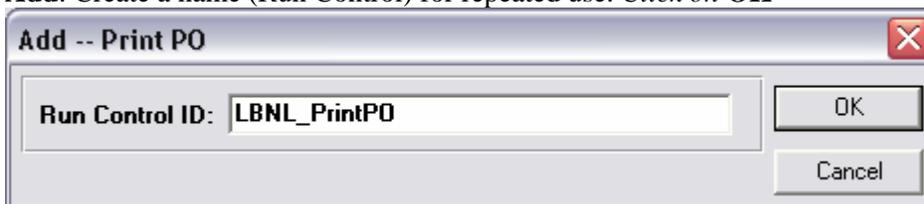
Step 1: Creating a Run Control

The Run Control ID stores the parameters for a process or report, so the next time it is run the criteria do not have to be re-entered. The Run Control ID functions as a label for the chosen process parameters. This only needs to be created once, the initial time accessing the process. The name given the Run Control should be all one word and “_” is acceptable. Suggestion: call it LBNL_PrintPO.

- ⇒ Go
- ⇒ Administer Procurement
- ⇒ Manage Purchase Orders
- ⇒ Report
- ⇒ Print PO
- ⇒ **Add**



Add: Create a name (Run Control) for repeated use. *Click on OK*



When the **Print PO** panel appears then click on **Save**. .You have now created a Run Control.

How do I print a Purchase Order?

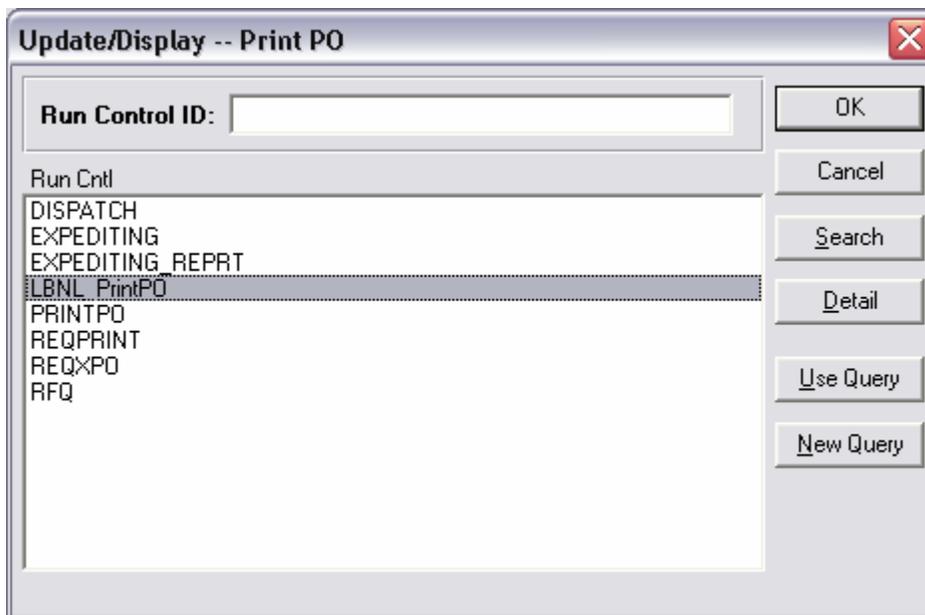


Step 2: Using a Run Control to Print PO

When the buyer needs to use Print PO again locate the Run Control that you previously created using **Update/Display** instead of Add and then **Search**.

- ⇒ Go
- ⇒ Administer Procurement
- ⇒ Manage Purchase Orders
- ⇒ Report
- ⇒ Print PO
- ⇒ Update/Display

The Update/Display panel will be displayed.



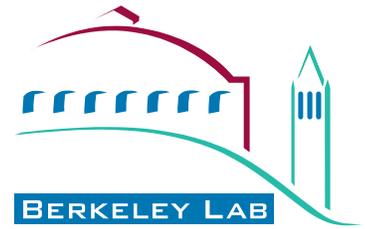
Click **Search**.

Select the predefined Run Control for Print PO.

Click **OK**.

The Purchase Order Print panel displays

How do I print a Purchase Order?



Step 3: Printing a Purchase Order

Enter the **PO ID** (Purchase Order number) that you want to print. If you print a PO that is in a status other than Dispatched then the signature line at the bottom of the last page is replaced with Unauthorized. Printing a Trial PO on an “OPEN” status PO requires that the Mod Table values for PO Type and Price Reason have been entered and Saved.

A screenshot of a web-based application window titled "Manage Purchase Orders - Report - Print PO". The window has a menu bar with "File", "Edit", "View", "Go", "Favorites", "Use", "Process", "Inquire", "Report", "LBNL", and "Help". Below the menu bar is a toolbar with various icons for file operations and navigation. The main content area contains several input fields and radio buttons. At the top left, there is a "Run Zpos0100" label. The form includes:

- Operator ID: JJBETTEN
- Run Control ID: LBNL_PrintPO
- Radio buttons for "Specified" (selected) and "Recipient's"
- Language: English (dropdown menu)
- PO ID: [empty text box]
- Print PO Detail ? with radio buttons for "Yes" and "No"
- Print Trial PO/Copy? with radio buttons for "Yes" and "No" (selected)

At the bottom right of the window, there are two buttons: "Run Zpos0100" and "Update/Display".

Print PO Detail

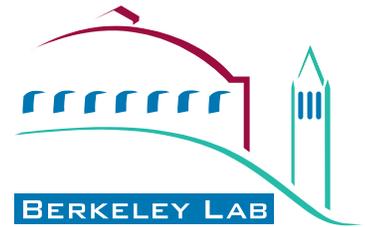
Clicking on “Yes” will print the PO Lines. “No” results in only the Header Comments printing.

Print Trial PO/Copy

Clicking on “Yes” will result in the header showing “COPY”, and the signature line will be Unauthorized. “No” results in a signature line on the last printed page.

Once you’ve completed this Run Control, click on the **Run**  button.

How do I print a Purchase Order?



The **Process Scheduler Request** panel will be displayed.

The dialog box "Process Scheduler Request" contains the following fields and controls:

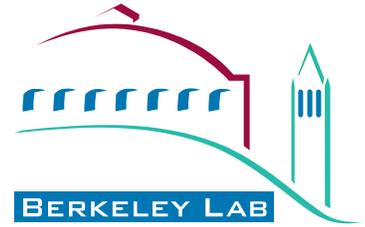
- Operator ID: JJBETTEN Run Control ID: LBNL_PrintPO
- Run Location: Client Server
- Server: [Dropdown menu]
- Output Destination: File Printer Window
- File/Printer: c:\ps\temp\
- Run Date/Time: Date: 01/23/2004 Time: 04:15:00 PM
- Reset to current Date/Time [Button]
- Run Recurrence: Once [Dropdown menu]
- Name: [Text field]
- New [Button] View [Button] Delete [Button]
- OK [Button] Cancel [Button]

Description	Name	Process Type Descr
Prints a single PO	ZPOS0100	SQR Report

Your **Run Location** will be **Client**, the **Output Destination** will be **File** (check that **File/Printer** has the “ps” in it’s path if not then add it like above). *Click OK.*

If you have the correct settings in **Process Scheduler Request** and want to skip it coming up each time you want to print use **Run with Defaults**  rather than **Run** .

How do I print a Purchase Order?



An SQR process icon will appear down on your task bar and then the SQR viewer will open with the purchase order you selected to print. Click on the Print icon to print to your defined printer or go to File: Print to select a different printer.



**University of California
Ernest Orlando Lawrence
Berkeley National Laboratory**
For Contract No. DE-AC03-76SF00098
with the Department of Energy

APPLE COMPUTER INC
2420 RIDGEPOINT DRIVE
M/S 198-ST
AUSTIN TX 78754

SUBCONTRACT CHANGE ORDER

Subcontract/PO#	Date	Revision	Page
6702823	11/12/2002	1-12/18/2002	1
Payment Terms	Freight Terms	Ship Via	
Net 30	DESTINATION LBNL PAYS FRT	UPS GRND	
BUYER: Hopkins, Craig		510/486-5934	

Ship To: UC LAWRENCE BERKELEY LAB
FOR THE US DEPT. OF ENERGY
ONE CYCLOTRON ROAD, BLDG. 69
BERKELEY CA 94720
PO# 6702823

Bill To: UC Lawrence Berkeley Lab
Accounts Payable Dept.
P.O. Box 528
Berkeley CA 94701

FOR RESALE - State Sales Tax should not be charged, as the University holds **State Sales Tax Permit SR CH 21-835970** for the Lawrence Berkeley National Laboratory

Confirm Date: 12-NOV-2002 Confirmed To: SALES

Line	Description	Quantity	UOM	Unit Price	Extended Amt	Ship Date
1	Apple Power Book w/ 1 GHz processor, 1 GB SDRAM (2 DIMMS), 60 GB HDD, Super Drive (DVD-R/CD-RW), AirPort card and keyboard.	1.00	EA	3,101.00	3,101.00	12/20/2002
2	M8244G/B Extra Battery	1.00	EA	121.00	121.00	11/29/2002
3	M8943LL/A Power Adapter	1.00	EA	74.00	74.00	01/31/2003
4	T4118LL/A Office v.X	1.00	EA	199.95	199.95	11/29/2002
TOTAL -					3,495.95	

APPLE COMPUTER, HEREIN AND ON THE REVERSE HEREOF CALLED "SUBCONTRACTOR", AGREES TO FURNISH TO UNIVERSITY OF CALIFORNIA'S ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY, HEREIN AND IN ATTACHMENTS HERETO CALLED LAWRENCE BERKELEY NATIONAL LAB, LBNL, OR UNIVERSITY THE FOLLOWING IN STRICT ACCORDANCE WITH THE TERMS, CONDITIONS AND PROVISIONS OF THIS SUBCONTRACT:

Pricing and configuration is based on Web Proposal W4138659.

Change Order 1
Extended the term for line item 3 until 1/31/03 since the item had not ship as of 12/17/02.

University of California, Lawrence Berkeley National Laboratory

Authorized LBNL Signature