

1. Locate the PO

In the search engine at the top of the UShop Shopping Dashboard, select Purchase Orders as the document type, then type the PO number in thre field to the right. Click on the spyglass.

F	Purchase Orders	-	U000223785	Q

2. A list of one or more Purchase Orders will appear. Click on the PO number to open the document.

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3. In the drop-down menu titled "Document Actions", select "Print Fax Version".

< Back to Search Results	1 of 2 Results 👻 🤇 🗲					
Purchase Order:	Status	Document Actions 👻 History 🚔 ?				
(Closed)			Add Comment pse All			
(Closed) 54853262			Add Notes to History			
54055202	 General Information 		Finalize Revision			
Supplier: STAPLES ADVAN	PO/Reference No.	U000004796	Print Fax Version			
Document Total: 67.61 USD	Revision No.	1	Open PO			
View Related Documents	Supplier Name	STAPLES ADVANTAGE BUSINESS INTERIORS 55 more info				

- 4. A copy of the purchase order will open (depending on your browser settings, it may open in a new browser window).
- 5. Right-click on the purchase order and select "Print".
- 6. From the "Destination" menu, click the "Change" button.



7. Select "Save as PDF" from the Local Destinations list.

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Select a destination
Search destinations
Recent Destinations
Save as PDF
Local Destinations Manage
Save as PDF
Westbrook Technologies PDF
Send To OneNote 2010
Microsoft XPS Document Writer
Fax
Adobe PDF
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\\fis-ad3\Canon Color

Print	
Total: 2 pages	i
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Destination	Change
Pages	All

9. Enter a name for the file (using the PO number as the file name is recommended), select a location to save the file, and click the "Save" button.

Organize 🔹 Nev	v folder				€= ⊌=
Favorites			Libraries System Folder	3	Mary Louise Hughes System Folder
S Recent Places			Computer System Folder	<u>(</u>	Network System Folder
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Save as type:	Adobe A	crobat Do	ocument		
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10. Attach the saved PDF to an email to your supplier, or other desired recipient.