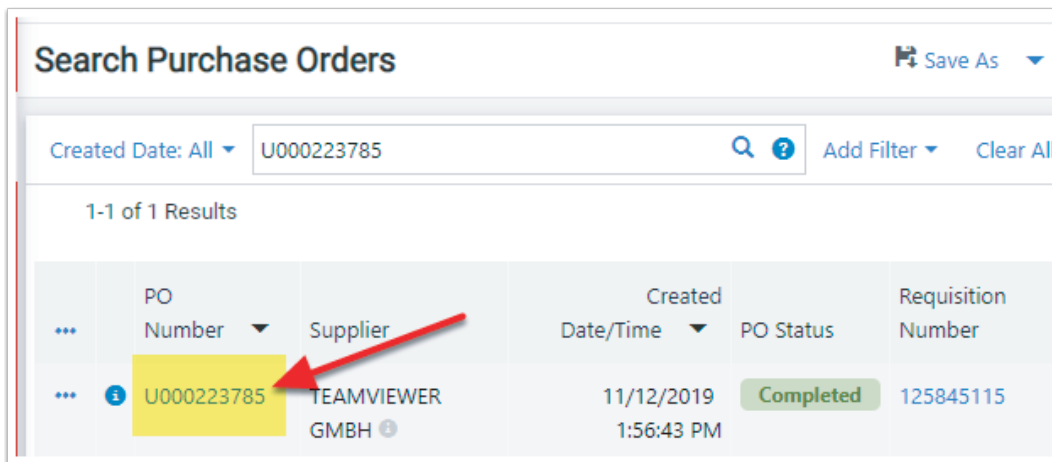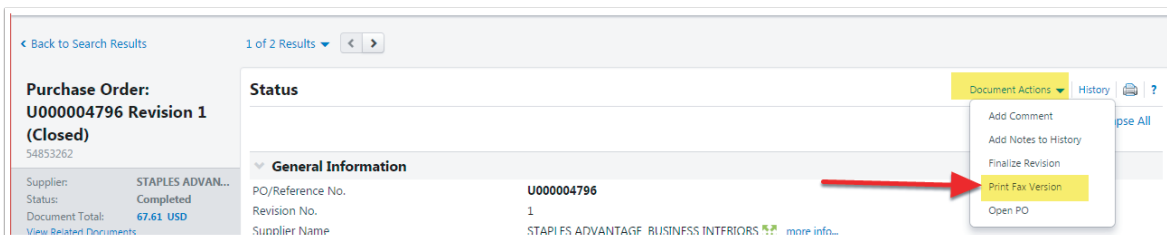## 1. Locate the PO

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.

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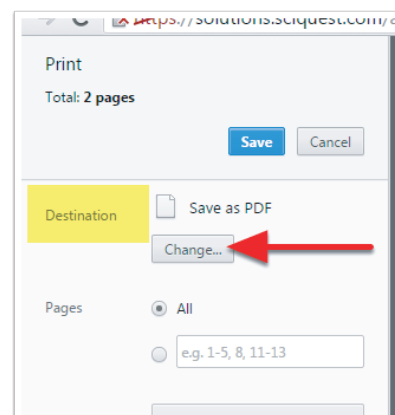

3. In the drop-down menu titled "Document Actions", select "Print Fax Version".
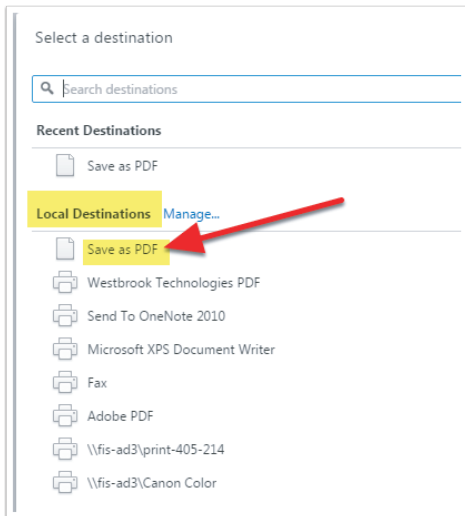

4. A copy of the purchase order will open (depending on your browser settings, it may open in a new browser window).

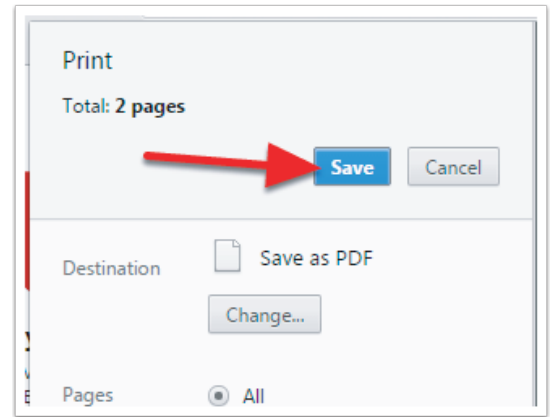## 5. Right-click on the purchase order and select "Print".

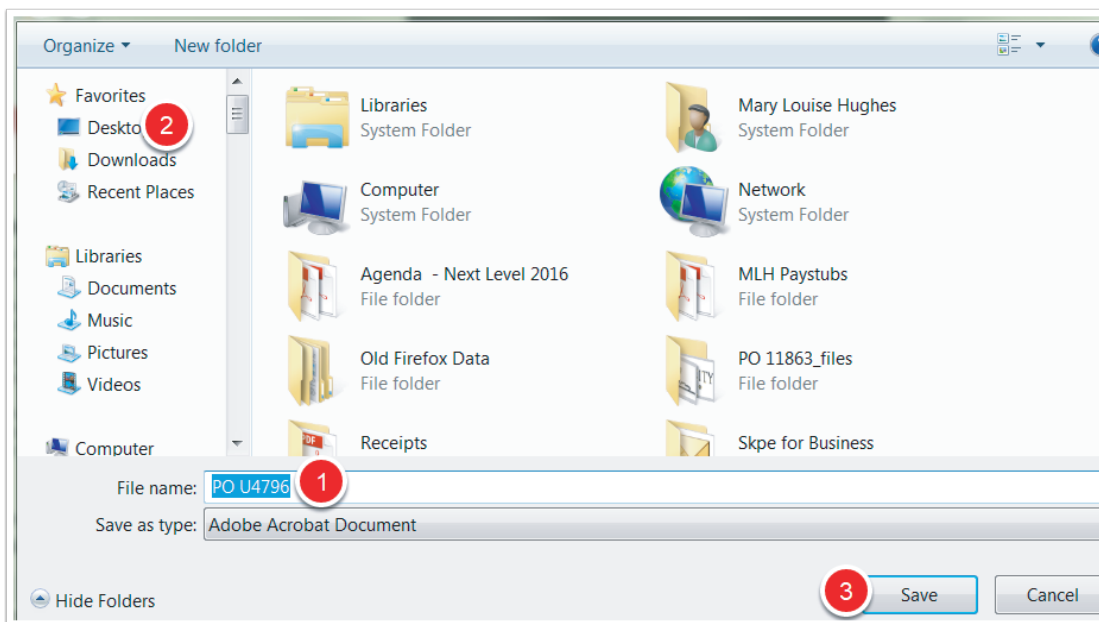## 6. From the "Destination" menu, click the "Change" button.

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

8. Click the "Save" button.

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.

10. Attach the saved PDF to an email to your supplier, or other desired recipient.