



Prepare to Procure

September 13, 2013

RIT Procurement Services

475-2107

[http://www.rit.edu/fa/procurement/
purchase@rit.edu](http://www.rit.edu/fa/procurement/purchase@rit.edu)

PROCESS CHANGE Purchase Order Copies

Requisitioners often ask PSO for copies of purchase orders. In the past, this meant contacting PSO to request a copy. Now, this functionality is part of the RIT Purchasing Requestor responsibility in the Oracle Purchasing application. This means that all requisitioners can create copies of their purchase orders.

To pull up a copy of a purchase order in Oracle Purchasing, follow these steps:

1. Go to REPORTS and click on RUN
2. Choose SINGLE REQUEST
3. In the dropdown box for the list of reports choose "RIT Print Purchase Order (Portrait)"
4. In the Print Selection field select ALL
5. Enter the purchase order number in the "From" and "To" fields
6. Click OK
7. Click SUBMIT
8. When the report is listed as "completed", click VIEW OUTPUT – there you can either print the purchase order or save it as a pdf file

With the availability of this new print functionality, PSO will no longer print copies of purchase orders for departments.

If you have any questions about how to access copies of your purchase orders, please contact Andrea Barber, Manager Supplier Contracts, Compliance, & Operations, at 475-7805 (asbpur@rit.edu).

