

The following instructions outline the steps for re-sending, changing the e-mail address, and printing an official, electronically-signed Purchase Order.

Purchase Orders can be accessed in the **Procurement/Contracts** tab:

- From the **Related Documents** tab of the Shopping Cart, Open/Display the Purchase Order to be printed by clicking on the Purchase Order **Document Number** link.

Item Data	Account Assignment	Notes and Attachments	Delivery Address/Performance Location	Sources of Supply / Service Agents	Approval Process Overview	Related Documents
▼ History						
View: United States Dollar						
Document	Name	Document Number	Back-End Document Number	Status		
Shopping Cart	Teachers Motivating & Engaging Students	1000002825/1		Follow-on Document Created		
	Total					
Purchase Order	Prof Dev Training	4500009726/1	4500009726/1	Ordered		
	Total					

- Once the Purchase Order is displayed, select the **Header** tab > Click **Output** to view the **Output Medium**.

**Display Purchase Order: 4500009743** Help

Purchase Order Number 4500009743    Purchase Order Type Purchase Order    Status Ordered    Document Date 10/17/2013    Total Value (Gross) 10,000.00 USD    Smart Number

Supplier KNOWLEDGE NETWORK SOLUTIONS

Related Links

Overview
Header
Items
Notes and Attachments
Approval
Tracking

General Data
Notes and Attachment
Output
Budget
Payment
Extended PO History
Document Totals
Synopsis
User-Specified Status

**Latest Output**

Sent On: 10/17/2013 10:13:39

Output Medium Email JONB@KNOWLED

**Sent On** displays the most current date/time a PO was sent.

**Output Medium** indicates the e-mail address that PO was sent to.

**Additional Output Requested via**

Printer   
 Fax 919-846-6017  
 E-Mail JONB@KNOWLEDGENE  
 XML

- To re-send the Purchase Order, click the **Repeat Output** button, which will automatically route the Purchase Order to the e-mail address indicated in the **Output Medium**.

**Display Purchase Order: 4500009743** Help

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▼ Document Outputs Filter Settings

Repeat Output

Status	Changed	Repeated	Manually	Generated On	Generated At	Changed On	Changed At	Medium
Successfully processed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/17/2013	10:13:37	10/17/2013	10:13:39	Mail

Each time a Purchase Order document is re-sent using the **Repeat Output** button, the **Status** of that action (e.g., Successfully processed) will display under **Document Outputs**. The **Date**, **Time**, and **Output Medium** will also be captured and displayed.

- To Change the E-Mail address, click the **Edit** button > enter the new e-mail address > click the **Order and Send Immediately** button.

**Note:** Changing the e-mail address will allow the system to electronically route the Purchase Order to the e-mail indicated. The change is only for this Purchase Order and not for future orders to this vendor.

**Change Purchase Order:4500009743**

Purchase Order Number 4500009743 (Change Version)    Purchase Order Type Purchase Order    Status In Process    Document Date 10/17/2013    Total

Supplier [KNOWLEDGE NETWORK SOLUTIONS](#)

Order Save Close Print Preview Check Export Import Cancel Park

Overview Header Items Notes and Attachments Approval Tracking

General Data Notes and Attachment **Output** Budget Payment Extended PO History Document Totals Synopsis User-Specified Status

**Order and Send Immediately**

Latest Output

Sent On: 10/17/2013 10:13:39

Output Medium: Email JONB@KNOWLED

Additional Output Requested via

Printer

Fax 919-846-6017

E-Mail [janice.garcia@lausd.net](mailto:janice.garcia@lausd.net)

XML

A system message will appear at the top of the screen:

- Purchase order with document number 4500009743 is correct
- Purch. order Prof Dev - NNS with document no. 4500009743 was ordered and is awaiting approval

**Note:** Any changes/modifications made to the Purchase Order (including e-mail address change) **may trigger workflow.**

Once approved, the Purchase Order will be electronically routed to the e-mail requested as a PDF attachment. The recipient can then retrieve the e-mail, open the attachment, and print as usual.

Document Outputs

Details Repeat Output Delete Filter Settings

Status	Changed	Repeated	Manually	Generated On	Generated At	Changed On	Changed At	Medium
Not processed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/17/2013	11:03:20		00:00:00	Mail
Successfully processed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/17/2013	10:13:37	10/17/2013	10:13:39	Mail

Once the Site Administrator approves the change/modification, the Status will be updated.

**Please be advised** that an **official** Purchase Order is electronically signed and when printed will bear the signature of the active Chief Procurement Officer; *site Administrators no longer have to sign purchase orders.*