

Making a pdf of a PO

1 Navigate to Jaggaer

2 Click into the Purchase Order

Clark State College
Purchaser's Office
1000 North Avenue
P.O. Box 1000
Ellettsville, IN 47420-1000
United States

Shipping Options

Shipping Date 4/6/2023

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	3,500.00
	<hr/>
	3,500.00

Related Documents ▼

[Purchase Order: PJ000306](#) 🖨️

What's next? ▼

Workflow 📄 🖨️

Show skipped steps

✓ **Submitted**
4/6/2023 7:50 AM
Angie McClain

3 Click "Revisions"

The screenshot shows the Lewis & Clark State College Purchase Order system interface. The left sidebar contains navigation options: Home, Shop, Orders (highlighted in red), Contracts, Accounts Payable, Suppliers, Reporting, Administer, and Setup. The main header displays 'Purchase Order • Herres Enterprises LLC • PJ000306 Revision 0'. Below the header, a navigation bar includes 'Status', 'Summary', 'Revisions' (highlighted with an orange circle), 'Confirmations', 'Shipments', and 'Change Reque'. The main content area is divided into two columns: 'General Information' and 'Shipping Information'. The 'General Information' section includes fields for PO/Reference No. (PJ000306), Revision No. (0, with a warning icon and text 'Contains edits since last revision'), Supplier Name (Herres Enterprises LLC), Address (634 Arlington St, Pomeroy, Washington 99347 United States), Purchase Order Date (4/6/2023), and Total (3,500.00). The 'Shipping Information' section includes ShipTo Address Code (A), Ship To (Attn: Angie McClain, Bldg/Rm: Physical Plant, Mailstop: 500 8th Ave., Lewiston, ID 83501, United States), and Delivery Options.

4 Click "HTML Body Email PO"

The screenshot shows the Purchase Order system interface with the 'Revisions' tab selected. The main content area is divided into two columns: 'Revised By' and 'PO Documents'. The 'Revised By' section includes a row for 'System'. The 'PO Documents' section includes a row for 'HTML Body Email PO' (highlighted with an orange circle) and a note 'See fax configuration for this revision'. The right sidebar contains a 'Details' section with the following information: Supplier Status, Sent To Supplier, Supplier (Herres Enterprises LLC), and Total (3,500.00 USD). The Total section includes a note: 'Shipping, Handling, and each supplier. The value budget checking, and w'.

5

Right-click and select "print." (NOTE: Don't select "save to pdf." The step below works better.)



Purchase Order Date
Apr 6, 2023
Buyer Information
Contact
Email
Phone

sc.edu/purchasing/vendors



Supplier Information	
Herres Enterprises Llc 634 Arlington St Pomeroy, Washington 99347 United States Destination 0% 0, Net 30	Delivery Address ShipTo Address Code Shipping address Delivery Information Requested Delivery Date Ship Via

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Change printer destination to "Save as PDF."