

# Making a pdf of a PO

1 Navigate to Jaggaer

2 Click into the Purchase Order

### 3 Click "Revisions"

The screenshot shows the Lewis & Clark State College Purchase Order system. 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. At the top, there are tabs for 'Change Requests', 'Receipts', 'Invoices', 'Comments', 'Attachments', and 'History'. Below these tabs, there is a section for 'Revised By' with a table showing 'System' as the reviser. To the right of this table, there is a section for 'PO Documents' with a table containing one entry: 'HTML Body Email PO', which is highlighted with an orange circle. Below this entry, there is a note: 'See fax configuration for this revision'. On the right side of the screen, there is a 'Details' sidebar with the following information: Supplier Status, Sent To Supplier, Supplier (Herres Enterprises LLC), and Total (3,500.00 USD). The total section also includes a note: 'Shipping, Handling, and each supplier. The value budget checking, and w'.

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



Purchase Order Date
<b>Apr 6, 2023</b>
<b>Buyer Information</b>
Contact
Email
Phone

[sc.edu/purchasing/vendors](https://sc.edu/purchasing/vendors)



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

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Change printer destination to "Save as PDF."