

# Purchasing

## How To:

### Print a Purchase Order

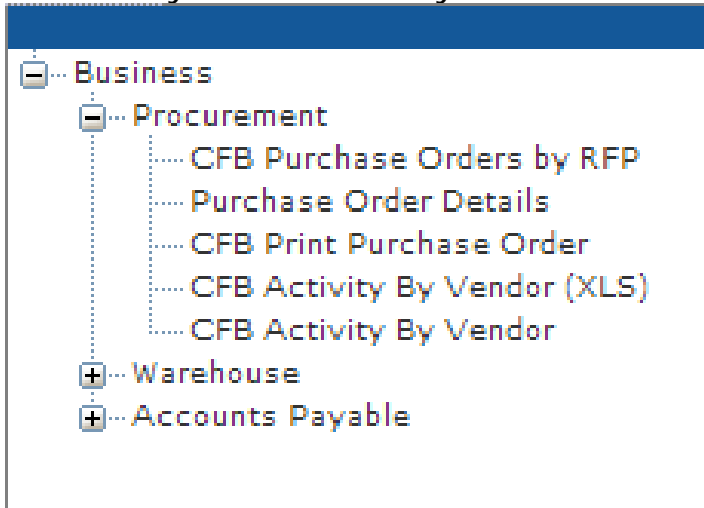
- 1) Open "TEAMS" and/or start on "Home Page"
- 2) Locate the "RPT - Reports" button. (Shown below)



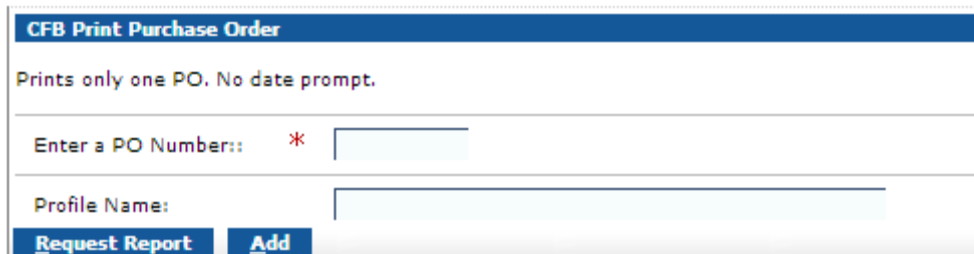
- 3) Click the triangle/arrow (Shown above) to open a sub menu (Shown below).



- 4) Click the "My Report Profiles" link.
- 5) This will open another menu. Sample menu shown here. The submenu you see will likely look different.



- 6) Locate the link named "CFB Print Purchase Order" or just "Print Purchase Order" and click it. This should open to the right something that looks like this.



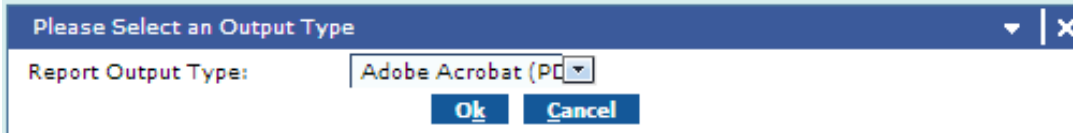
A screenshot of a form titled "CFB Print Purchase Order". It includes a note: "Prints only one PO. No date prompt." Below this are two input fields: "Enter a PO Number:: \*" and "Profile Name:". At the bottom are two buttons: "Request Report" and "Add".

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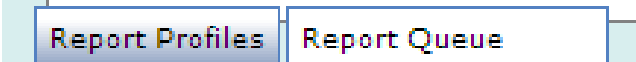
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- 7) Enter the PO number in the box provided (Shown above) and then click "Request Report". This will cause a pop-up to open, shown below, to change the output type. It is recommended that you leave the default and just click the "OK" button.



- 8) Now click the "Report Queue" tab near the top left. (Shown below)

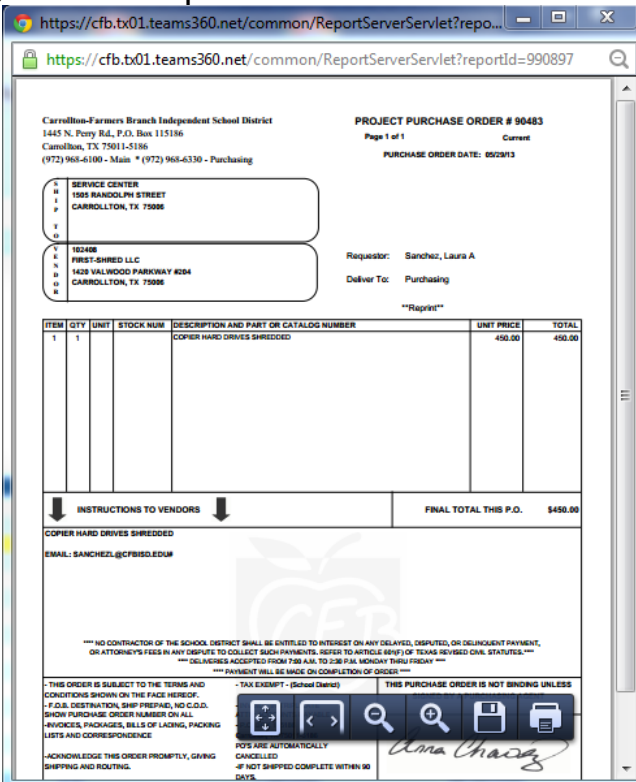


- 9) Status column will indicate "Processing". Wait for the report to complete, status column will change to "Complete".

- 10) Click the word "Complete" in the line for the report. (Shown Below)

Submitted Report Requests			
Name	Request Date	Status	Status Message
CFB Print Purchase Order	06-04-2013 09:59	Complete	Report request complete. Report is available.

- 11) This will open another window with a PDF file of your PO.



Carrollton-Farmers Branch Independent School District  
1445 N. Perry Rd., P.O. Box 115186  
Carrollton, TX 75011-5186  
(972) 968-6100 - Main \* (972) 968-6330 - Purchasing

PROJECT PURCHASE ORDER # 90483  
Page 1 of 1  
Requestor: Sanchez, Laura A  
Deliver To: Purchasing  
PURCHASE ORDER DATE: 06/29/13

ITEM	QTY	UNIT	STOCK NUM	DESCRIPTION AND PART OR CATALOG NUMBER	UNIT PRICE	TOTAL
1	1			COPIER HARD DRIVES SHREDED	450.00	450.00

INSTRUCTIONS TO VENDORS  
COPIER HARD DRIVES SHREDED  
EMAIL: SANCHEZL@CFBISD.EDU

FINAL TOTAL THIS P.O. \$450.00

\*\*\* NO CONTRACTOR OF THE SCHOOL DISTRICT SHALL BE ENTITLED TO INTEREST ON ANY DELAYED, DISPUTED, OR DELINQUENT PAYMENT, OR ATTORNEY'S FEES IN ANY DISPUTE TO COLLECT SUCH PAYMENTS. REFER TO ARTICLE 99(1) OF TEXAS REVISED CIVIL STATUTES. \*\*\*  
\*\*\* DELIVERIES ACCEPTED FROM 7:00 A.M. TO 2:00 P.M. MONDAY THROUGH FRIDAY \*\*\*  
\*\*\* PAYMENT WILL BE MADE ON COMPLETION OF ORDER \*\*\*

- THIS ORDER IS SUBJECT TO THE TERMS AND CONDITIONS SHOWN ON THE FACE HEREOF.  
- F.O.B. DESTINATION, SHIP PREPAID, NO C.O.D.  
- SHOW PURCHASE ORDER NUMBER ON ALL INVOICES, PACKAGES, BILLS OF LADING, PACKING LISTS AND CORRESPONDENCE  
- ACKNOWLEDGE THIS ORDER PROMPTLY, GIVING SHIPPING AND ROUTING.

- TAX EXEMPT - (School District)  
- THIS PURCHASE ORDER IS NOT BINDING UNLESS  
- P.O.'S ARE AUTOMATICALLY CANCELLED  
- IF NOT SHIPPED COMPLETE WITHIN 90 DAYS.

Lana Chavez



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- 12) Moving your mouse near the bottom right corner will cause the action pop-up to show up (Shown above). That pop-up allows you to, left to right; document in page view, document fill window, zoom out of document, zoom in to document, save the document, and print the document.

It is always recommended that you save an electronic copy of every PO you handle. You never know when you will need it.