
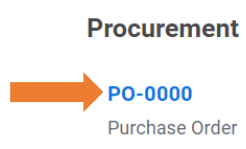
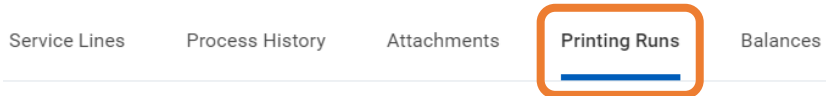





Printable Purchase Orders in Workday


Use this tutorial to obtain a printable and legible copy of a Purchase Order.

<http://workday.miami.edu>

Finding a Printable Version of a Purchase Order

- Search for the [purchase order](#).


- Scroll down and click the tab labeled **Printing Runs**.

- Find the most recent run and click the corresponding PDF.

Printed Date	Issue Option	PDF File
06/14/2022 02:44:31 PM	XML Auto	 PO-0000 :2022-06-14 11_44_31-0700.pdf
12/14/2021 03:51:32 PM	XML Auto	 PO-0000 :2021-12-14 12_51_32-0800.pdf
- To save/email, click the download icon.


Purchase Order	
Purchase Order Number	PO-0000
Purchase Order Date	12/14/2021
Due Date	
- To print click the printer icon.


Purchase Order	
Purchase Order Number	PO-0000
Purchase Order Date	12/14/2021
Due Date	

For assistance, contact PurchasingHelpDesk@miami.edu.