Printing a PO in Workday
Requisition creators can use this tutorial to print a legible copy of a Purchase Order.

http://workday.miami.edu

Find the PO in UMarketplace.

1. Click the **Purchases** worklet.

2. Click **Connect to Supplier Website**

3. Click **Connect**.

4. Type the Purchase Order number in the upper right search box and click the magnifying glass.

5. From the drop-down menu, click the PO number.

6. The purchase order details will appear.

7. From the upper right, click the **Document Actions** link. A drop down will appear. Click **Print Fax Version**.