

PRINT PDF VERSION OF PURCHASE ORDER

Logon to iSupplier portal

On the left side of screen there are sections titled: Notifications, Orders at a Glance, Shipments at a Glance

Go to the section: Orders at a Glance **(Screenshot 1)**

Click on PO number you want to print

Go to the word Actions at top, right side of screen **(Screenshot 2)**

Select Printable View on drop-down menu beside of the word Actions

Click on Go

Click on Open

PDF version of the PO will be displayed and you can save/print or both

Return to Supplier Home to select another purchase order under "Orders at a Glance" **(Screenshot 3)**

Screenshot 1

The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes 'Supplier Home', 'Orders', 'Shipments', 'Planning', 'Finance', 'Product', 'Administration', and 'Assessments'. A search bar is present with a 'Go' button. The main content area is divided into three sections: 'Notifications', 'Orders At A Glance', and 'Shipments At A Glance'. The 'Orders At A Glance' section is highlighted with a yellow box. A red arrow points to the 'PO Number' column header in the table below it. The table has columns for 'PO Number', 'Description', and 'Order Date'. The 'Orders At A Glance' section also includes a 'Full List' button. On the right side, there is a 'Personalize "Home Page Right Column"' section with a 'Full List' button and a list of categories: Planning, Orders, Shipments, Receipts, Invoices, and Payments.

PO Number	Description	Order Date
		06-Sep-2018 11:18:57

Screenshot 2

ORACLE iSupplier Portal

Supplier Home | **Orders** | Shipments | Planning | Finance | Product | Administration | Assessments

Purchase Orders | Work Orders | Agreements | View Requests | Purchase History | Work Confirmations | RFQ | Deliverables | Timecards

Supplier Home > **Standard Purchase Order: [REDACTED] 0 (Total USD 0.00)**

Currency= USD

Personalize "View Order Detail Container"

Actions: [View Change History](#) [Printable View](#) [Go](#) [Exp](#)

[View Receipts](#)
[View Invoices](#)
[View Payments](#)
[View Shipments](#)

Order Information

Personalize "Order Information"
Personalize Table Layout: (OrderHeaderDetails)
Personalize "General"

General	
Total	0.00
Supplier	[REDACTED]
Supplier Site	V FLJACKFAPPUR
Supplier Contact	
Address	FAPP purchasing site test JACKSONVILLE, FL 32202
Buyer	[REDACTED]
Order Date	06-Sep-2018 11:18:57
Description	
Status	Closed
Note to Supplier	
Operating Unit	CSX TRANSPORTATION
Sourcing Document	
Supplier Order Number	
Use Alternate Address	No
Attachments	None

Personalize Flow Layout: (PosShipBillCont)
Personalize "Terms and Conditions"

Terms and Conditions	
Payment Terms	IMMEDIATE PAY
Carrier	Routing rules on CSX.com
FOB	TERMS & CONDITIONS ON CSX.COM
Freight Terms	COLLECT
Shipping Control	
Personalize "Ship-To Address"	
Ship-To Address	
Address	DEFAULT LOCATION
Personalize "Bill-To Address"	
Bill-To Address	
Address	ACCOUNTS PAYABLE - SC J682 500 WATER STREET JACKSONVILLE, FL 32202

Personalize Stack Layout: (termsstack1)

Summary	
Personalize Default Single Column: (HeaderSummaryCol)	
Total	0.00
Received	0.00
Invoiced	0.00
Payment Status	Not Paid

Screenshot 3

ORACLE iSupplier Portal

Supplier Home | Orders | Shipments | Planning | Finance | Product | Administration | Assessments

Search PO Number

Personalize "Home Page Top Container"

Personalize "Home Page Centre Column"

Notifications