Banner Purchase Order Print

How to print a Purchase Order or Change Order

Description:

These screens are used to print a purchase order (FWRPOPR) or change order (FWRCOPR). Please note only completed and approved purchase orders and change orders can be printed.

Navigation:

Access to the form can be achieved in three ways:

1. Type FWRPOPR for Purchase Order Print, FWRCOPR for change order print
2. Type Order Print in the search field
3. Navigate through the applications menu system on the left side of the main screen

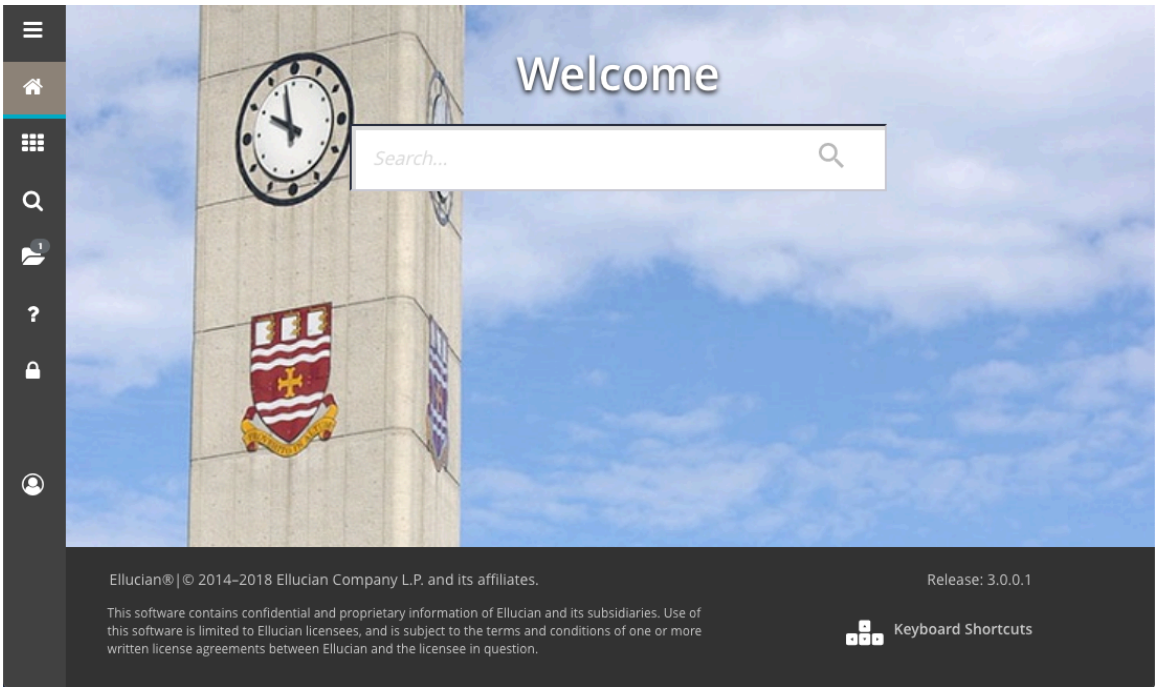
Moving to and from sections on a screen can be done in two ways:

1. Use the keyboard commands “Alt – Page Down” and “Alt – Page Up”
2. Use the icons on the bottom left of the screen to move back and forth between sections.

The Process:

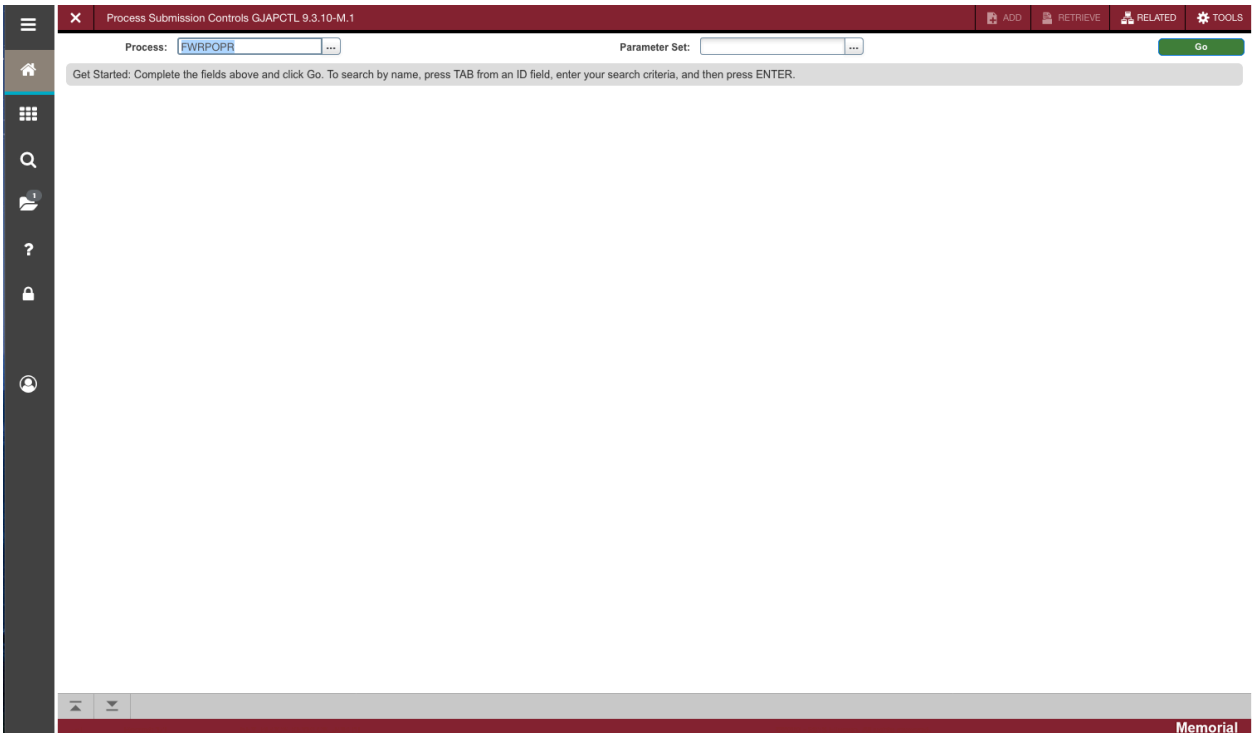
This document will outline the steps required to print a purchase or change order. As the steps for each process are very similar, we will cover both procedures with one set of instructions.

Step 1:
Follow the navigation process to FWRPOPR/FWRCOPR, hitting enter to access next screen.



Step 2:
The Process Submission Controls (GJAPCTL) screen will open.

Click GO (Alt – Page Down) in the top right corner to advance to *next screen.*



Step 3:
In the Printer field enter "DATABASE" and Proceed to next section ("Alt-Page Down").

To print all of your completed and approved purchase orders leave the PO_Number parameter blank. To print a specific purchase order, input the specific purchase order number in the Values Column.

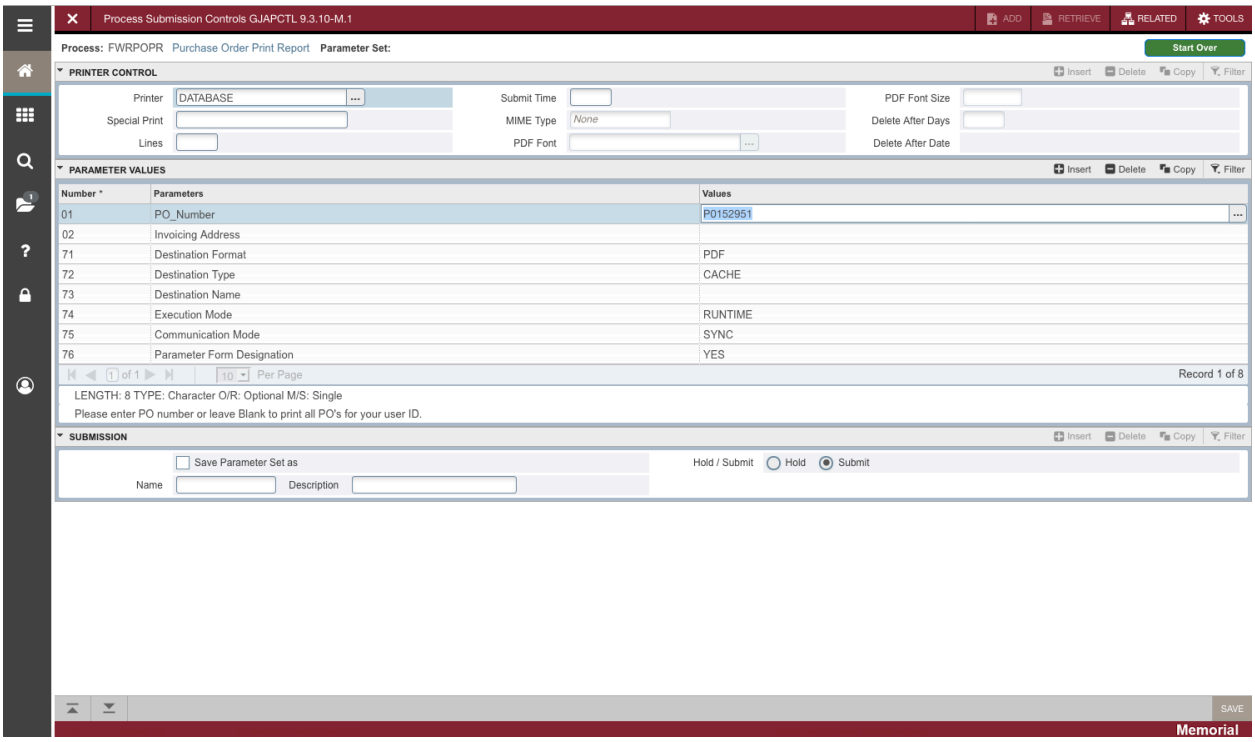
To print all your completed and approved change orders leave the Purchase Order Number and Change_seq_no parameters blank. To print a specific change order input the specific Purchase Order Number and Change_seq_no in the Values Column. A change order can only be printed after the original purchase order and any prior change order sequences have been printed.

Both screens have an Invoicing Address parameter that specifies where the vendor invoices should be forwarded for processing. The choices are:

Invoice Destination	Value to Enter
Corner Brook	CB
Marine Institute	MI
Library	LI
C-Core	CC
Facilities Management	FM

For St. John's and all other departments leave the value blank.

All other parameters should be ignored.



Proceed to next section ("Alt-Page Down").

Step 4:
Once in the submission block you can save your parameter values by checking the *Save Parameter Set As* Check box.

Click the SAVE (F10) icon in the bottom right of the screen.

Step 5:
Your purchase/change order will open either in a new tab of your browser or in Adobe Reader depending on how your system is configured. The format for the document is a PDF and can be printed and/or saved using standard print/save processes in your browser.