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

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: ████ 0 (Total USD 0.00)

Actions [View Change History ▼] [Go] [Exp]

- View Change History
- **Printable View**
- View Receipts
- View Invoices
- View Payments
- View Shipments

Currency= USD

Personalize "View Order Detail Container"

Order Information

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

General

Total	0.00
Supplier	████
Supplier Site	V FLJACKFAPPPUR
Supplier Contact	
Address	FAPP purchasing site test
	JACKSONVILLE, FL 32202
Buyer	████
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"

Personalize Stack Layout: (termsstack1)

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

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 ▼] [_____] [Go]

Personalize "Home Page Top Container"

Personalize "Home Page Centre Column"

📧 **Notifications**