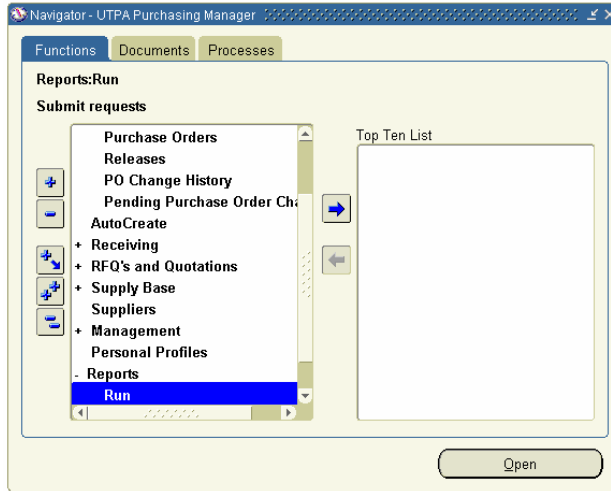
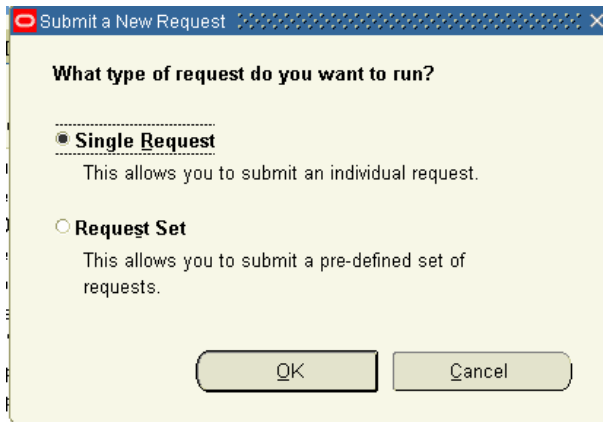


PRINTING A SPO

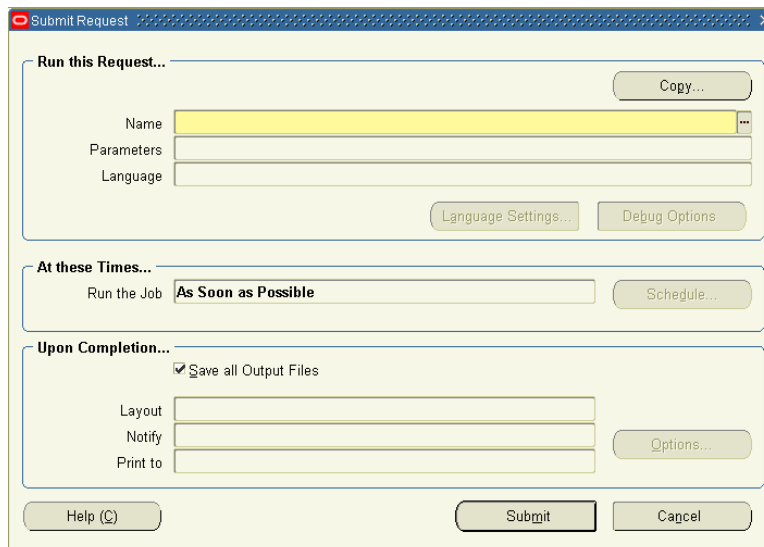
STEP 1. On your Oracle Navigator, select “Report” function and click twice. A sub-function appears underneath “Reports”. Click twice on “Run”



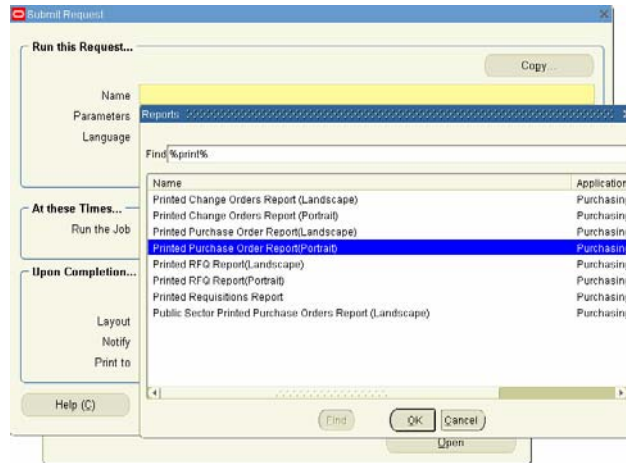
STEP 2. The next window appears. Make sure to select “Single Request” and click on the ‘ok’ button.



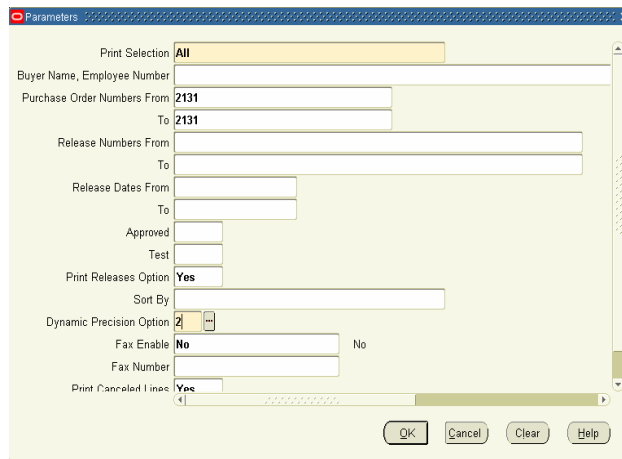
STEP 3. This next window appears. Click the list of values on field, “Name”.



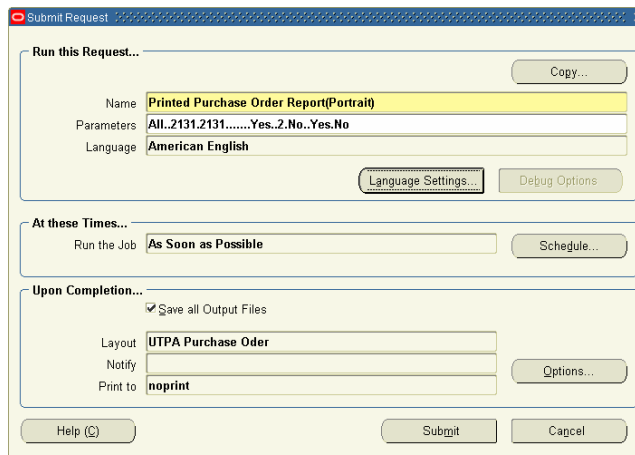
STEP 4. Select the name of the report (Printed Purchase Order Report Portrait) to print the SPO as indicated below and click “ok”



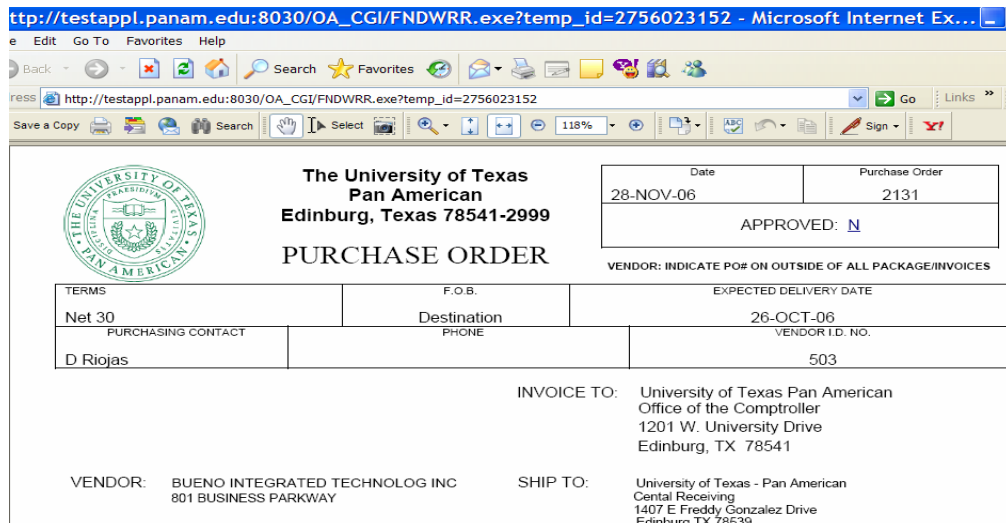
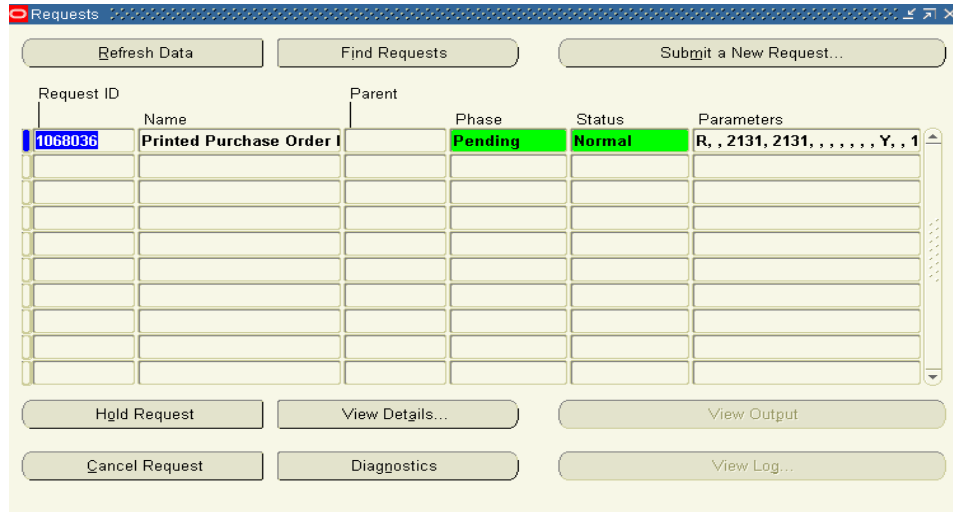
This next window appears. Fill out the fields as indicated below and click ok



STEP 5. The current window closes and takes you back to the previous window. Only now you are ready to submit your report. Click on the submit button.



STEP 6. The next window appears indicating that a report is pending (highlight green). Keep clicking on the button “Refresh Data” until the “PHASE” field changes to COMPLETED. Once this has changed to completed than you click on the button ‘View Output” and your report opens up as Adobe Reader file.



Now you can print your SPO on your printer and send to the vendor. Make sure to send the “Terms and Conditions” for the SPO when mailing or faxing your SPO to the vendor. These forms can be found on the Materials Management website at <http://www.utpa.edu/materialsmgt/POTERMS.pdf>. and in the Appendix Section of this manual (See Appendix C).