

# VIEWING A PO IN PO INQUIRY

1. pen Purchase Order Inquiry
2. Find the purchase order to be printed
3. Click on the paper clip icon

4. Select Purchase Order in the Document Mappings window
5. Click View Documents
6. Wait for Tyler Content Manager to open

Associated Documents			
Document Title	TCM Document Type	Read Only	Count
PO Attachment (R)	PO Attachment	✓	0
PO Receivable	PO Receivable	✓	0
<b>Purchase Order</b>	<b>Purchase Order</b>	✓	<b>1</b>
Requisition Attachment	Requisition Attachment	✓	0
Student Activity Purchase Order	Student Activity Purchase Order	✓	0

Maintain View Documents TCM Version: 2017.4.2.1 Show Counts

7. Select from one of these 3 options :



Export to PDF and Save to your computer.

**Export Document**

Export Options

Export All

Export Current Page

Export Select Pages Ex: 1-3, 5

Format Options

PDF  TIFF  Original

Include

Annotations  Redactions

CANCEL EXPORT

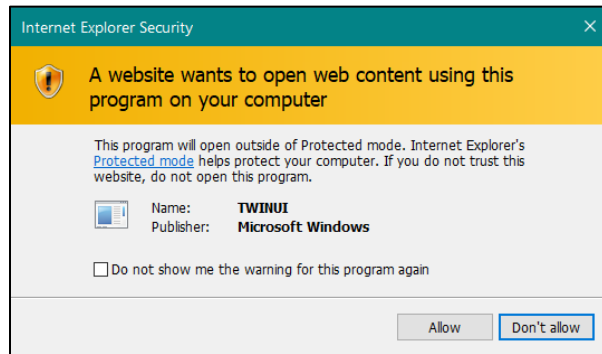
Click Export.

# VIEWING A PO IN PO INQUIRY

Click open or save on the pop-up bar below depending on whether you plan to print or save.



Click Allow on the security warning below.



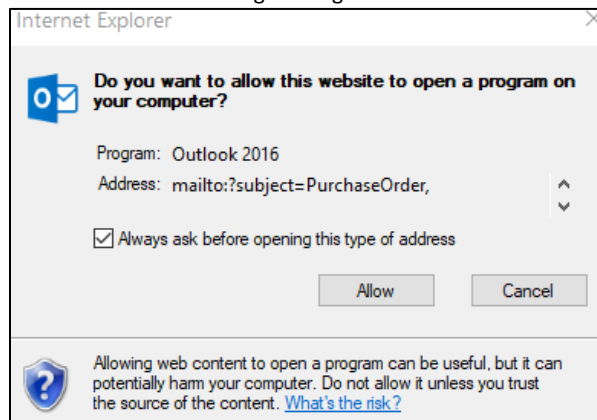
A PDF will open that can be printed or saved.

Option 2



Email a link to view the PO.

Click Allow on the warning message below.



Enter name of recipient for the email and send.

Send	To...	<input type="text"/>
	Cc...	<input type="text"/>
	Subject	PurchaseOrder, 39005754
<a href="http://10.84.0.198:8090/tylercm_mu9165/viewer/index.html?">http://10.84.0.198:8090/tylercm_mu9165/viewer/index.html?</a>		
Link Generated by TCM		

# VIEWING A PO IN PO INQUIRY

Option 3



Generate a printable PDF to print or save to your computer.

Select Generate Printable PDF


**Print**

Include Annotations

Burn in Redactions

[CANCEL](#)    [GENERATE PRINTABLE PDF](#)

Print or save to file.

 FAYETTE COUNTY PUBLIC SCHOOLS		REPRINT	Purchase Order
		Fiscal Year 2017	Page 1 of 1
<div style="border: 1px solid gray; padding: 2px; display: inline-block; writing-mode: vertical-rl; transform: rotate(180deg);">BILL TO</div> FAYETTE COUNTY PUBLIC SCHOOLSIAKSS PO BOX 55490 LEXINGTON KY 40555 859-381-4100		THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS. Purchase Order # <b>37501985-00</b>	
<div style="border: 1px solid gray; padding: 2px; display: inline-block; writing-mode: vertical-rl; transform: rotate(180deg);">VENDOR</div> KENWAY DISTRIBUTORS INC 6320 STRAWBERRY LANE LOUISVILLE KY 40214		<div style="border: 1px solid gray; padding: 2px; display: inline-block; writing-mode: vertical-rl; transform: rotate(180deg);">SHIP TO</div> FAYETTE COUNTY PUBLIC SCHOOLS WAREHOUSE 1126 RUSSELL CAVE RD LEXINGTON KY 40505	
Vendor Phone Number		Vendor Fax Number	Requisition Number
			11029
Date Ordered		Vendor Number	Date Required
11/22/2016		4660	
		Freight Method/Terms	
		Department/Location	
		BUILDING OPERATIONS	
Item#	Description/Part No.	Unit Price	Extended Price