Printing a PO in Workday

[http://workday.miami.edu](http://workday.miami.edu)

**Printing a PO – goods only**

1. Click the **Purchases** worklet.

2. Click **Connect to Supplier Website**.

3. Click **Connect**.

4. Type the Purchase Order number in the upper right search box and click the magnifying glass.

5. Click the PO number.


7. From the upper right, click the **Document Actions** link. A drop down will appear. Click **Print Fax Version**.