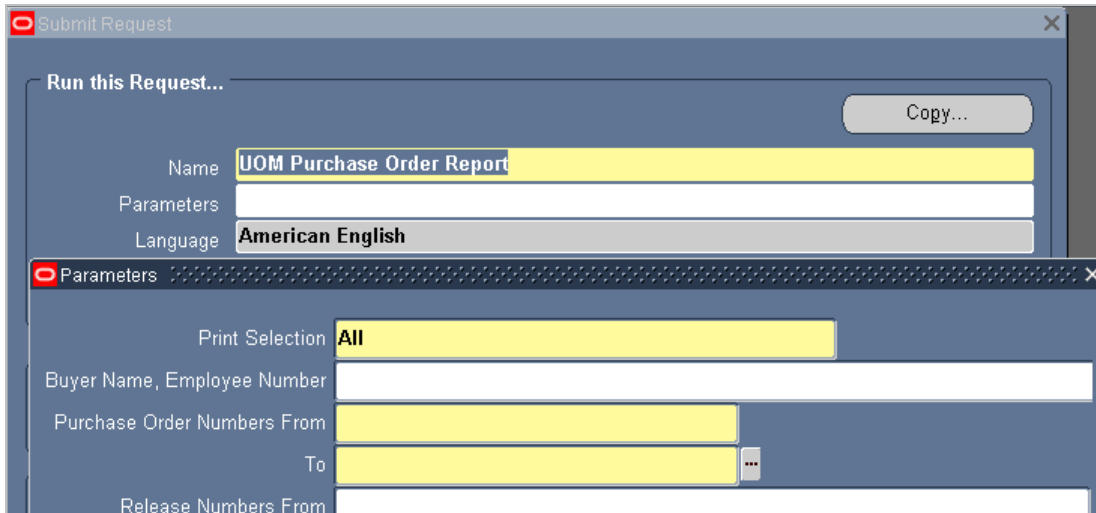


Following approval, the original version of the purchase order will automatically print to the default printer of the department buyer (creator). If you need to, you may print a copy of the purchase order via the reports function in Themis.

Note: your duplicate purchase order will have a *COPY* watermark across it. If you need to print another original purchase order (i.e.: without the word *COPY*), please contact the Themis Service Desk for assistance.

Reprinting a purchase order

- 1 Navigate to **Reports > Run** and specify Single Request
The Submit Request screen will display.
- 2 In the Name field, select *UOM Purchase Order Report* from the list of values.
A Parameters screen will display.

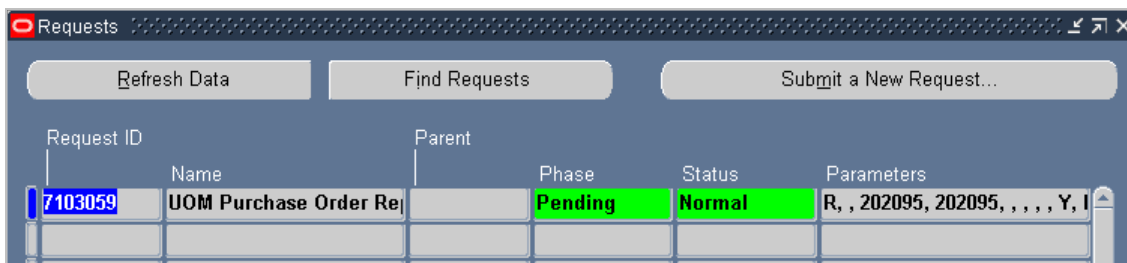


- 3 Enter the report parameters and click the **OK** button.

Field	Action	Comment
Purchase Order Numbers From	Enter the number of the purchase order you wish to reprint.	
Purchase Order Numbers To	This field will default to the purchase order number entered above.	If you wish to reprint a number of sequential purchase orders, you may enter the PO number for the last purchase order in the sequence.

Note: you may complete other parameters as relevant.

- 4 Click on the **Options** button in the Upon Completion section of the screen to confirm your default printer and number of copies you require.
- 5 Click on the **Submit** button to run your request.
The Requests screen will display the progress of your request (Phase).



- 6 Click on the **Refresh Data** button to update the progress of your request.
Once your request has been completed the duplicate purchase order will print to your default print, marked as a copy.