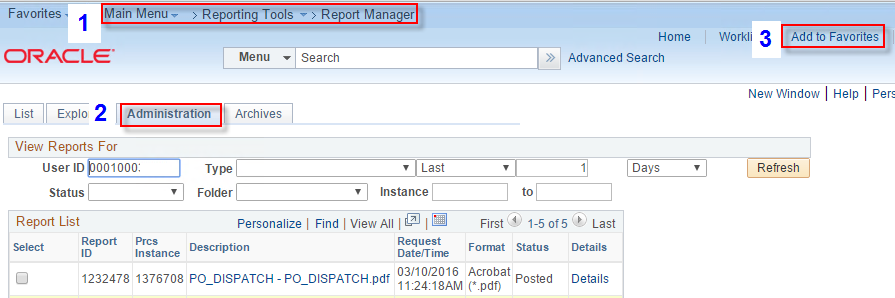
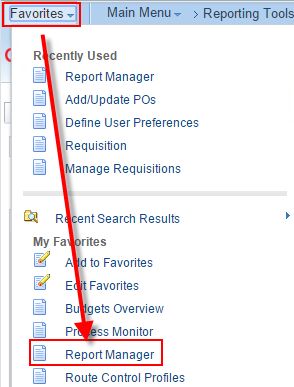
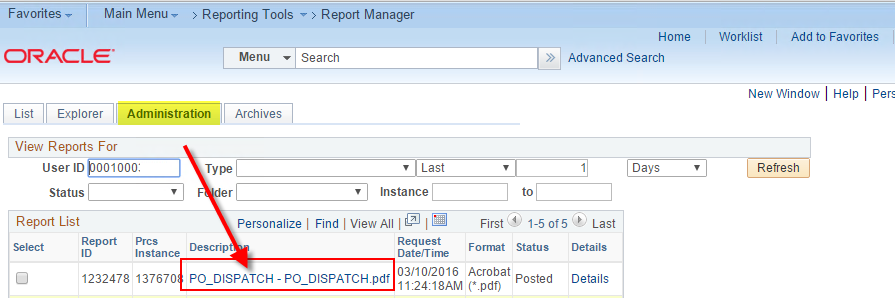
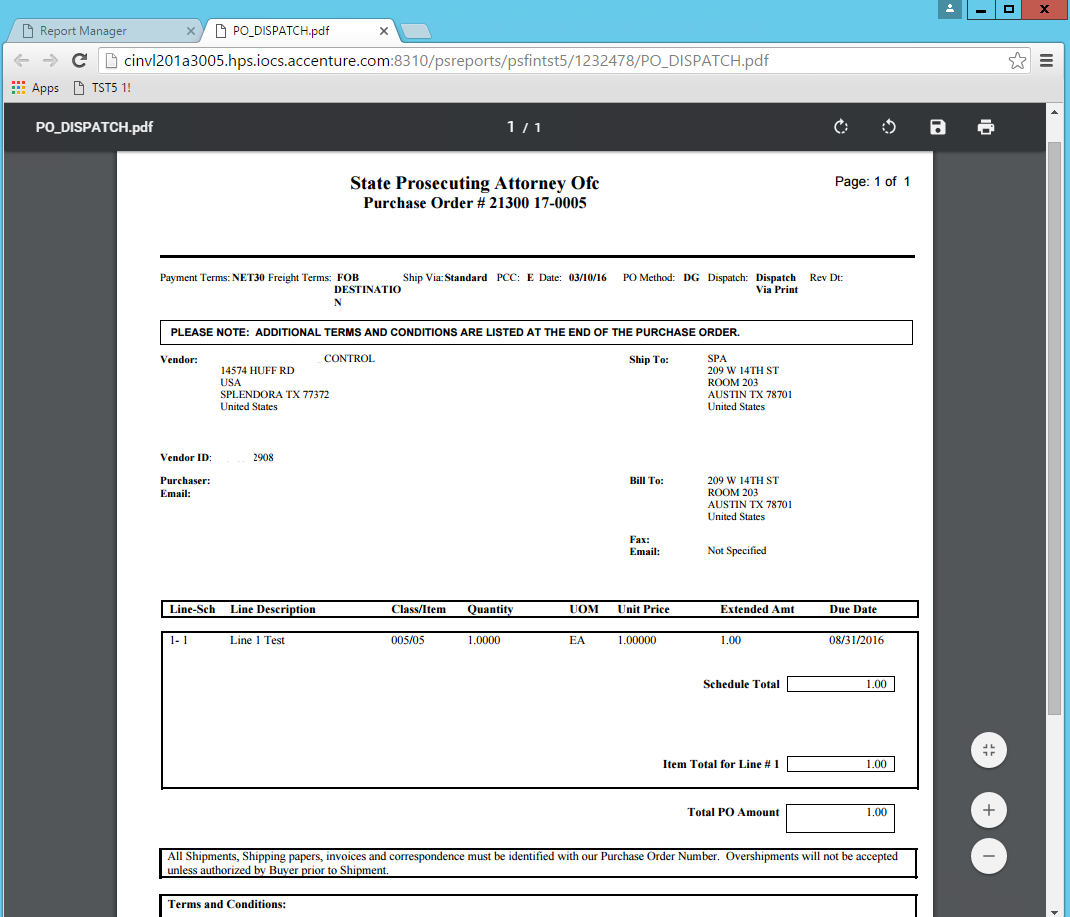
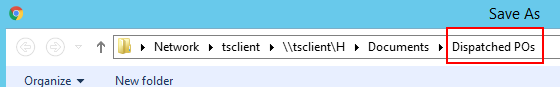
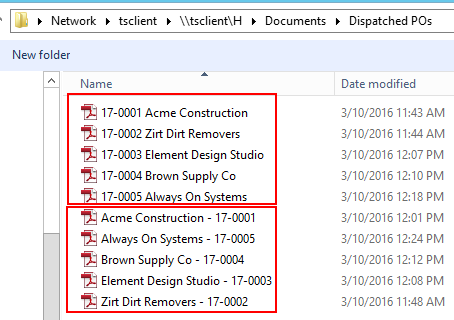
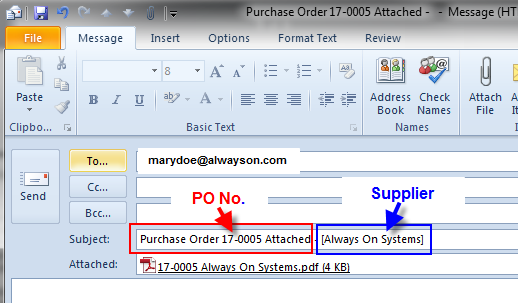
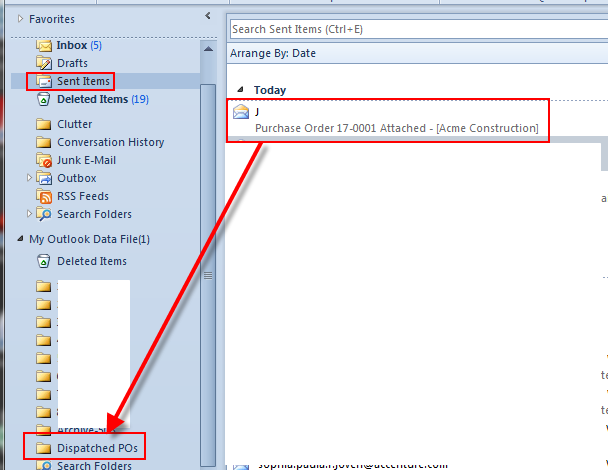
# PO– Dispatching and Filing Tips on How To:

* Email the PDF version of the Dispatched PO to the Supplier
* File the PDF and Email for easy retrieval

1. Run the PO Dispatch process ( see 'PO Entry – Basic PO Entry', page 7, step 15).
2. The PDF version of the PO that was generated by the Dispatch process will be located on the Administration tab of the **Report Manager**.  
    > Save this page to your Favorites menu since you will be using it often.  
     
     
   
3. Open the PDF version of the Dispatched PO by clicking the hyperlink in **Report Manager**.  
     
     
   
4. Save the PDF to a folder you create on a network drive (not your C drive).  
   Name the folder something like 'Dispatched POs'.  
   
5. Suggested naming convention for your PDFs:   
   Name the PDF beginning with the **PO ID** and ending with the **Supplier** name. 
6. Save the PDF again, this time naming it with the **Supplier** name first and **PO ID** last. 
7. This allows you to come back and find a PO   
   **numerically by PO ID** or   
   **alphabetically by Supplier** name.  
   
8. Attach the PDF to an email addresed to the Supplier's contact person.
9. Consistency in the way you use the **Subject** field pays dividends when you need to find the email later.   
   
10. Drag the email from your Outlook **Sent** **Items** folder to an Outlook folder *not on your C drive* named something like 'Dispatched POs'.   
    
11. Finding emails in your **Dispatched POs** folder months later is easy when you   
    - use the **Subject** field consistently, e.g. "Purchase Order 17-0001…." and  
    - include the **Supplier** name in the subject.  
    