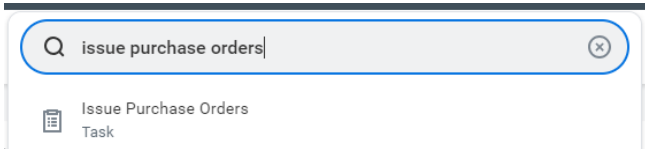


Audience / Role	Buyer
Description	This job aid provides instructions to issue a Purchase Order (PO). A purchase order (PO) is from a buyer to a supplier for procuring goods and/or services. The purchase order must be issued before creating a supplier invoice or receiving goods and/or services. Purchase Orders (POs) with the issue options of XML Auto and EDI Auto will be automatically issued.
Before You Start	Confirm a Purchase Order (PO) was approved.

Issue Purchase Order (PO)

1	In the Search bar, enter Issue Purchase Orders. In the search results, select the Issue Purchase Order task. 
2	Under Issue Purchase Order, complete the fields for this task. All required fields are indicated with a red asterisk. These fields will help filter the list of purchase orders to select from. • Company – enter Kern County. • Supplier – Optional; filter by Supplier on Purchase Order. • Supplier Category – Optional; filter by Supplier Category on Purchase Order. • Supplier Group – Optional; filter by Supplier Group on Purchase Order. • Buyer – Optional; filter by Buyer on Purchase Order. • Purchase Order – Optional; filter by Purchase Order number. • Purchase Order Type – Optional; filter by Purchase Order type. • Dates: Optional; Filter by specific date criterium on Purchase Orders: ○ Document Due on or After ○ Document Due on or Before ○ Due Date on or After ○ Due Date on or Before ○ Issued Date on or After ○ Issued Date on or Before • Issue Option – Optional; Filter by Purchase Order issue option. • Include Issued Purchase Order – Optional; select checkbox to see previously issues Purchase Orders (POs). Select OK.
3	Under Issue Purchase Order, select individual Purchase Orders from the Purchase Orders list or select the Select All checkbox to issue all purchase orders. Select OK.

4	Select Issue Orders and Refresh to begin the issuing process.
5	Select Refresh if the Printing Run Percentage Complete is not 100%. Once the process is 100% complete, select the Finish button.
6	Select Done .

What Happens Next?

- Workday issues purchase orders using the issue option specified.
- If purchase orders are emailed, Workday sends email notifications to suppliers with printable purchase order versions for the email issue type.
- The status on the purchase order will be updated from **Approved** status to **Issued**.
- Create a change order if changes need to be made to the purchase order.
- To view a PDF version of a purchase order regardless of the issue option, select **View Printable Purchase Order** from the purchase order related actions. Purchase orders must be in issued status.
- Create receipts for purchase orders.

Related Reports

- Find Purchase Orders

Related Job Aids

- Create Purchase Order