

## One of my Order Entry Purchase Orders Won't Print

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### **One of my Order Entry Purchase Orders Won't Print**

There are two primary reasons an expected purchase order may not print.

- \* The first place to check would be the line item and make sure you entered a vendor number.
- \* The second possible reason is located on the shipping tab. When a master order is listed on the shipping tab, you can control whether or not you want to print a vendor's purchase order. There is a check box located in the lower center screen that may be unchecked. If Print PO is unchecked, a purchase order will not print. Check that box and reprint and you will get your PO.