LM Procure to Pay
Quick Reference Guide
For Suppliers

Print Schedule Agreement
Procedure

This quick reference guide displays the procedure to print a schedule agreement.

Step | Action
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1. | Click the **PO Delivery** tab.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Multiple options are available to view purchase orders or schedule agreements for the supplier. These include preset views for <strong>New, In process, Accepted, and Changed</strong>. All available predefined views are displayed in the menu tree under Purchase Orders</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>All Purchase Orders</strong> link on the menu tree.</td>
</tr>
</tbody>
</table>
4. To select a schedule agreement to print, click the **button** next to the line.
5. Click the **Print** button.
Step 6. Notice the file will be saved as a .zip file. Click the Open button.
<table>
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<tr>
<td>7.</td>
<td>Double click the <code>.pdf</code> document icon.</td>
</tr>
</tbody>
</table>

![Image of file explorer window with PDF file highlighted]
**Step** | **Action**
---|---
8. | The schedule agreement can now be viewed.
9. | Scroll down or tab to each of the pages to see all of the purchase order or schedule agreement information.
Step | Action
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10. | The **Notes** section of the purchase order may contain special processes which you will need to supply additional information.

11. | You may Print or Save the document as desired in this view.

Click the **Print** button to print the schedule agreement.
Step 12. Click the cancel button to close the schedule agreement print view.
13. You have successfully completed the procedure to print a schedule agreement.