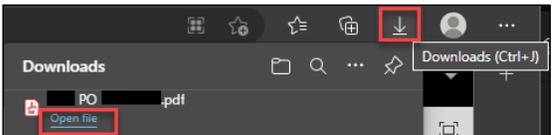
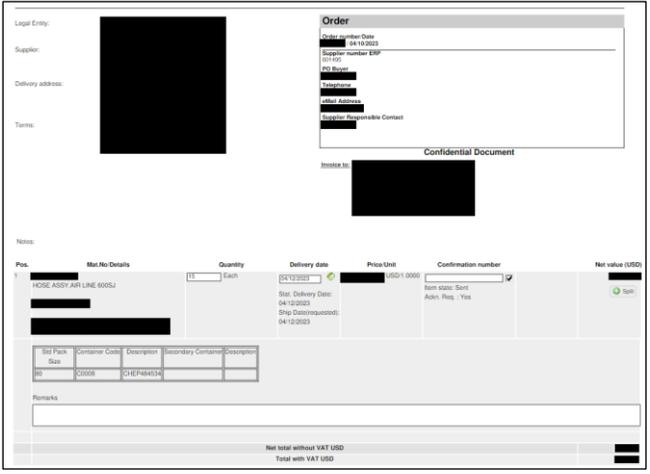




Printing a PDF of the PO

## How to open the PDF version of a PO from the Email Notice

Users will utilize this work instruction to access a PDF version of the PO.

<p>1. When Oshkosh creates a PO or makes changes to a PO an email notification is sent to the supplier from <a href="mailto:no-reply@jaggaer.com">no-reply@jaggaer.com</a></p> <ul style="list-style-type: none"> <li>The first link will take you to Jaggaer log in and then to the order summary screen</li> <li>The second hyperlink is a downloadable version of the PDF to print/save the PO</li> </ul>	<div style="border: 1px solid black; padding: 5px;"> <p>A new order is available for you in the supplier portal.                  Order number: [REDACTED]                  Purchasing Organization: [REDACTED]</p> <p>Please acknowledge order(s) in Jaggaer by logging in or using the link below.</p> <p>Link: <a href="https://demo.app12.jaggaer.com/order_request.php?id=346506">https://demo.app12.jaggaer.com/order_request.php?id=346506</a></p> <p>If you have any questions please do not hesitate to contact us.</p> <p>PDF version of the PO is available below.                  You must be logged into Jaggaer for the link to be successful.</p> <p><a href="https://demo.app12.jaggaer.com/modules/order/order/downloadAsPDF?id=346506&amp;size=letter&amp;orientation=landscape&amp;access_hash=">https://demo.app12.jaggaer.com/modules/order/order/downloadAsPDF?id=346506&amp;size=letter&amp;orientation=landscape&amp;access_hash=</a></p> <p>Kind regards,</p> </div>
<p>2. NOTE: There is a link to the PDF version of the PO within the email</p> <ul style="list-style-type: none"> <li>To follow the link, the user MUST already be logged into Jaggaer; if not, user will receive "Permission Denied" warning</li> <li><i>Optional:</i> The PDF is defaulted to open in "Landscape" view, if you would like to open in a "Portrait" view you will need to edit the hyperlink to remove "landscape" and input "portrait"</li> </ul>	<div style="border: 1px solid black; padding: 5px;"> <p>PDF version of the PO is available below.                  You must be logged into Jaggaer for the link to be successful.</p> <p><a href="https://demo.app12.jaggaer.com/modules/order/order/downloadAsPDF?id=346506&amp;size=letter&amp;orientation=landscape&amp;access_hash=">https://demo.app12.jaggaer.com/modules/order/order/downloadAsPDF?id=346506&amp;size=letter&amp;orientation=landscape&amp;access_hash=</a></p> <p style="text-align: center; color: red;">↑ Update to portrait</p> </div>
<p>3. A pop-up of the downloaded PDF will appear in downloads</p> <ul style="list-style-type: none"> <li>By clicking on the file, the PDF will open in your defaulted PDF reader</li> </ul>	
<p>4. All PO's must be confirmed within the Jaggaer Application by navigating to the purchase order in the order summary screen.</p>	

*End Job Aid.*