## Print or Email PO Change Orders

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>Dispatch Method</strong> list.</td>
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</table>
| 2.   | *****As a Reminder: The information displayed below was given in other PO Change Order topics related to selection of the Dispatch Method: In this Topic we will be covering the Dispatch Method **Email Option**.  

The value displayed for the **Dispatch Method** on the PO is defaulted from vendor set-up. The method may need to be changed depending on the need to send PO information to the vendor.

1) If the vendor does not require PO information to be sent, then select: **Print** - the print option for PO Change Orders will not print the PO.

2) If the vendor does require that PO information is sent, then select: **Email** - the email option will send a copy of the official PO to the vendor via email. The email dispatch method is **NOT** available for After the Fact or Subaward POs.  

**Note:** If the vendor does not accept email or an Official PO copy is needed for printing please refer to the Topic - "Print or Email PO Change Order" in the UPK under Purchasing or the Quick Reference Guide” for detailed instruction.  

Do not use the following values:  
**EDX** - not used for PO Change Orders  
**Fax** - not used for PO Change Orders  
**Phone** - not used for PO Change Orders |
| 3.   | The **Email** option is selected if you would like a copy of the official PO for your records or to send to the vendor.  

Point to the **Email** list item. |
| 4.   | Click the **Email** list item. |
| 5.   | To set up the email address to send the official PO the Header Defaults link is accessed.  

Click the **Header Details** link. |
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<td>6.</td>
<td>The following warning message is received if the vendor does not have an email address set up for the PO. The message should be bypassed.  &lt;br&gt;Click the <strong>OK</strong> button.</td>
</tr>
<tr>
<td>7.</td>
<td>The <strong>PO Header Details</strong> page is displayed. If the Vendor had an email address that was set up for dispatch of the PO it would be set-up under the <strong>Vendor/Contact Fax/Email</strong> heading.  &lt;br&gt;To send the Official PO to a vendor supplied email address or to add your email address so that you receive the PO information for printing to later fax or mail if the vendor does not accept email the information is entered under the <strong>One Time Fax/Email</strong> heading  &lt;br&gt;<strong>Note:</strong> if multiple email addresses are required, they are separated by a semicolon ;  &lt;br&gt;When the Dispatch process is ran an email(s) is generated, a copy of the Official PO is attached.  &lt;br&gt;<strong>Note:</strong> The address(s) entered under the <strong>One Time Fax/Email</strong> heading will override the address listed under the <strong>Vendor/Contact Fax/Email</strong> during the Dispatch process.</td>
</tr>
<tr>
<td>8.</td>
<td>Click in the <strong>Email Address</strong> field.</td>
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<tr>
<td>9.</td>
<td>In this example a single email address is entered.  &lt;br&gt;Enter the desired information into the <strong>Email Address</strong> field. Enter a valid value e.g. &quot;<a href="mailto:oski@berkeley.edu">oski@berkeley.edu</a>&quot;.</td>
</tr>
<tr>
<td>10.</td>
<td>Once the email has been entered successfully  &lt;br&gt;Click the <strong>OK</strong> button.</td>
</tr>
<tr>
<td>11.</td>
<td>Follow the remaining steps required to complete any applicable PO Change Order processing. The PO is saved after all changes are made.  &lt;br&gt;Click the <strong>Save</strong> button.</td>
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### Step 12.

**Action:** Purchase Orders are dispatched every 30 min. An email will be generated with the attached PO when the email option is selected.

Below is an example of the email received.

**Subject Heading line of the email:**
Dispatched Purchase Order

**Body of email:**
Purchase Order, 10000 / 2000000947, has been Dispatched. Please detach and print the attached Purchase Order in PDF format.

**Links that can be used to open inquiry pages in BFS:**
Click on the link below to enter an acknowledgment for this PO online:
https://bfs-qa.is.berkeley.edu/psp/bfsqa90/SUPPLIER/ERP/c/ROLE_VENDOR.PO_SS_POA.GBL?Action=A&BUSINESS_UNIT=10000&PO_ID=2000000947

Click on the link below to view recently dispatched purchase orders:
https://bfs-qa.is.berkeley.edu/psp/bfsqa90/SUPPLIER/ERP/?cmd=login

### Step 13.

**Action:** This completes the exercise

**End of Procedure.**