

## Reprint Purchase Orders

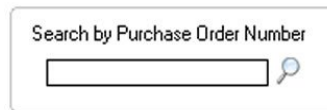
From time to time, you may want to review or reprint an order for any variety of reasons. Whatever the reason, Avonto Direct Connect makes it easy with the Purchase Order History window.

### Purchase Order History Window

1. Click on the Purchase Order History icon along the top tool bar



2. Locate the Purchase Order in the top portion of the window. Use the purchase order search field at the top right of the window to quickly specify and locate a purchase order number.



3. The item details which are on the purchase order are shown in the lower portion of the window.
4. Click the Reprint button at the bottom of the window to print the order. You are not able to resend an order electronically. To make changes to an exiting order you must either call in your changes or create a new purchase order.
5. When finished, click Close.