# PO– Dispatching and Filing Tips on How To:

* Email the PDF version of the Dispatched PO to the Supplier
* File the PDF and Email for easy retrieval
1. Run the PO Dispatch process ( see 'PO Entry – Basic PO Entry', page 7, step 15).
2. The PDF version of the PO that was generated by the Dispatch process will be located on the Administration tab of the **Report Manager**.
 > Save this page to your Favorites menu since you will be using it often.



3. Open the PDF version of the Dispatched PO by clicking the hyperlink in **Report Manager**.



4. Save the PDF to a folder you create on a network drive (not your C drive).
Name the folder something like 'Dispatched POs'.

5. Suggested naming convention for your PDFs:
Name the PDF beginning with the **PO ID** and ending with the **Supplier** name. 
6. Save the PDF again, this time naming it with the **Supplier** name first and **PO ID** last. 
7. This allows you to come back and find a PO
**numerically by PO ID** or
**alphabetically by Supplier** name.

8. Attach the PDF to an email addresed to the Supplier's contact person.
9. Consistency in the way you use the **Subject** field pays dividends when you need to find the email later.

10. Drag the email from your Outlook **Sent** **Items** folder to an Outlook folder *not on your C drive* named something like 'Dispatched POs'.

11. Finding emails in your **Dispatched POs** folder months later is easy when you
- use the **Subject** field consistently, e.g. "Purchase Order 17-0001…." and
- include the **Supplier** name in the subject.


