

NSG 2.0

How To Print a PO

July, 2017

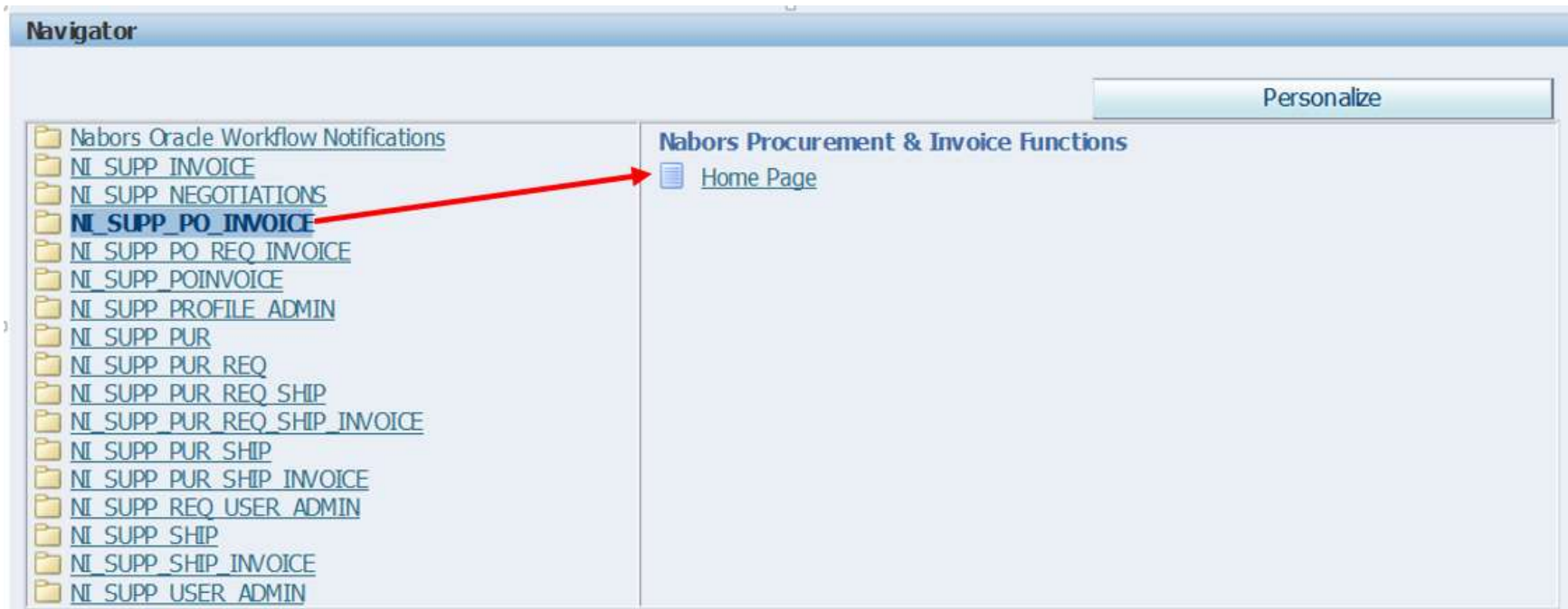
Presented by:

Vendor Services, Nabors Corp Services
Vendor.services@nabors.com



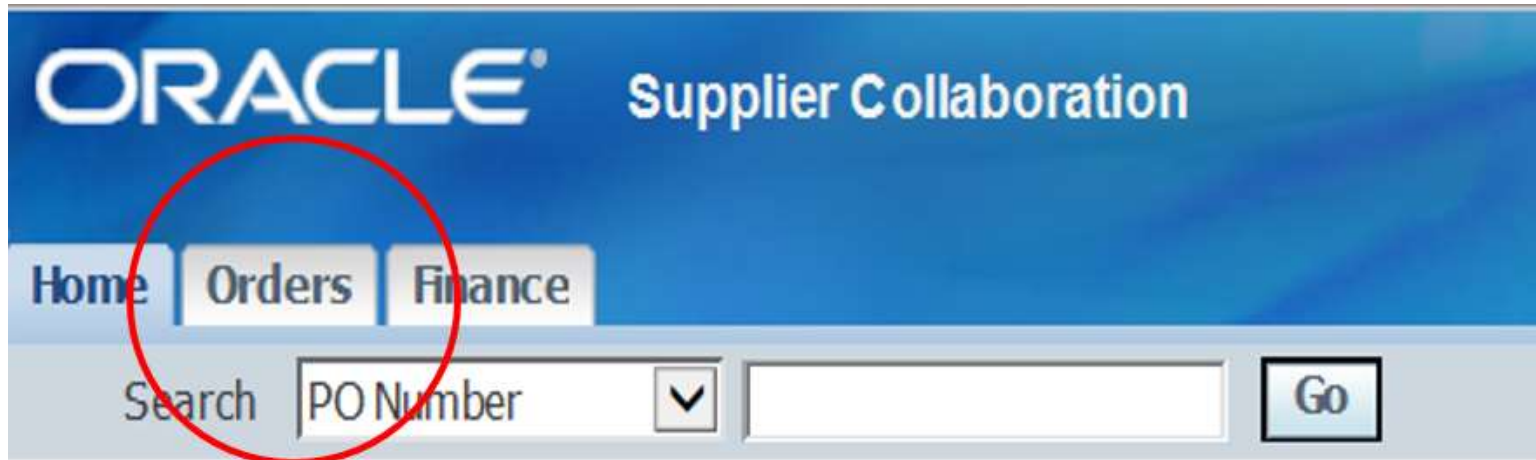
How to Print a PO

After logging in the User should select the NI_SUPP_PO_INVOICE responsibilities and then click on the Nabors Procurement & Invoice Functions Home Page.



How to Print a PO continued

Once the Supplier Collaboration page has been accessed, the User should select the Orders tab.



Once this selection has been made the User should access the PO to be printed.

How to Print a PO continued

After accessing the PO the User should select the View PDF from the drop down options in the Actions field on the right side of the page and then click on the Go button.



Once the PDF file is accessed and open the User should be able to print the PO.