**Purchase Order Self Printing Instructions**

Some campuses and departments regularly request Sherry send copies of purchase orders to be emailed to them for record keeping purposes. This is not necessary as you can print your own purchase orders in TEAMS. Here are the instructions:

In TEAMS go to Organization PO Search

This will bring up a screen asking for the PO number, the vendor, what type of PO (Traditional, Blanket, etc.), the PO status (sent, revised, etc.), the minimum date and the maximum date. Put in whatever information you have and press search. Please note the date range is the minimum data that you need. Everything else simply refines the search.

Highlight the PO you are interested in and hit Maintain.

TEAMS will bring up the details of the PO. Make sure that you have the right one and hit Print.

A reduced copy of the PO shows in a Print box. Put your cursor in the box, and hit the printer icon. A print instruction box will appear showing the printer destination. Hit Print and you have your copy of the PO.

Please note in order to get the attachments, you need to highlight a line item and hit the View Related Requisitions and then go to the attachments menu item.

If you have any questions, please give Sherry (Ext 8700) a call and she will walk you through this while you are at your computer.