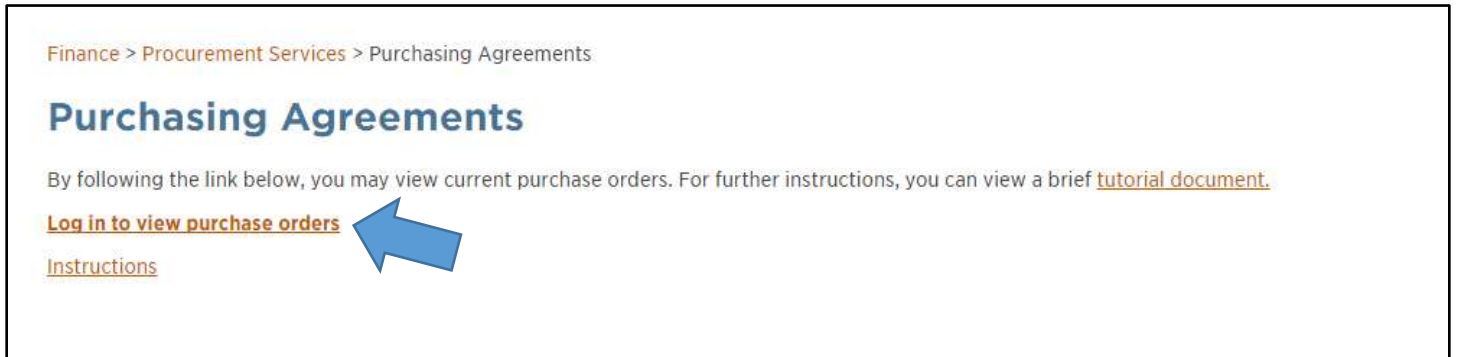# PO Website Instructions

Viewing purchase orders

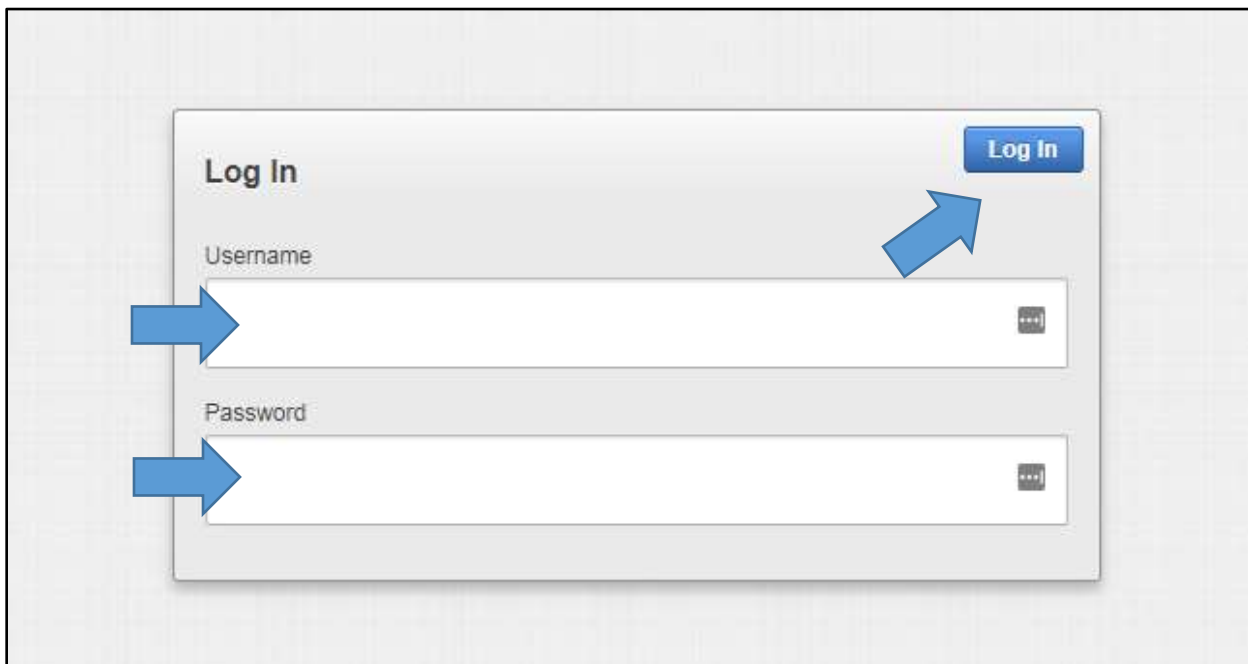### Logging In

- Click the link on the Procurement Services Website:
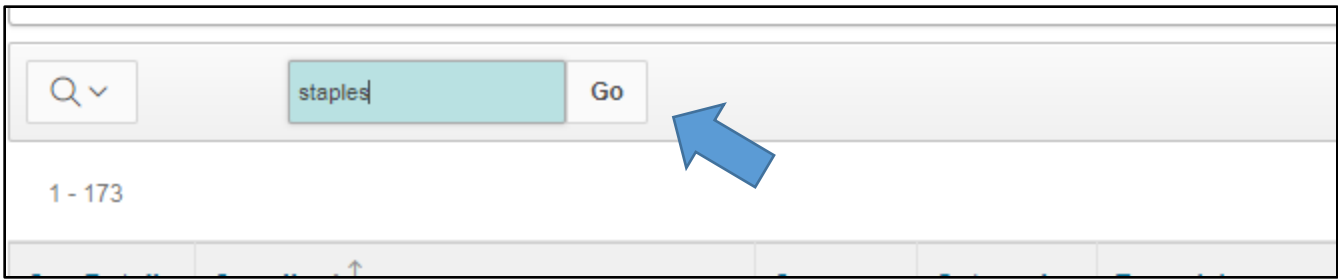

> (you can also go directly to *https://apps.tennessee.edu/apex/f?p=112*)

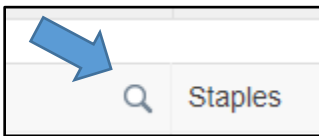- Enter your netID and password and click Log In

Searching & Filtering

- You can search by keyword, which can be supplier name, category, etc. Enter your keyword in the search box and click Go.

- To see details about a PO, click the magnifying glass next to the supplier name. The detail page for the PO will open.

- Documents for the PO are linked at the bottom of the page, and will be in two cells: the title is to the left of the "Download" link.

Purchase Order	Link	Launch Brief	Link	Price Schedule	Link	Additional Terms	Lin
5500006712.pdf	Download	-		-	-	-	-