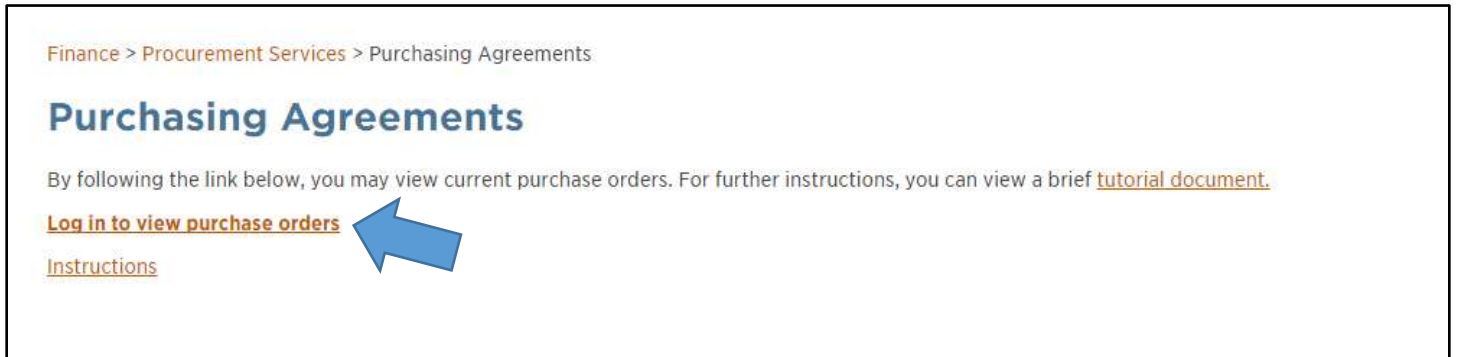


## PO Website Instructions

### Viewing purchase orders

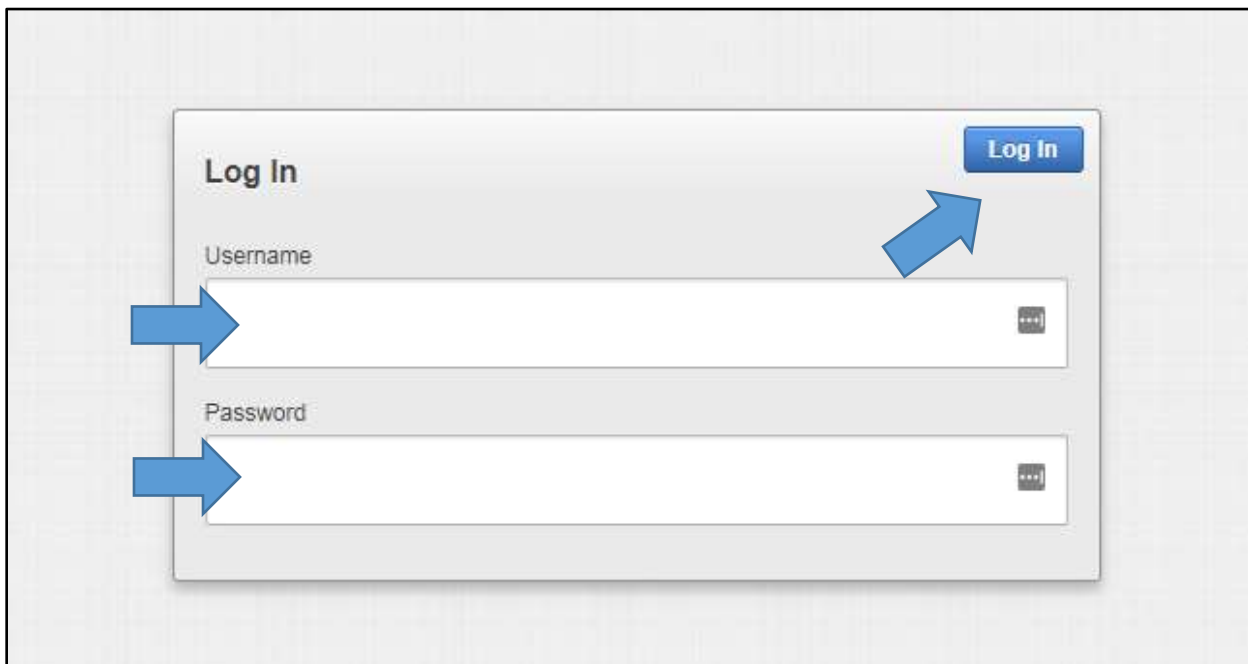
#### Logging In

- Click the link on the Procurement Services Website:



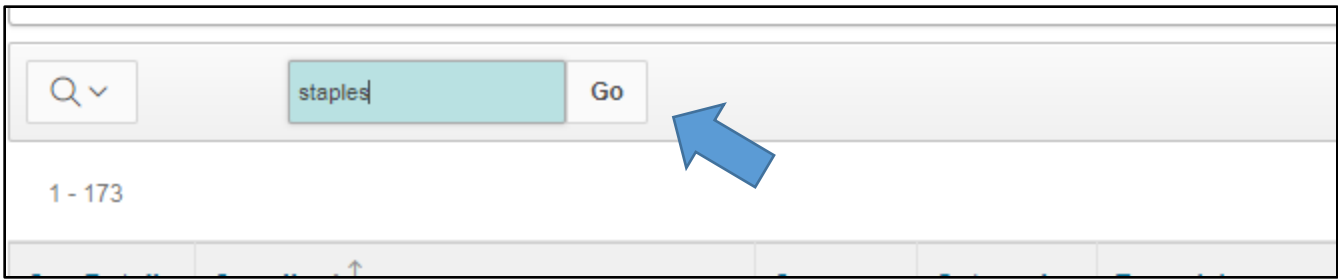
(you can also go directly to <https://apps.tennessee.edu/apex/f?p=112> )

- Enter your netID and password and click Log In



#### Searching & Filtering

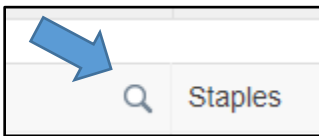
- You can search by keyword, which can be supplier name, category, etc. Enter your keyword in the search box and click Go.



A search results page. At the top, there is a search bar with a magnifying glass icon and a dropdown arrow. Below the search bar, there is a filter: a dropdown arrow, a checked checkbox, a magnifying glass icon, and the text 'Row text contains 'staples''. Below the filter, there is a table with the following columns: See Details, Supplier, Summary, Categories, Buyer(s), Universal PO Number, Market Place, Pref. The table has two rows of data:

See Details	Supplier	Summary	Categories	Buyer(s)	Universal PO Number	Market Place	Pref
	Staples	-	-	Jackie Haun	5500006659	-	-
	Staples	-	-	Ryan Holliday	5500006712	-	-

- 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	-	-	-	-	-	-