# PO Website Instructions

## Viewing purchase orders

### Logging In

* Go 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.



## Editing purchase order entries

* On the main page, click the “Buyers >>” button



* Click the pencil icon to the left of the PO you want to edit



* Upload the correct documents as needed – you can include the PO, price documentation, order form templates, etc, and any other documents related to the PO.



* Use the checkboxes to select the appropriate categories for the PO. You can select as many as apply.



* Type “Preferred” or “Market Place” if the supplier is preferred or a Market Place supplier.



* Complete the remaining fields as applicable.
* **For Supplier’s Website, if the supplier is a Market Place supplier, just type “Market Place” instead of entering the actual website, to avoid end users creating accounts outside the Market Place.**



* When you are finished updating, click Apply Changes



## Adding new purchase orders

* Click the “Buyers>>” button



* Click “Create”



* Complete the information as described in the instructions for editing an entry, and click “Create” when you’re finished.

