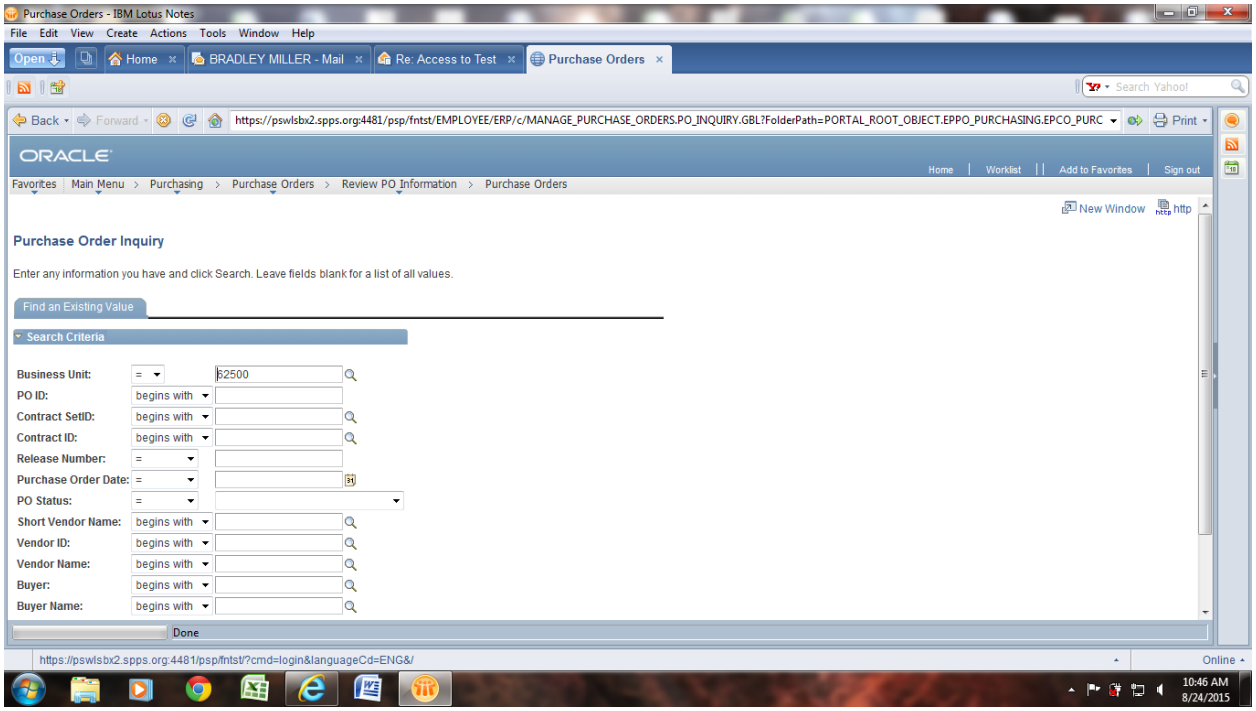
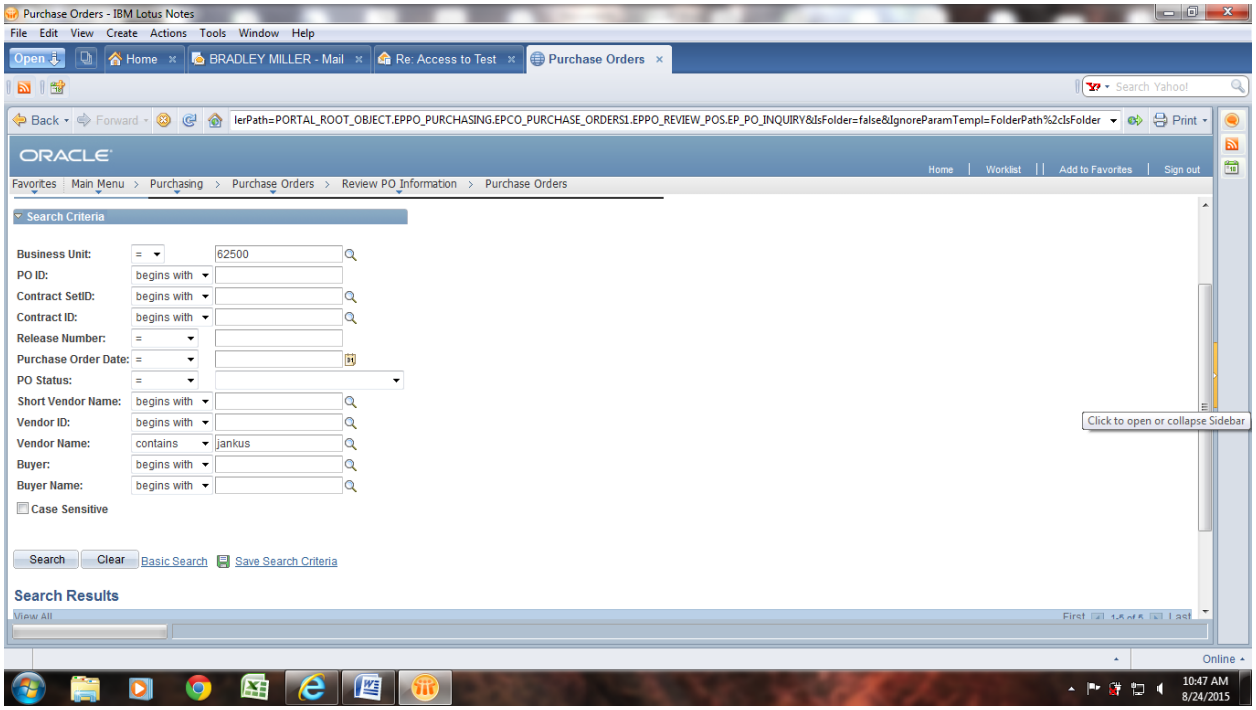
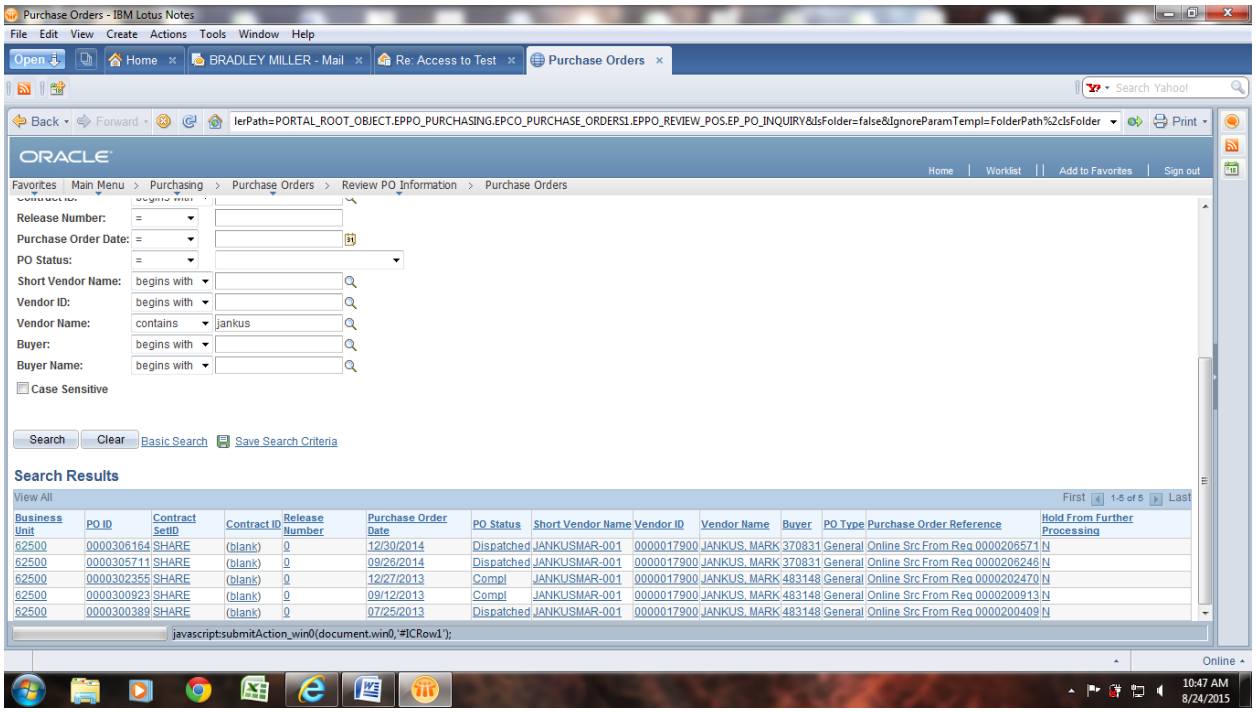
Go to: Main Menu>Purchasing>Purchase Orders>Review PO Information>Purchase Orders

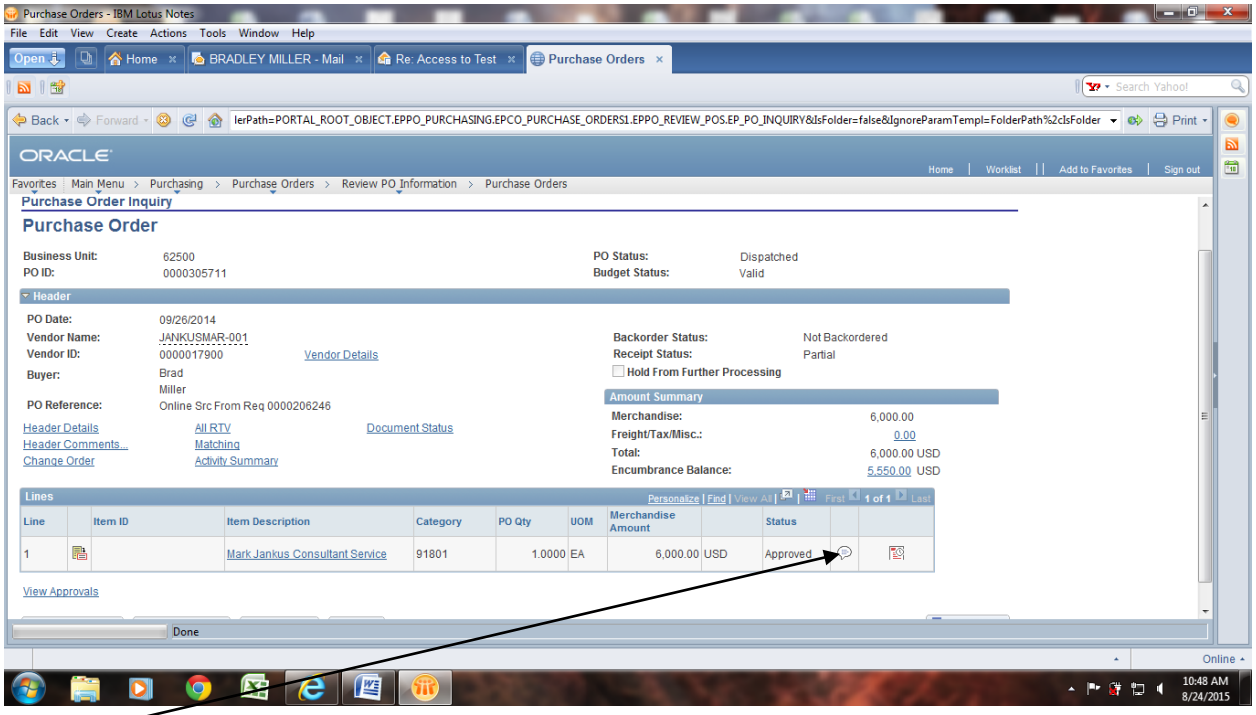


Fill in information to search for Purchase Order(can put in PO # if you know it or other info)

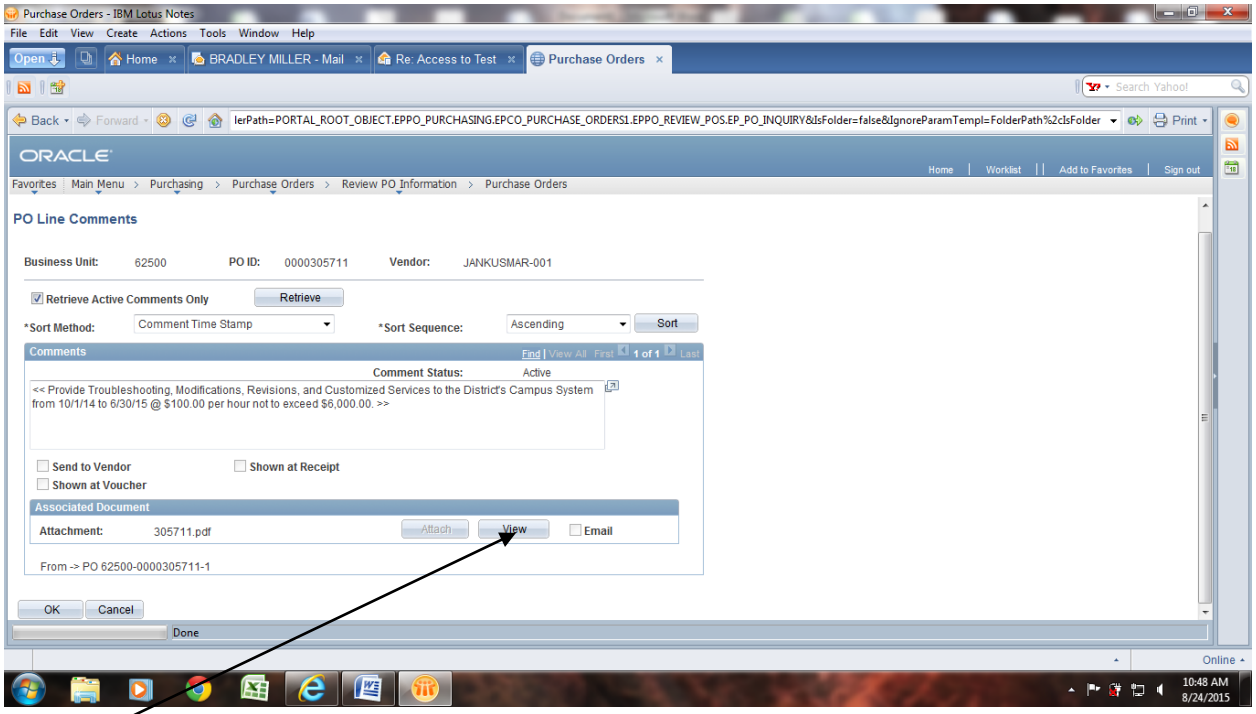


If you entered information that retrieves multiple Purchase Orders you will see the information below. Pick the appropriate PO by clicking on the result you desire.





Click on the "thought bubble" (it may be on additional lines if the PO has more than one line)



Click on the "View" button to view the document(s). There may be multiple attachments, you can choose which ones to view.

The attachment will appear for you to view and/or Print

