Step 1: Go to [ebs.msu.edu](http://ebs.msu.edu) and enter your MSU NetID and password.

Step 2: Click on Finance System.

Step 3: Link: Main Menu > Custom Document Searches > Purchase Orders

- The document type defaults to PO (purchase order). Enter additional search criteria.
- Click the search button.
- Click the document Id to view the purchase order.
Notes

- Commonly used search criteria include:
  Initiator (creator of the document)
  Date Created From and/or Date Created To (date range)
  PO number
  Vendor number
  Requisition number
- Use multiple search criteria for quicker results