

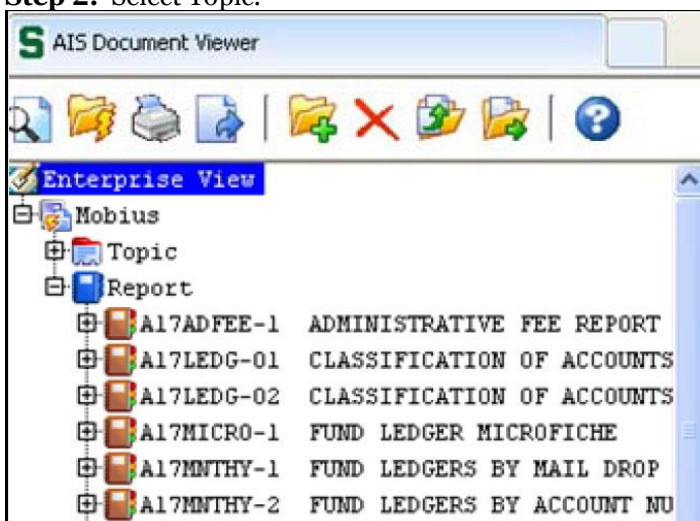
Job Aid: How to Search for and Print a Purchase Order in Doc Viewer

Note: Only those individuals assigned to the following groups have access to the USPURAP-PO report in Doc Viewer:

D8000 74876 Univ Services Staff
D8000 76200 ACC Departmental Accountants

Step 1: Navigate to: <https://docview.ais.msu.edu/ddrint/servlet/ddrintee>

Step 2: Select Topic.

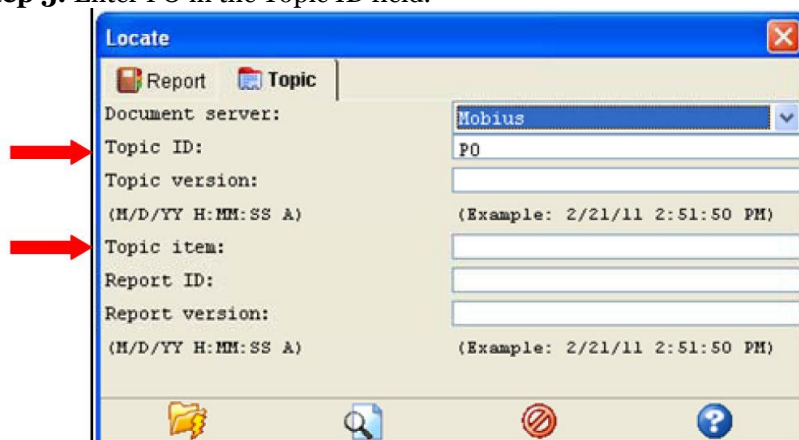


Step 3: Select PO, located under Topic.

Step 4: Select Locate.



Step 5: Enter PO in the Topic ID field.



Step 6: Enter the PO Number in the Topic Item field

Step 7: Click **Enter**

Step 8: Double click on the PO Number you want to view



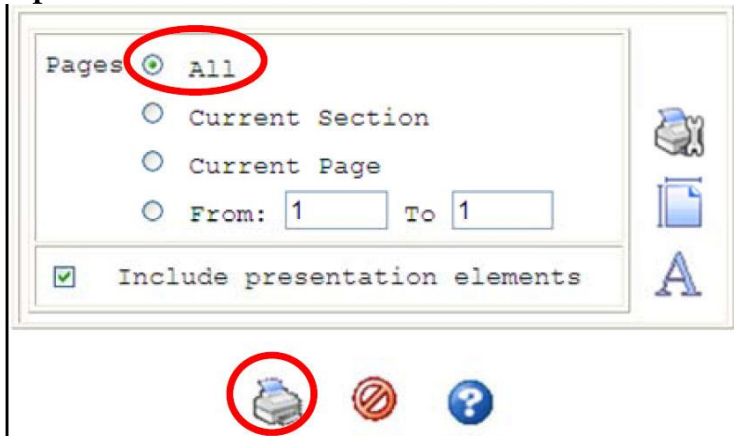
Step 9: The PO will open

Step 10: From the PO window, select the printer icon from the toolbar



Step 11: The print window appears

Step 12: Select **All**



Step 13: Select the printer icon to print.