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

1) Navigate to: https://docview.ais.msu.edu/ddrint/servlet/ddrintee

2) Select Topic.

3) Select PO, located under Topic.

4) Select Locate.
5) Enter PO in the Topic ID field.

6) Enter the PO Number in the Topic Item field.

7) Press Enter.

8) Double click on the PO Number you want to view.

9) The PO will open.

10) From the PO window, select the printer icon from the toolbar.

11) The print window appears (shown in the screenshot below).
12) Select All.

![Screen shot showing the selection option for printing all pages.]

13) Select the printer icon to print.