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

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 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.