1. Go to Print Procurement screen at URL:  
   [http://usd.msu.edu/purchasing/contracts/print-procurement.asp](http://usd.msu.edu/purchasing/contracts/print-procurement.asp) (you may want to bookmark as a favorite). Existing users go to circled area 1 and click to login. Those new to the system - complete form under New User 2 to request a user name.

![Print Procurement Screen]

2. Log into PrintOnline (Four51) with previously given User Name and Password:
3. This is the product page where you will find previous orders. Click on the **Reports** button at the top left.

4. Click on **Order Report**.
5. On the Display Columns menu, while holding down your Control key, click on the first item in the list, Order ID, scroll down to the last item, Name of Job (see image 2) and then click on Preview to view all of your jobs. Selecting Date Range (shown below in Image 2) is optional.
6. The order report will now contain all of your previous jobs. Click on the **Order ID** of the job you need to re-order.

7. Review your order. If you wish to make it a **Favorite**, check the appropriate box and click on **Repeat Order**.

8. Proceed to check-out or click “Continue Shopping” to order another product.