Customer Instructions for Locating Previous Orders

1. Go to Print Procurement: http://usd.msu.edu/purchasing/contracts-and-services/print-procurement/index.asp - you may want to bookmark it 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 Form](image)

2. Log into PrintOnline.

   **UserName**
   **Password**

   [Submit Button]
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.

**Image 2:**
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.