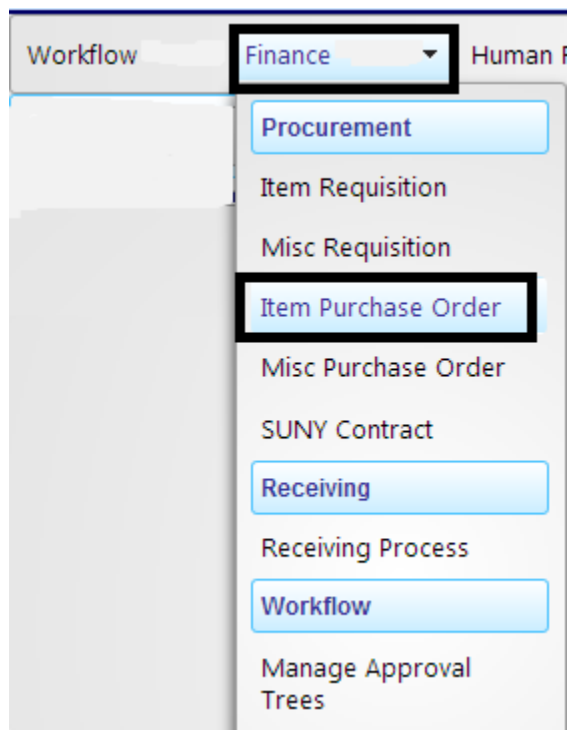
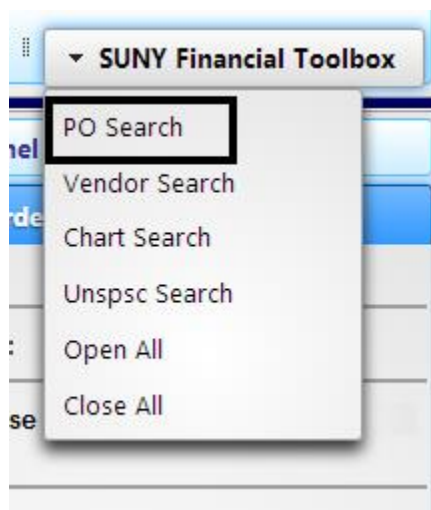


## Searching, Printing or Viewing a Purchase Order

### Searching



1. To search for a purchase order, click the **Finance** pull-down menu and then click **Item Purchase Order**.



2. On the right side of the screen, click on the **SUNY Financial Toolbox** pull-down and select **PO Search**.

**Purchase Order Search**

**Search Purchase Orders**

PO Number:

Req Number:

Vendor Name:

PO Type:

Status:

Requested Date:

SFS Vendor ID:

Budget POs Only

3. You can search for your purchase order by entering the **PO Number, Requisition Number, Vendor Name** or **SFS Vendor ID**.
4. Click **Search**.
5. Scroll down the page to **Search Results**.

**Search Results**

(1 of 1)

Select	PO Number	Type	Status	Requested Date	Vendor Name	SFS Vendor ID	Workflow Details
<input type="radio"/>	312345	Item	Matched	07/14/2015	SHERWIN WILLIAMS COMPANY	1000031328	<a href="#">View</a>

(1 of 1)

6. On the **Search Results** screen, select the radio button under the **Select** column of the PO you are searching for.
7. Click **Select** to open the purchase order.

## Printing

1. Follow steps 1 – 6 in **Searching for a Purchase Order**.
2. Click **Print**.