

**INSTRUCTIONS FOR PRINTING A PURCHASE ORDER COPY**  
**FROM E-PROCUREMENT**

**Notes:**

**\*BEFORE YOU BEGIN—have your Colleague PO number ready!**

**\*Any printer may be used; network printer not required.**

1. Go to EP home page (swoosh)
2. Click on “System Searches”
3. Click on “Create a New Search”
4. Click on + at “Created on Behalf Of \_\_\_\_\_”
5. Click “Remove”
6. Field: Change to “Name”
7. Enter Name or Select from List
8. Click on “Search”
9. (See name, etc.)
10. Click “OK”
11. Enter Colleague PO/BO number in “Legacy Document ID \_\_\_\_\_” field
12. Click on “Search”
13. (See Document Info)
14. Click on PO/BO number
15. Click on “Print” button

/smh  
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