The following instructions outline the steps for re-sending, changing the e-mail address, and printing an official, electronically-signed Purchase Order.

Purchase Orders can be accessed in the Procurement/Contracts tab:

1. From the Related Documents tab of the Shopping Cart, Open/Display the Purchase Order to be printed by clicking on the Purchase Order Document Number link.

2. Once the Purchase Order is displayed, select the Header tab > Click Output to view the Output Medium.

3. To re-send the Purchase Order, click the Repeat Output button, which will automatically route the Purchase Order to the e-mail address indicated in the Output Medium.

Each time a Purchase Order document is re-sent using the Repeat Output button, the Status of that action (e.g., Successfully processed) will display under Document Outputs. The Date, Time, and Output Medium will also be captured and displayed.
4. To **Change** the E-Mail address, click the **Edit** button > enter the new e-mail address > click the **Order and Send Immediately** button.

**Note:** Changing the e-mail address will allow the system to electronically route the Purchase Order to the e-mail indicated. **The change is only for this Purchase Order and not for future orders to this vendor.**

![Image of Purchase Order Change Interface]

A system message will appear at the top of the screen:

- Purchase order with document number 4500009743 is correct
- Purch. order Prof Dev - NNS with document no. 4500009743 was ordered and is awaiting approval

**Note:** Any changes/modifications made to the Purchase Order (including e-mail address change) may **trigger workflow**.

Once approved, the Purchase Order will be electronically routed to the e-mail requested as a PDF attachment. The recipient can then retrieve the e-mail, open the attachment, and print as usual.

![Image of Document Output]

Once the Site Administrator approves the change/modification, the Status will be updated.

**Please be advised** that an **official** Purchase Order is **electronically signed** and when printed will bear the signature of the active Chief Procurement Officer; **site Administrators no longer have to sign purchase orders.**