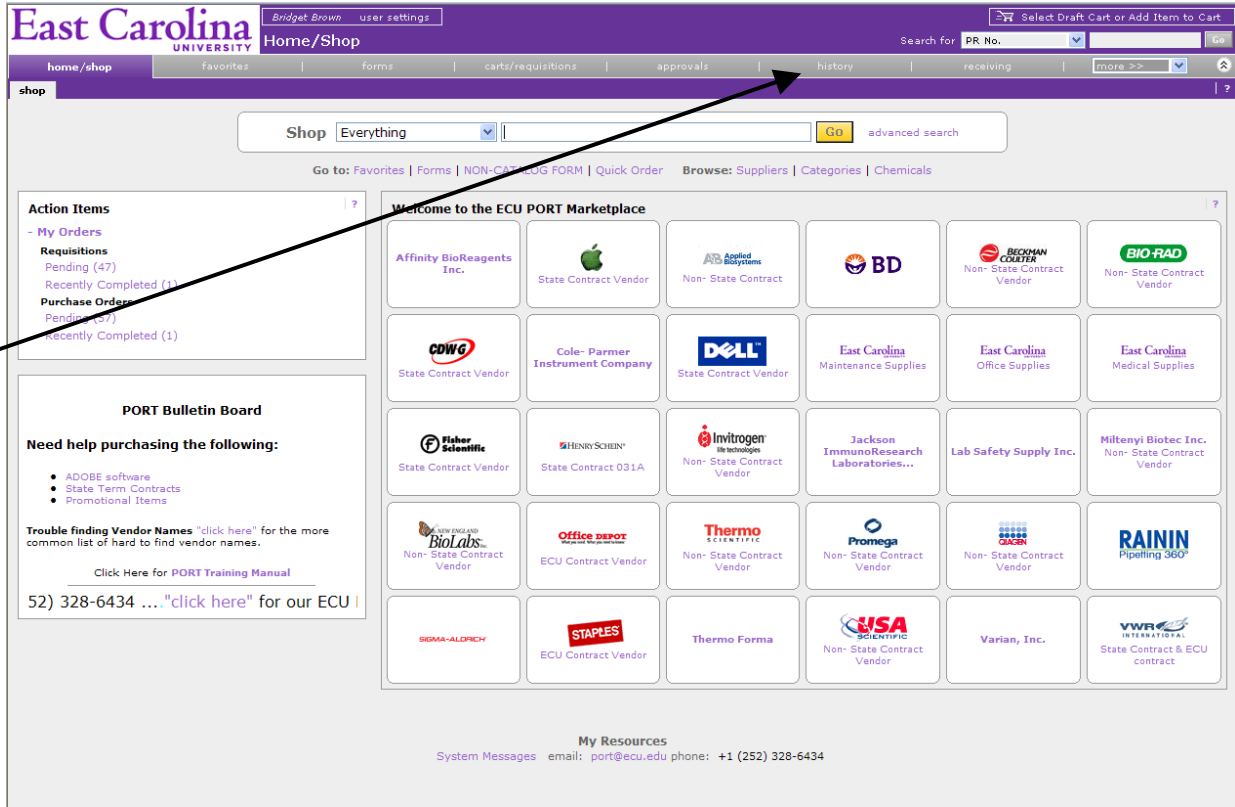
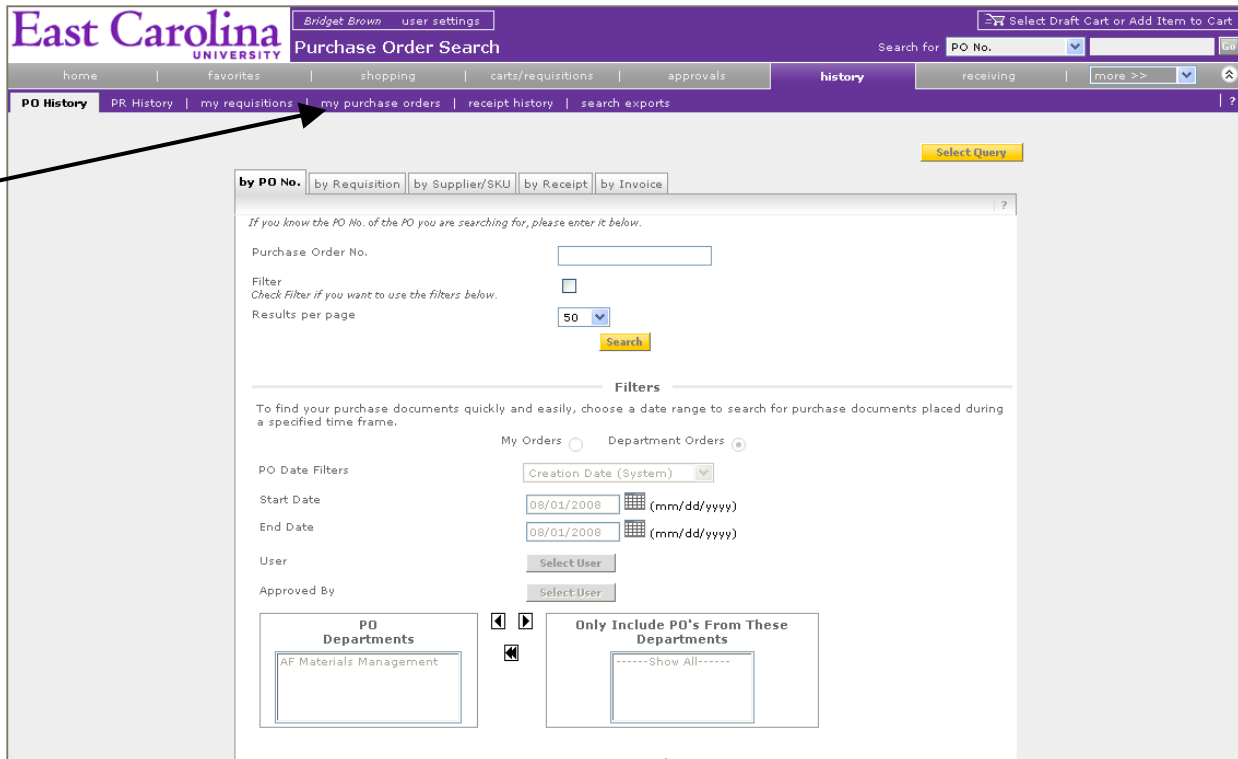


# MY POS

Last Updated on: 11/8/2010



1. Click on the **History** tab.



2. Click on **my purchase orders** tab.

# MY POS

Last Updated on: 11/8/2010

3. This tab will display a listing of all your POs with the number of POs listed at top.
4. Note that you can click on the **Quick View** icon for summary information on the PO.
5. To view a PO, click on the desired PO number.

6. From here you can review the **Status, Purchase Order, Revisions, PO Approvals, Receipts, Comments and History**.
7. This completes the steps for this procedure. Click on the **East Carolina University** icon to return to the home page.