Quick Reference Guide
Accessing POs and Change Orders

This quick reference guide is designed to help vendors understand how to access Purchase Orders (POs) and Change Orders sent to them in the procurement portal of Buy A&M. PO and Change Order notifications will be sent to the primary email address associated with the vendor’s profile, not to individual vendor users. If your entity has received a notification about a PO or Change Order via email, follow the steps in this guide to access and review the document.

Login to Buy A&M Online

The first step is to login to Buy A&M using your login ID and password. The email you received notifying you about the PO or Change Order will also contain a link to the system that you can click.

Finding a Purchase Order

After login you will see your home page and tabs underneath the Welcome message. To find a PO or Change Order, click on the PO tab. The POs and/or POs with Change Orders that you have not yet acknowledged will be listed first. You can access a PO by clicking on the link in the Purchase Order # column on the left side of the screen.
Acknowledging a Purchase Order

Upon selecting a PO, you will be asked to acknowledge receipt of the PO and its Change Orders before it will display. Acknowledging a PO indicates that you are aware of it and that you will respond to it.

Check both of the check boxes on the left and click on the Proceed button to:

- Acknowledge your receipt of the PO and its Change Orders, and
- Notify the requestor that you have received the PO.

Viewing a Purchase Order

The PO will be displayed with the number prominently displayed in the upper left hand corner of the document.
Accessing POs and Change Orders

Printing a Purchase Order

All POs issued to you will stay within Buy A&M indefinitely, so you do not need to print it out. However, if you would like to print out a paper copy of a PO, click on the **Print** button on the bottom of the screen while looking at the PO. Buy A&M will preview the PO on the screen and you can then print the PO to the printer of your choice or save it to your computer.

Finding and Acknowledging a Change Order

You will be notified of Change Orders if an agency has made changes to a PO they’ve previously sent you. Notifications of Change Orders will also be sent to the primary email address associated with the vendor’s profile, and not to individual users established for the vendor’s profile. Change Orders are accessed in exactly the same way as the PO, and are visible on the PO document in the **Change Orders** section.

Just like POs, you will be asked to acknowledge receipt of Change Orders upon selecting the PO to view. Check both of the check boxes on the left and click on the **Proceed** to view the PO and its Change Order(s). Note: You will not be able to print the Change Order; Change Orders update the actual PO. If you need a printed copy of the Change Order you can print the updated PO.