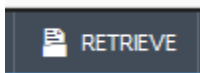
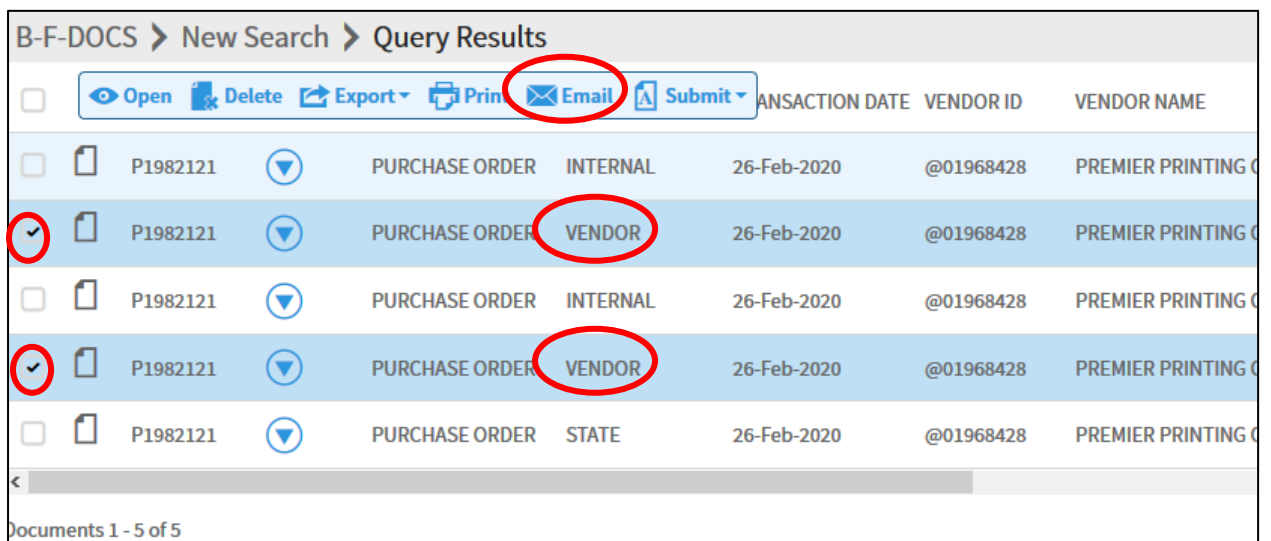


Finding and Emailing PO Documents from Banner

1. Type **FOIDDOCH** in the **Search** field and press ENTER.
2. Enter PO in the **Document Type** field.
3. Type the document number in the **Document Code** field.
4. Click the **Go** button.
5. Select the appropriate document number.
6. Click the **Retrieve** button to open BDM.



7. Select the checkbox for all documents with a Document Type of Vendor and click the Email icon.

A screenshot of the Banner system's query results page. The page title is "B-F-DOCS > New Search > Query Results". At the top, there is a toolbar with icons for Open, Delete, Export, Print, Email, and Submit. The "Email" icon is circled in red. Below the toolbar is a table with columns: TRANSACTION DATE, VENDOR ID, and VENDOR NAME. The table contains five rows of data. The second and fourth rows are highlighted in light blue. In the second row, the checkbox in the first column is checked and circled in red, and the word "VENDOR" in the "VENDOR NAME" column is circled in red. The fourth row also has a checked checkbox and "VENDOR" circled in red. The first, third, and fifth rows have unchecked checkboxes and "INTERNAL" or "STATE" in the "VENDOR NAME" column. At the bottom of the table, it says "Documents 1 - 5 of 5".

					TRANSACTION DATE	VENDOR ID	VENDOR NAME
<input type="checkbox"/>		P1982121		PURCHASE ORDER	INTERNAL	26-Feb-2020	@01968428 PREMIER PRINTING C
<input checked="" type="checkbox"/>		P1982121		PURCHASE ORDER	VENDOR	26-Feb-2020	@01968428 PREMIER PRINTING C
<input type="checkbox"/>		P1982121		PURCHASE ORDER	INTERNAL	26-Feb-2020	@01968428 PREMIER PRINTING C
<input checked="" type="checkbox"/>		P1982121		PURCHASE ORDER	VENDOR	26-Feb-2020	@01968428 PREMIER PRINTING C
<input type="checkbox"/>		P1982121		PURCHASE ORDER	STATE	26-Feb-2020	@01968428 PREMIER PRINTING C

8. Enter the email address in the To field
9. Enter the PO number in the Subject line
10. Uncheck the Send Attachments as Hyperlinks checkbox
11. Click Send (Example Below)

Mail Document



From mrwells@uillinois.edu [Change]

To* johnsmith@abccompany.com

Cc

Subject P1982121

Attach Entire Document

Send Attachments as Hyperlinks

[More Options](#)

Hide Annotations

CANCEL

SEND