



How to Print a Copy of Your PO in the Imaging System

1. Go to Imaging System's website: <https://sfsu.documentportal.com/servlet/data>
2. Type in your User ID and Password then click on Login



San Francisco State University - Fiscal Affairs

Please enter user ID and password for access:

User ID: nancy625

Password:

Login

3. Select BOTH "Contract" and "Purchase Order" (click on contract then hold onto CTRL and click purchase order) ***Make sure it the SEARCHING ON is "Contracts, Purchase Orders"***

Choose document type

Insurance Forms
Invoices
P-Card Applications
PCard Expense Report
Purchase Orders

Searching on

Contracts, Purchase Orders

PO Number: is
Vendor ID: is
Vendor Name: is
Scan Date: is
Source: is

Reset all search fields

Search

4. Type in your PO number and click Search

Choose document type

- Insurance Forms
- Invoices
- P-Card Applications
- PCard Expense Report
- Purchase Orders**

Searching on

Contracts, Purchase Orders

PO Number: is 2201100310

Vendor ID: is

Vendor Name: is

Scan Date: is

Source: is

[Reset all search fields](#)

Search

5. Click on “Purchase Orders” under the Document Type (a PDF should pop up, which will be your PO)

<input type="checkbox"/> All	Document Type	PO Number	Vendor ID	Vendor Name	Scan Date	Source
<input type="checkbox"/>	1. Purchase Orders	2201100310	15	FISHER SCIENTIFIC	08/14/2011	ELECTRONIC

Documents 1 to 1 of 1

[New search](#)