Faxing Purchase Orders via BruinBuy

1. Log on to BruinBuy at https://www.bruinbuy.ucla.edu/

2. Select All Orders under Actions

3. Type in your order number
4. Change Begin and End dates if necessary and click go
5. In the following window, select your order number and click on the Fax icon under Actions
6. Input the 10-digit phone number (5-digit extension for campus phone number)
7. Input the name of the recipient, if applicable, then hit send