



Purchase Order History

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All purchase orders sent from ESP Orders will be available in the Purchase Order History section.

From the ESP Orders homepage, click on the Purchase Order History tab.

Purchase Order History

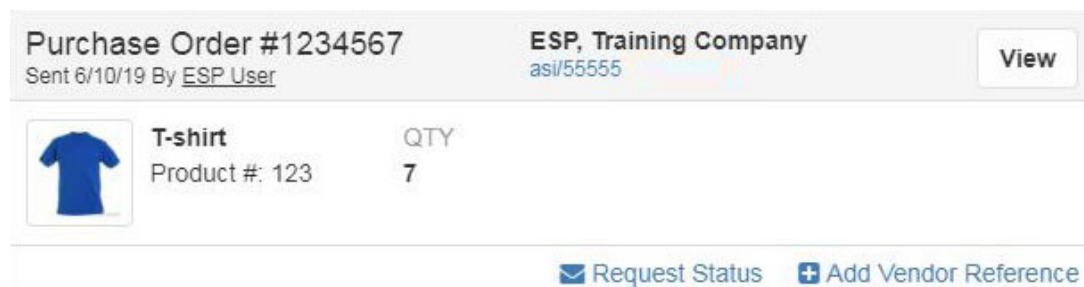


Each purchase order will be displayed with the available information. All purchase order listings will contain the following information:

- Purchase order number
- Sent date
- Sales representative
- Supplier name and ASI number (if applicable)
- Thumbnail image with product name and number
- Quantity

Each listing will also contain three options:

- View button: This will open the purchase order in a new tab.
- Request Status: This will open an email form which can be sent to the supplier.
- Add Vendor Reference: This option enables the distributor to update the order status.



Purchase order listings may also contain:

- In-Hands Date
- Share purchase order status option

- Additional thumbnail images if multiple products are included in the purchase order
- Vendor order number
- Expected ship date
- Expected delivery date
- Status and status updated date

Purchase Order #123456 Sent 6/1/19 By ESP User		ASI Supplier Company asi/12345		In Hands 6/24/19			View
	Ceramic Mug Product #: ABC123	QTY 24		Ceramic Mug Product #: ABC456	QTY 24		
Vendor Order #	Expected Ship Date	Expected Delivery Date	Status				
54321	6/19/19	6/21/19	Order Confirmed Status Updated 6/10/19				
Request Status Add Vendor Reference							

The Request Status button will send an email to the supplier requesting an update on the status of the purchase order. You will be able to edit the information within this email prior to sending.

Share Purchase Order

To *

Enter or Select User

CC

ESP User × MyPromoOffice ×

BCC

Enter or Select User

Reply-To

espuser@asicompany.com

Subject *

New Purchase Order 123456 from ASI Company

Message

Hello ASI Supplier Company,

Included is a Purchase Order. Please confirm that you have received this Order. Please note that we have indicated all net costs on this Purchase Order. If the prices listed on this PO are not correct or an item is not available, please advise us immediately.

Please "Reply All" to this email to ensure everyone is kept in the loop.

Sincerely,
ESP User
800-546-1350
espuser@asicompany.com

☒ Attach PDF

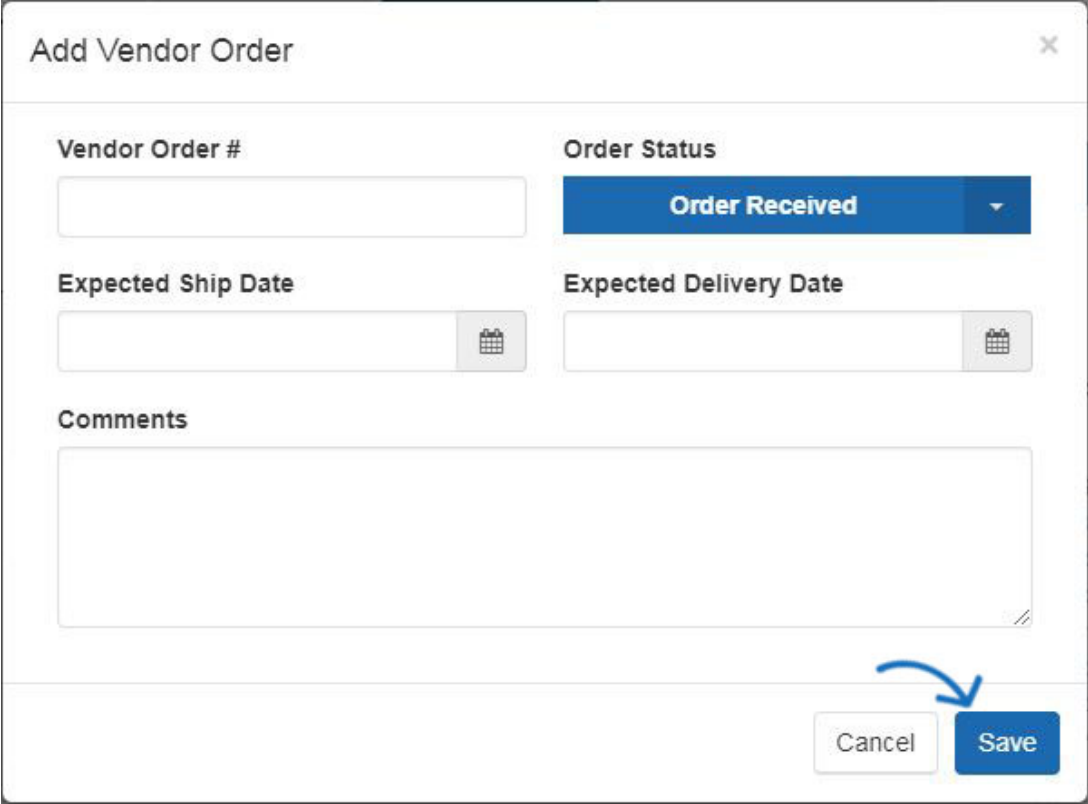
Cancel

Send

The Add Vendor Reference button opens a window where you can add a vendor order number, status, expected ship date and expected delivery date. After you have entered the pertinent information, click on the Save button.

E-Comm Connected Suppliers are able to update the status of an order directly through ESP

Orders. Distributors can also use these statuses.



The 'Add Vendor Order' form is a modal window with a title bar and a close button. It contains several input fields and a text area. The 'Vendor Order #' field is a simple text input. The 'Order Status' field is a dropdown menu with 'Order Received' selected. The 'Expected Ship Date' and 'Expected Delivery Date' fields are date pickers with calendar icons. The 'Comments' field is a large text area. At the bottom right, there are 'Cancel' and 'Save' buttons, with a blue arrow pointing to the 'Save' button.

Add Vendor Order ×

Vendor Order #

Order Status
Order Received ▼

Expected Ship Date
 

Expected Delivery Date
 

Comments

Cancel **Save**

Searching and Sorting Purchase Orders

Use the Search bar to locate a purchase order by entering the purchase order number, supplier name or supplier ASI. As you type, matching results will appear.

You are able to sort purchase orders by the Last Activity Date or the PO sent date using the button above the purchase order listings.



The 'Purchase Order History' section shows a navigation bar with tabs for 'Quotes', 'Orders', 'Invoices', 'Sample Requests', and 'Purchase Order History'. Below the tabs is a search bar with the text 'Search' and a magnifying glass icon. To the right of the search bar is a sorting dropdown menu with a list icon and the text 'Last Activity Date' and a downward arrow. Blue arrows point to the search bar and the sorting dropdown.

Quotes **Orders** **Invoices** **Sample Requests** **Purchase Order History**

Search 

 **Last Activity Date** ▼

There are also filter options available which enable you to view purchase orders that contains only the option you selected. You are able to filter by status, date (order date or in hand date), vendor, customer, and/or sales rep.