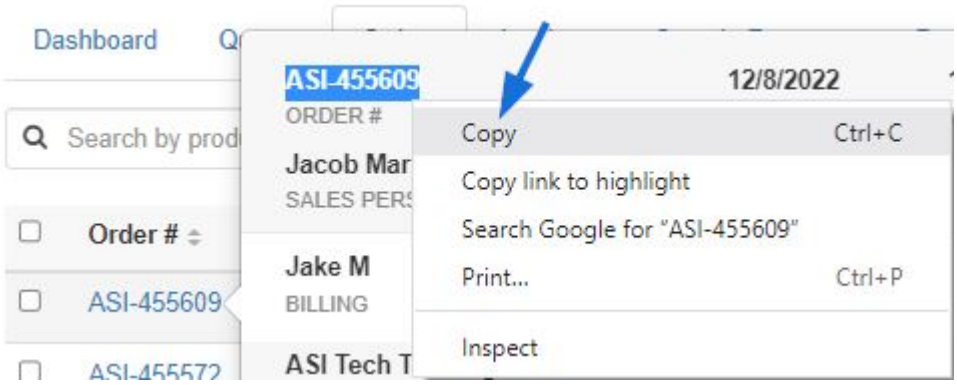
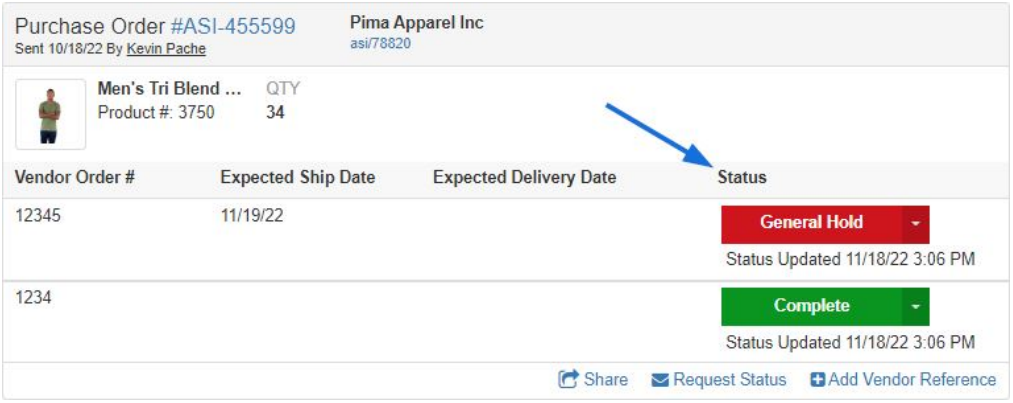
ESP Web Quick Tip #51: View Purchase Order Status

2022-12-19 - Jennifer M - ESP Quick Tips

To verify your order was sent to or downloaded by the supplier via ESP Orders system, log into ESP and click on the Orders tab. Then, take the following steps:

1. Locate the order number using the search options. Once you've located the order, copy the order number.



2. Click on the Purchase Order History tab and enter the order number in the Search box.

3. The Status will be shown in the order listing.