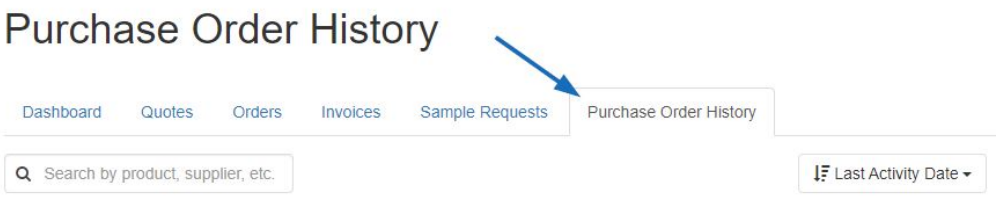
ESP Quick Tip #49: Request Purchase Order Status

2022-11-18 - Jennifer M - ESP Quick Tips

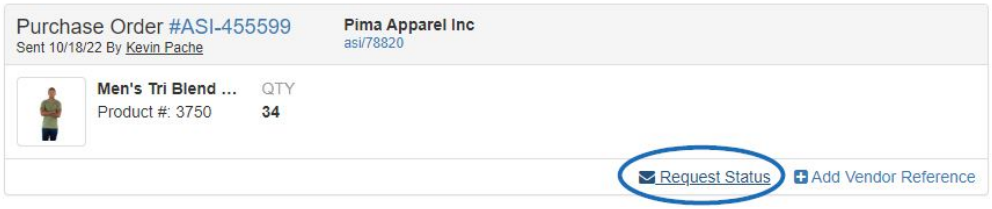
To request the status of a purchase order that was sent or downloaded in ESP Orders, log into ESP and click on the Orders tab.

Then, take the following steps:

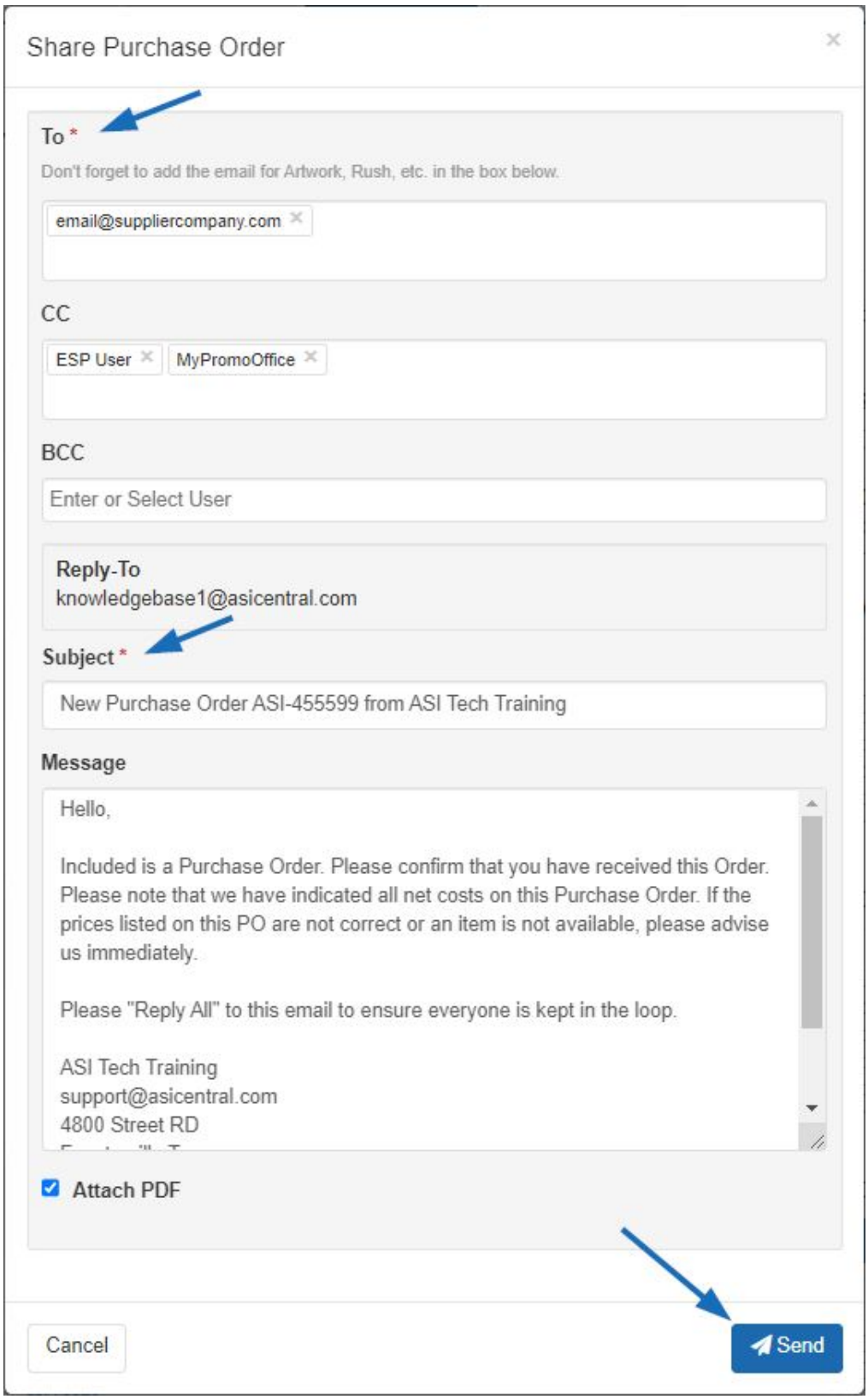
1. From the Orders home page, click on the Purchase Order History tab.



2. Locate the Purchase Order and click Request Status link.



3. The Share Purchase Order window will open containing default information established by the administrator of your company. The "To" and "Subject" fields are required fields. With the exception of the "Reply-To" email address, all fields are able open for updating which enables you to edit the "To", "CC", and "BCC" email addresses, as well as the Subject and Mesage itself. The checkbox to Attach PDF will ensure a copy of the Purchase Order is attached to the email. If this box is unchecked, the request status email will still be sent, but the purchase order will not be attached. When you are finished editing the information, click the Send button.


Share Purchase Order
To *
Don't forget to add the email for Artwork, Rush, etc. in the box below.
email@suppliercompany.com
CC
ESP User
MyPromoOffice
BCC
Enter or Select User
Reply-To
knowledgebase1@asicentral.com
Subject *
New Purchase Order ASI-455599 from ASI Tech Training
Message
Hello,
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.
ASI Tech Training
support@asicentral.com
4800 Street RD
Attach PDF
Cancel
Send