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2022-12-19 - Jennifer S - 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.

Jacob Mar SALES PERS Copy link to highlight Order # ‡ Jake M BILLING		ASI-455609		12/8/2022	
Order # : SALES PER: Copy link to highlight Jake M Jake M Print BILLING Dispert	Q Search by prod		Сору	Ctrl+C	
Order # \$ Search Google for "ASI-455609" ASI-455609 Print BILLING Inspect	67.45		Copy link to highligh	t	
ASI-455609 BILLING	Order # =		Search Google for "A	SI-455609"	
Inspect	ASI-455609		Print	Ctrl+P	
A CLT I T HISPEEL		ASI Tech T	Inspect		

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

Dashboard	Quotes	Orders	Invoices	Sample Requests	Purchase Order History	
Q ASI-455599		×				IF Last Activity Date -

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

Purchase Order # Sent 10/18/22 By Kevin P	1100000	a Apparel Inc 8820	
Men's Tri Product #:		~	
Vendor Order #	Expected Ship Date	Expected Delivery Date	Status
12345	11/19/22		General Hold 👻
			Status Updated 11/18/22 3:06 PM
1234			Complete +
			Status Updated 11/18/22 3:06 PM
		C Share	Request Status Add Vendor Reference