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## ESP Web Quick Tip #51: View Purchase Order Status

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.

Da	shboard Q		1		
		ASI-455609		12/8/2022	
Q	Search by prod	ORDER #	Сору	Ctrl+C	
		Jacob Mar	Copy link to highlight		
	Order # :	CHLEO I LIU	Search Google for "AS	I-455609"	
	And the state of the state	Jake M	Print	Ctrl+P	
	ASI-455609	BILLING			
	ASL 455572	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		×				1. Last Activity Date -

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

Purchase Order Sent 10/18/22 By Kevin P	#ASI-455599 Pima Pache asi/78	a Apparel Inc 8820	
Men's Tri Product #:	Blend QTY 3750 34	~	~
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
		💽 Share	Request Status Add Vendor Reference