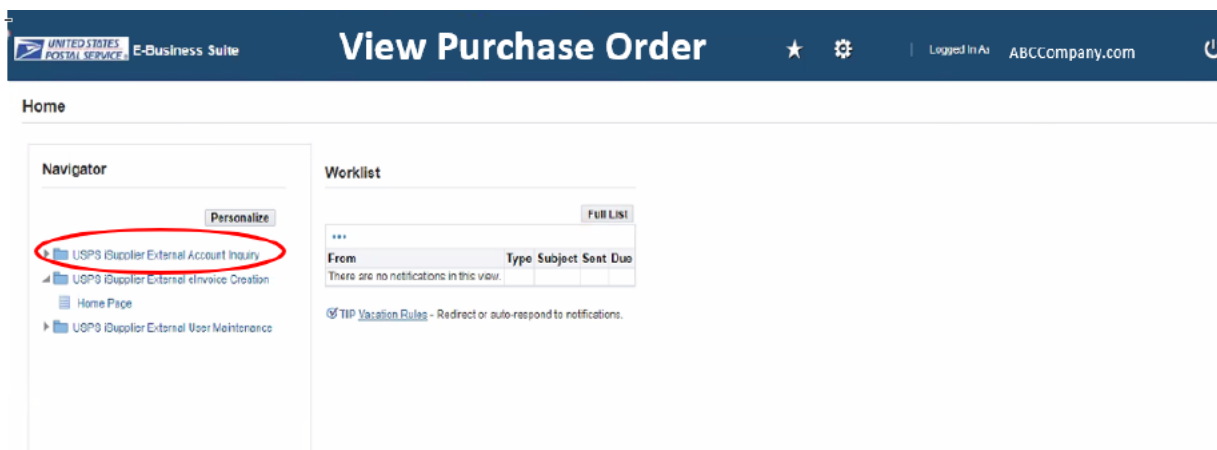# View Purchase Order

Suppliers can view details of their contract available funds, payments and invoices in iSupplier.
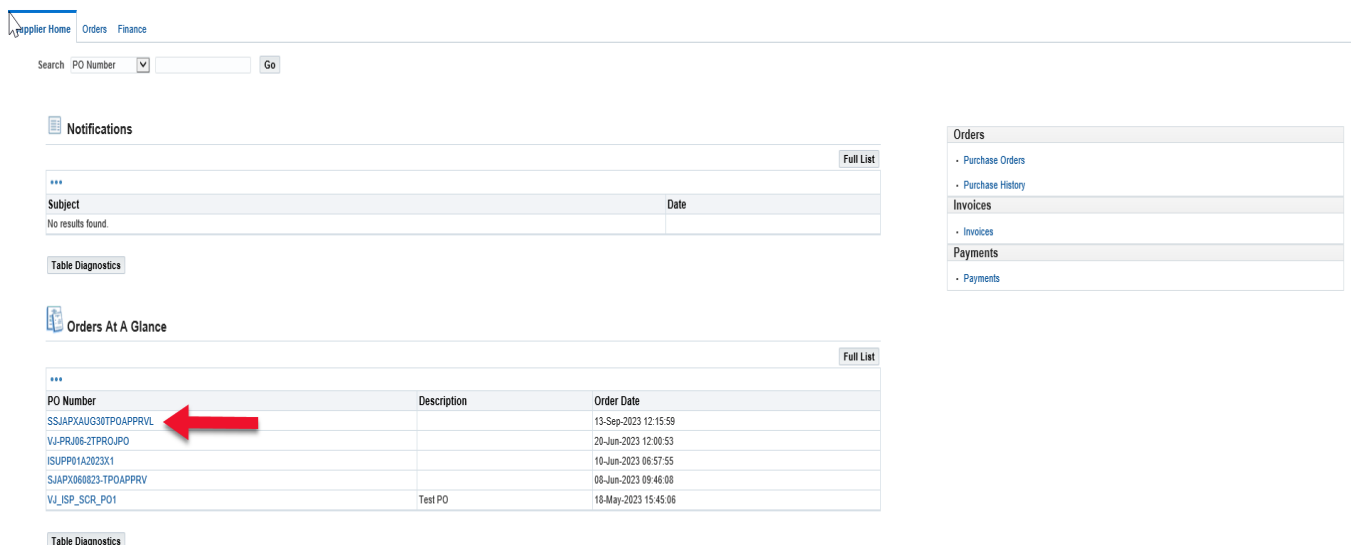
https://einvoice.usps.com

Step 1   • Select USPS iSupplier External Account Inquiry.

Step 2   • Select the Purchase Order number by clicking on the PO hyperlink.

- Users will be able to see the summary of the purchase orders and line items details: type, description, UOM, ordered and invoiced.

- Please note, if the Unit Of Measure (UOM) is set to Dollar, the quantity will be the Dollars with a Unit Price of $1,00. The supplier must enter the total dollar being billed as the quantity.

- If the UOM is set to EACH, the Supplier must enter quantity amount, when invoicing, under quantity.