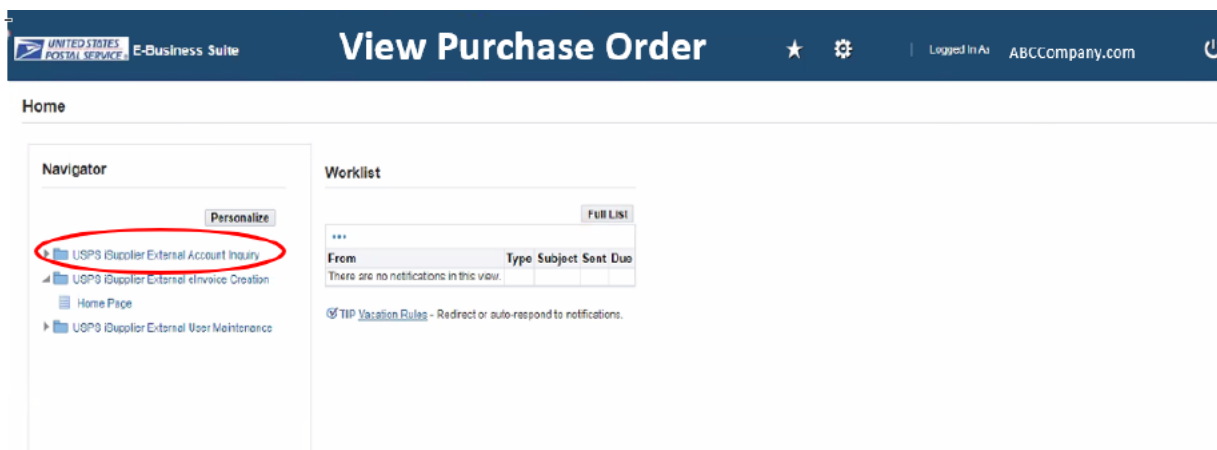


# View Purchase Order

Suppliers can view details of their contract available funds, payments and invoices in iSupplier.

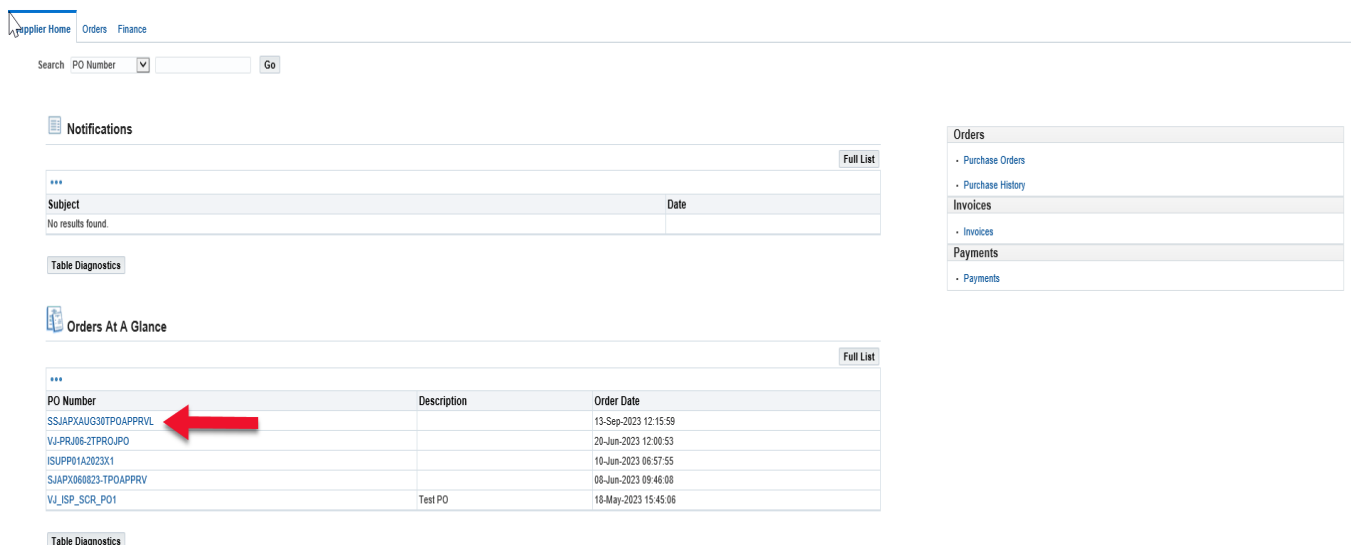
<https://einvoice.usps.com>

- Step 1**
- Select USPS iSupplier External Account Inquiry.



The screenshot shows the 'View Purchase Order' page in the USPS iSupplier E-Business Suite. The page title is 'View Purchase Order' and the user is logged in as 'ABCCompany.com'. The 'Navigator' sidebar on the left contains several links, with 'USPS iSupplier External Account Inquiry' circled in red. The 'Worklist' section on the right shows a table with columns 'From', 'Type', 'Subject', and 'Sent Duo', and a message stating 'There are no notifications in this view.' Below the table is a checkbox for 'TIP Vacation Rules - Redirect or auto-respond to notifications.'

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



The screenshot shows the 'Orders At A Glance' page in the USPS iSupplier interface. The page has a search bar for 'PO Number' and a 'Go' button. The 'Orders At A Glance' section contains a table with columns 'PO Number', 'Description', and 'Order Date'. A red arrow points to the 'PO Number' column. The table lists several purchase orders, including 'SSJAPXAG30TPOAPPRVL', 'VJ-PRJ06-ZTPROJPO', 'ISUPP01A2023X1', 'SIAPX060823-TPOAPPRV', and 'VJ\_JSP\_SCR\_PD1'. The 'Orders' sidebar on the right contains links for 'Purchase Orders', 'Purchase History', 'Invoices', 'Payments', and 'Payments'.

PO Number	Description	Order Date
SSJAPXAG30TPOAPPRVL		13-Sep-2023 12:15:59
VJ-PRJ06-ZTPROJPO		20-Jun-2023 12:00:53
ISUPP01A2023X1		10-Jun-2023 06:57:55
SIAPX060823-TPOAPPRV		08-Jun-2023 09:46:08
VJ_JSP_SCR_PD1	Test PO	18-May-2023 15:45:06

- 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.

Supplier Home | Orders | Finance

Purchase Orders | Purchase History

Supplier Home >

Standard Purchase Order: SSJAPXAUG30TPOAPPRVL, 0 (Total USD 1,000.00)

Currency: USD

Actions View Invoices  Go Export

### Order Information

General	Terms and Conditions	Summary
<b>Total</b> 1,000.00 <b>Supplier</b> FORESTVILLE BUILDERS & SUPPLY INC <b>Supplier Site</b> 1 <b>Address</b> QUANTUM DR 1215 EAGAN, MN 55121 <b>Buyer</b> ENTRYPO, SM <b>Order Date</b> 13-Sep-2023 12:15:59 <b>Description</b> <b>Status</b> Open <b>Note to Supplier</b> <b>Operating Unit</b> UNITED STATES POSTAL SERVICE <b>Supplier Order Number</b> <b>Attachments</b> None <b>Master Contract</b> <b>Supplier Contact</b>	<b>Payment Terms</b> NET25 <b>Carrier</b> FOB <b>Freight Terms</b> <b>Shipping Control</b> <b>Ship-To Address</b> <b>Address</b> Eagan Accounting Service Center 2025 Lone Oak Pkwy Eagan, MN 55122 <b>Bill-To Address</b> <b>Address</b> EINV COR-CO CERTIFY	<b>Total</b> 1,000.00 <b>Received</b> 0.00 <b>Invoiced</b> 200.00 <b>Payment Status</b> Not Paid

### PO Details

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Show All Details | Hide All Details

Details	Line	Type	Description	UOM	Qty	Price	Amount	Status	Attachments	Stock Number
	1	Goods	Test PO Line1	EACH	1000	1	1,000.00	Open		

### Shipments

Shipment	Ship-To Location	Ordered	Qty Received	Invoiced	Ordered	Amount Received	Invoiced	Promised Date	Need-By Date	Payment Status	Status	Supplier Line	Split	Reason	Attachments
1	USPS LOCATION	1000		200	0.00		200.00			Not Paid	Open				

Table Diagnostics

