

How will I know if a PO has been sent to me?(Updated 10...

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After you login, make sure the SELLER tab is highlighted in the upper-right corner. From the "POs" menu in the upper-left corner, select "Sent". If you have a valid PO, you will find it there.

You may also locate the purchase order awarded to you by doing the following:

- » Make sure the "Seller" tab is highlighted in the upper-right of your screen.
- » Click "POs" on the black bar at the top of the screen.
- » Select "Sent to Vendor".