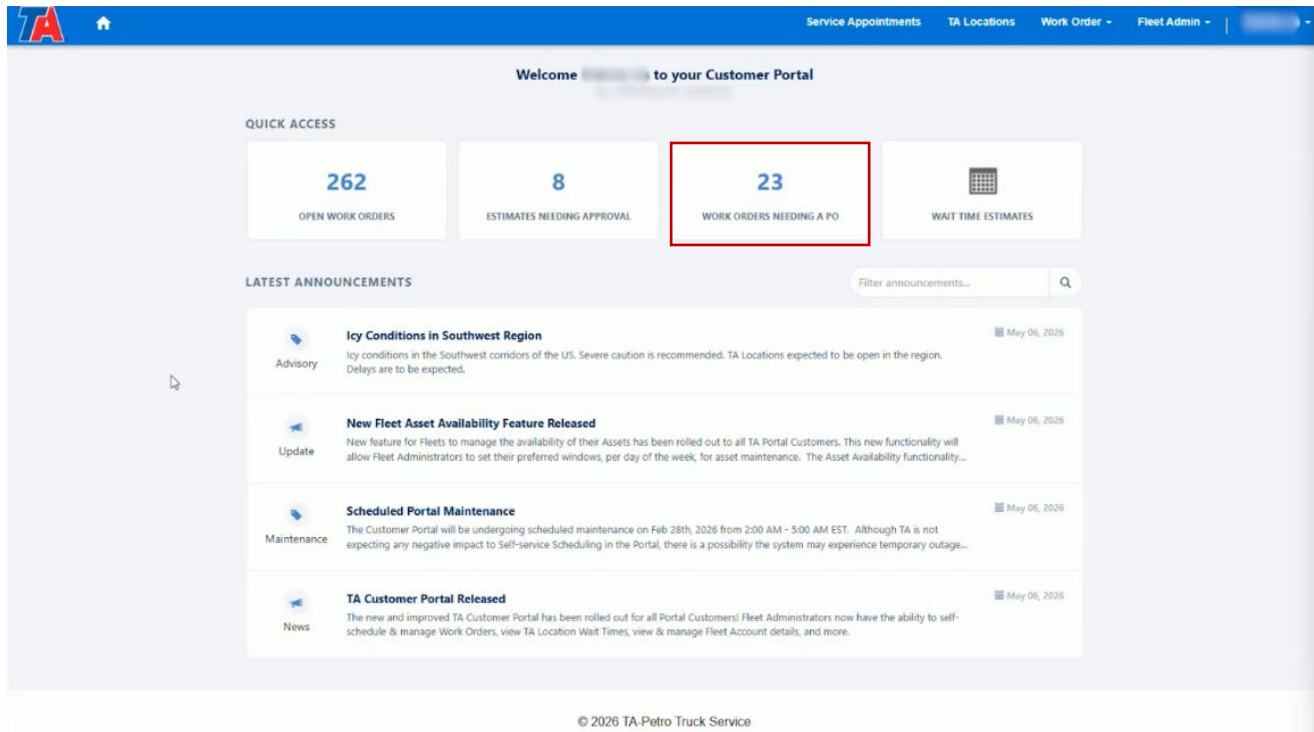


Viewing Work Orders Needing a Purchase Order (PO): Use the eShop 2.0 portal to see which of your work orders require a PO and whether a PO number has already been submitted. These are work orders waiting on a PO or on payment.

Note: Portions of application pages are grayed/blurred out to conceal and protect identities.

Open the Manage Purchase Orders Page

1. From the portal homepage, in the **Quick Access** tiles, click the **Work Orders Needing a PO** tile. This opens the **Manage Purchase Orders** page.



Work Orders Needing a PO Quick Access tile on the home page.

* You can also reach this page from the top navigation bar by clicking **Work Order**, then **Manage PO**.

Review of the Work Orders Needing a PO

The **Manage Purchase Orders** page lists every work order at a substatus of needing a PO, or where a PO has been submitted and payment is being awaited.

2. **Read** the **Visit Substatus** column (for example, **Waiting On PO or Payment**) to see which orders require a purchase order.
3. **Check** the **PO Required** and **Purchase Order ID** columns. If a PO number has already been submitted for an order, it appears in the **Purchase Order ID** column.

The screenshot shows the 'Manage Purchase Orders' interface. At the top, there are tabs for 'All Work Orders' (selected) and 'My Assigned Work Orders'. Below the tabs is a 'Service Account' dropdown menu and an 'Apply' button. A search bar is located on the right. The main table displays a list of work orders. The following table represents the data shown in the screenshot:

WORK ORDER	SERVICE ACCOUNT	TA SITE LOCATION	VISIT SUBSTATUS	PO REQUIRED	PURCHASE ORDER ID	ESTIMATED TAKABLE	CREATED ON	CUSTOMER ASSIGNEE
TESTING-1		108-TA Las Vegas	Job Complete Waiting On PO or Payment	No		\$207.52	4/21/2026 3:11 PM	
2605000676		108-TA Las Vegas	Job Complete Waiting On PO or Payment	No			5/14/2026 12:36 AM	
2605000685		10-TA Gary	Tech Paid - Waiting On PO or Payment	No		\$0.00	5/13/2026 11:18 AM	
2605000662		108-TA Las Vegas	Job Complete Waiting On PO or Payment	No		\$51.52	5/13/2026 11:13 AM	
2605000618		154-TA Southington	Waiting On PO or Payment	No		\$247.48	5/13/2026 7:50 AM	
2605000626		154-TA Southington	Job Complete Waiting On PO or Payment	No		\$256.52	5/13/2026 5:54 AM	
2605000597		108-TA Las Vegas	Waiting On PO or Payment	No			5/11/2026 2:46 PM	
2605000577		108-TA Las Vegas	Job Complete Waiting On PO or Payment	No		\$0.00	5/11/2026 9:29 AM	
2605000540		108-TA Las Vegas	Job Complete Waiting On PO or Payment	No			5/8/2026 6:11 AM	
2605000525		108-TA Las Vegas	Job Complete Waiting On PO or Payment	No			5/7/2026 8:48 AM	

Manage Purchase Orders — the Visit Substatus, PO Required, and Purchase Order ID columns.

Open an Individual Record

4. Click any **Work Order** number to open its details. Work orders at a purchase-order state open in a dedicated **Manage Purchase Order** form.

Dedicated Manage Purchase Order form for a work order in the purchase-order state.

On this page, you can review the **Visit Status** and **Visit Substatus**, the work order details, and the service estimate for the order.

* You can also reach this page from the top navigation bar by clicking **Work Order**, then **Service History**.