

How to Resend a PO

Orders, Invoices and Payments

All Customers ▾ Last 200 Documents ▾

12 Orders to Invoice 0 Orders that Need Attention 4 Invoices Rejected **19 Purchase Orders** **More...**

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
0045093397	City of Ottawa - TEST	Partially Invoiced	\$60,600.00 CAD	5 Nov 2020	\$200.00 CAD	Select ▾
0045093395	City of Ottawa - TEST	Partially Invoiced	\$863.00 CAD	4 Nov 2020	\$110.00 CAD	Select ▾
0045093387	City of Ottawa - TEST	New	\$50.00 CAD	2 Nov 2020	\$0.00 CAD	Select ▾
0045093378	City of Ottawa - TEST	Partially Invoiced	\$3,005.00 CAD	20 Oct 2020	\$200.00 CAD	Select ▾

Tasks

- 1 Click on your 'Purchase Orders' tile from either your dashboard view, or click the ellipsis 'More...' to find the tile.
- 2 Make sure to set your display parameters accordingly.
- 3 Click 'Select' to open the drop down menu, select 'Send me a copy to take action'.