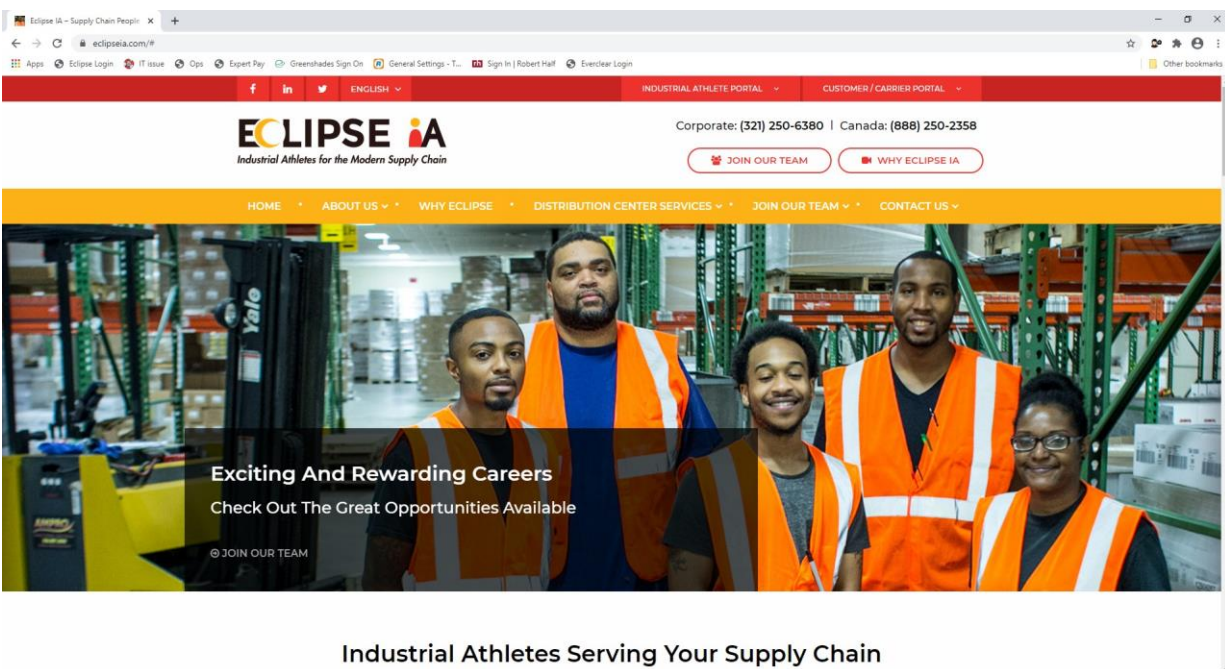


Access To PO Transactions By Bill to Code or Purchase Order Number

Eclipse IA has a feature allowing clients on direct billing to view PO's by entering your Bill to Code. Your bill to code located under "Bill to" on your invoice.

Most PO's will be available within 72 hours and your company will continue to receive a weekly invoice with all your transactions listed.

1. Go to the website www.eclipseia.com On the menu click on Client Portal and Select Ops System Client Portal.



2. That will take you to pomanager.eclipseadvantage.com/pomanager/UserLogin.aspx
3. Use: **login VENDORS**, password **VENDORS123** (CASE SENSITIVE) and for the location dropdown select **US** for US Customers, **Canada** for Canadian Customers.
4. Click **PO Search** Application and choose search by:
 - Bill To Code; or
 - PO Number

5. Then enter the **Bill To Code** and date range **From** and **To** (note the date range can only be for a 7 day time period)

- Next click on: Search

The screenshot shows a web browser window with the URL `edpsadvantage.com/pomanager/Default.aspx?Module=POSearch`. The page header includes the Eclipse Advantage logo and navigation links. The main content area displays a search form with the following fields:

- Search Type: Bill To Code (dropdown)
- Bill To Code: [Text Input]
- Process Date: From [Text Input] To [Text Input]
- Buttons: Search, Clear

OR enter the **PO Number** and date range **From** and **To**.

- (Note: the date range can only be for a 7 day time period.)
- Next click on: Search.

The screenshot shows the same web browser window as above, but the search form is now configured for 'PO Number' search. The fields are:

- Search Type: PO Number (dropdown)
- PO Number: [Text Input]
- Process Date: From [Text Input] To [Text Input]
- Buttons: Search, Clear

6. The below screen will appear... you can choose to view receipt or view details

View Receipt – will give you charges in summary

View Details – will give you all the details about the load and charges

