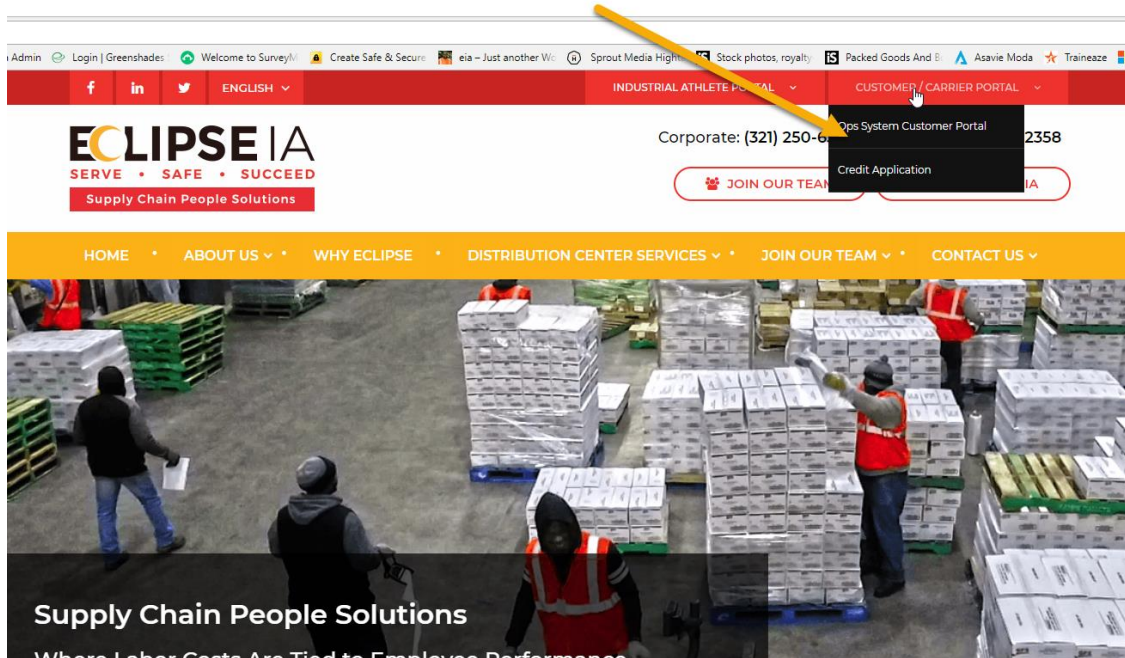


Access to PO Transactions by Bill to Code or Purchase Order number

Eclipse Advantage has created a new feature allowing customers on direct billing to view PO's by entering your Bill to Code or Po Number. Your bill to code is 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 and on the menu hover over Customer/Carrier Portal and Select Ops System Customer Portal.



2. That will take you to <http://www.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
 - You have the choice to search by:
 - Bill To Code
 - PO Number
5. Then enter the **BillTo Code** and date range of the service **From** and **To**.
 - (note the date range can only be for a 7-day time period.)
 - Next click on: Search.



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.



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

