**Procedure: PO List Check**

**Purpose**

This procedure ensures that all necessary steps are taken to check on an outsourced project before consulting a member of the **Support Team**. All purchase orders are updated each morning before 10:30am.

**Procedure**

**Step 1: Locate the Project in PressWise**

1. **Log into PressWise:** [tpc.mypresswise.com](https://tpc.mypresswise.com/)
2. Click **Orders**.
3. Enter the **Order Number** in the search bar (e.g., 227165).
4. Scroll down to the **Outsourced Line Item** section.
5. Click the **blue four-digit PO number** (e.g., +PO 7928) to open the Purchase Order details in a new window.

**Step 2: Check PO Status**

Verify the **PO Status** in the newly opened window. Use the following key to determine the order’s progress:

* **Waiting on Acknowledgment:** The PO has been sent to the vendor, and we are waiting for them to acknowledge the order.
* **Waiting on Proof:** The vendor has acknowledged the order, and we are waiting for a vendor proof.
* **Waiting on Approval:** The vendor proof has been sent to **Art**, and approval is pending.
* **Production**:
	+ **Est Ship ??**: The vendor proof has been approved, and we are waiting for an estimated ship date.
	+ **Est Ship (MM/DD):** This is the estimated shipping date from the vendor.
* **Shipped:**
	+ Check the **PO Description** for tracking information.
	+ Tracking should be in this format: **TR: 12345678910**.
	+ If shipped via a carrier other than **FedEx or UPS**, the carrier’s name will be listed (e.g., **TR: R & L Carriers 12345678910**).
		- For FedEx or UPS – the tracking number can be googled, the result will prompt from there.
		- For all other carriers you must google the tracking number with the carrier’s name and tracking behind it (e.g. 999999999999999999 USPS tracking)
* **Due Date on PO:** This is the estimated delivery date to **TPC**.
* **Delivered:** The product has arrived at **TPC**.

**Quality Control Reminder**

All received products **must pass Quality Control** upon arrival at **TPC** before further processing or delivery.