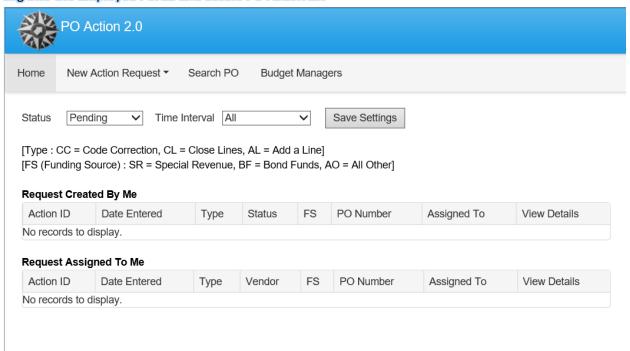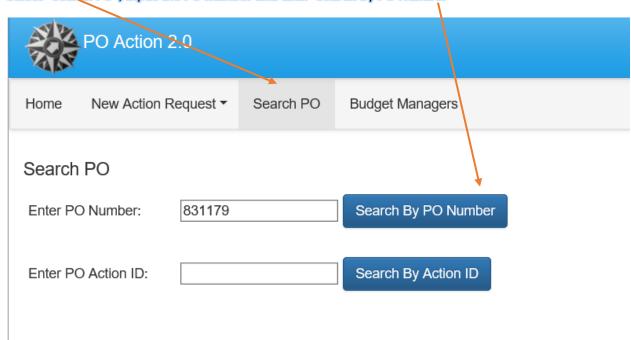# Checking the Status of a PO Action Form

Log into the Employee Portal and access PO Action 2.0:
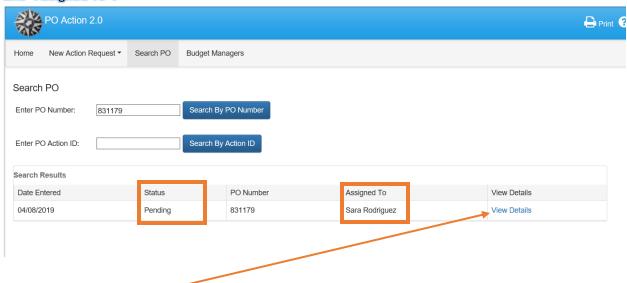

Select "Search PO", input the PO number and click "Search By PO Number":

Checking the Status of a PO Action Form

This will bring up the search results and let you know the status of the PO Action Form. Refer to "Status" and "Assigned To":

You can click on View Details to see the Transaction History for the PO Action Form: