

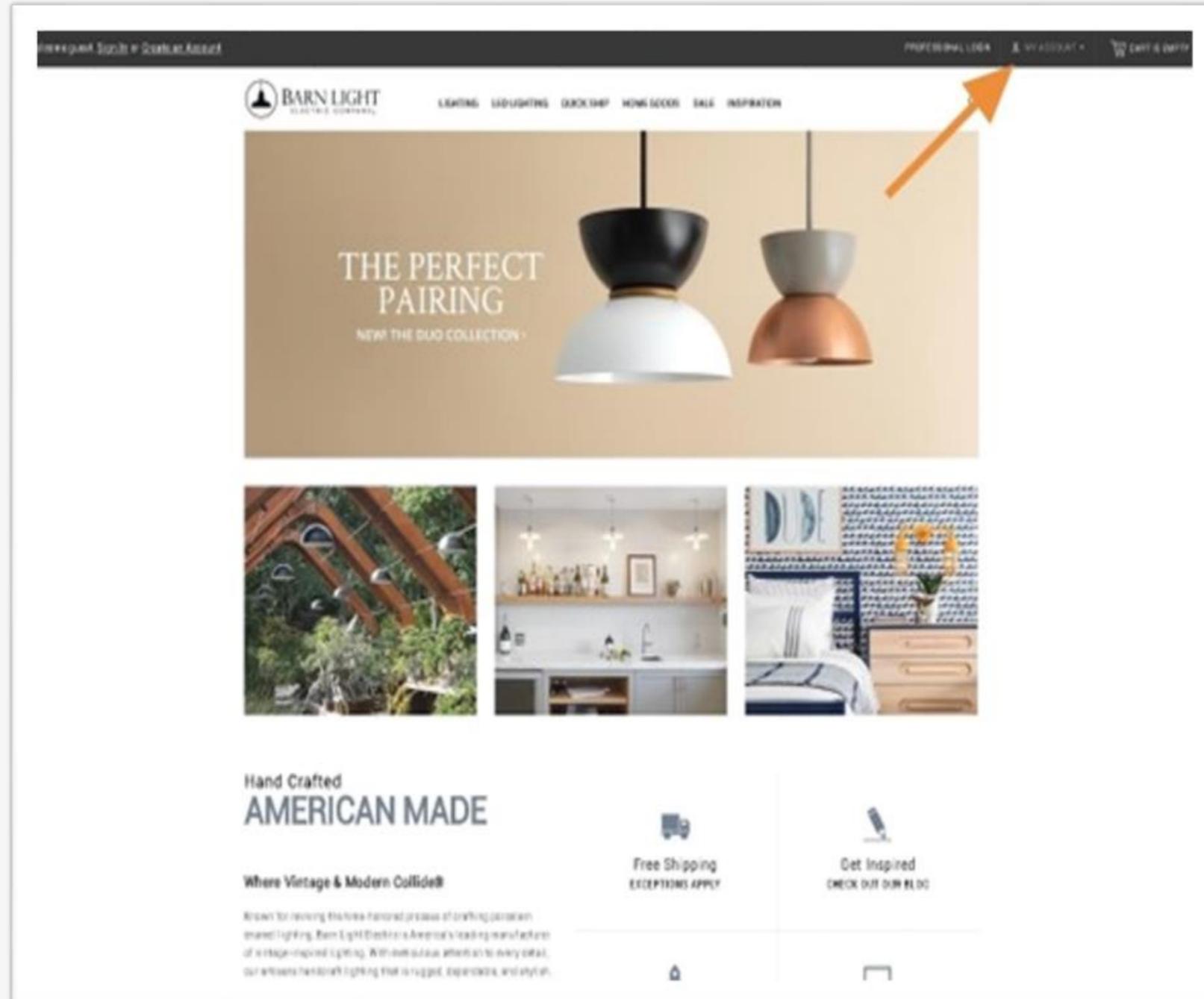


BARN LIGHT
ELECTRIC COMPANY.®

Purchase Order Upload

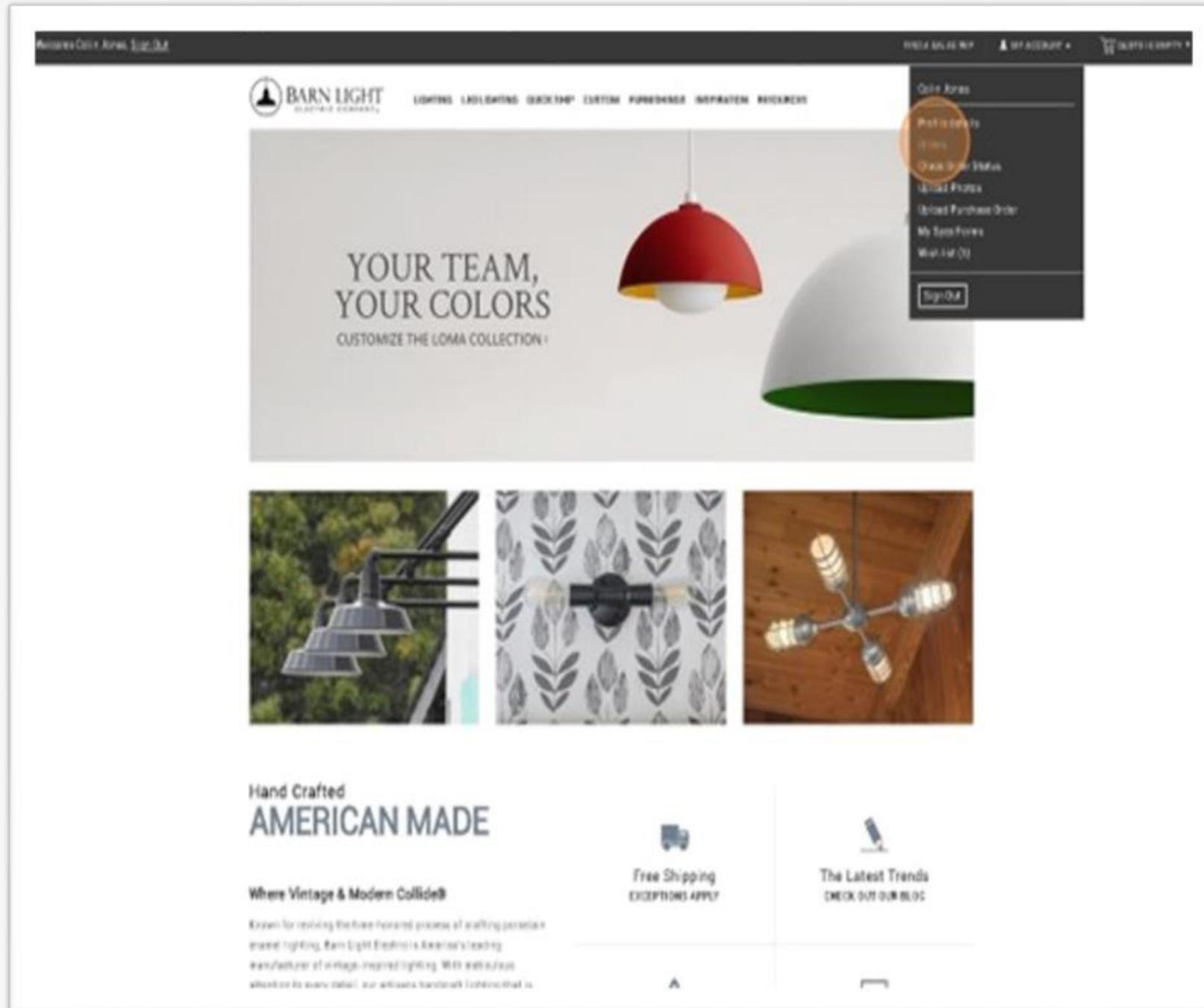
IMPORTANT

This guide offers a clear, step-by-step process for uploading a purchase order for a quote. By simplifying the procedure, it minimizes confusion and reduces the risk of errors, ensuring a seamless experience. Following this guide can save time, improve efficiency, and streamline your purchase order management.



Step 1

To begin, navigate to “My Account” located at the top right of your screen and sign in to your account.



Step 5

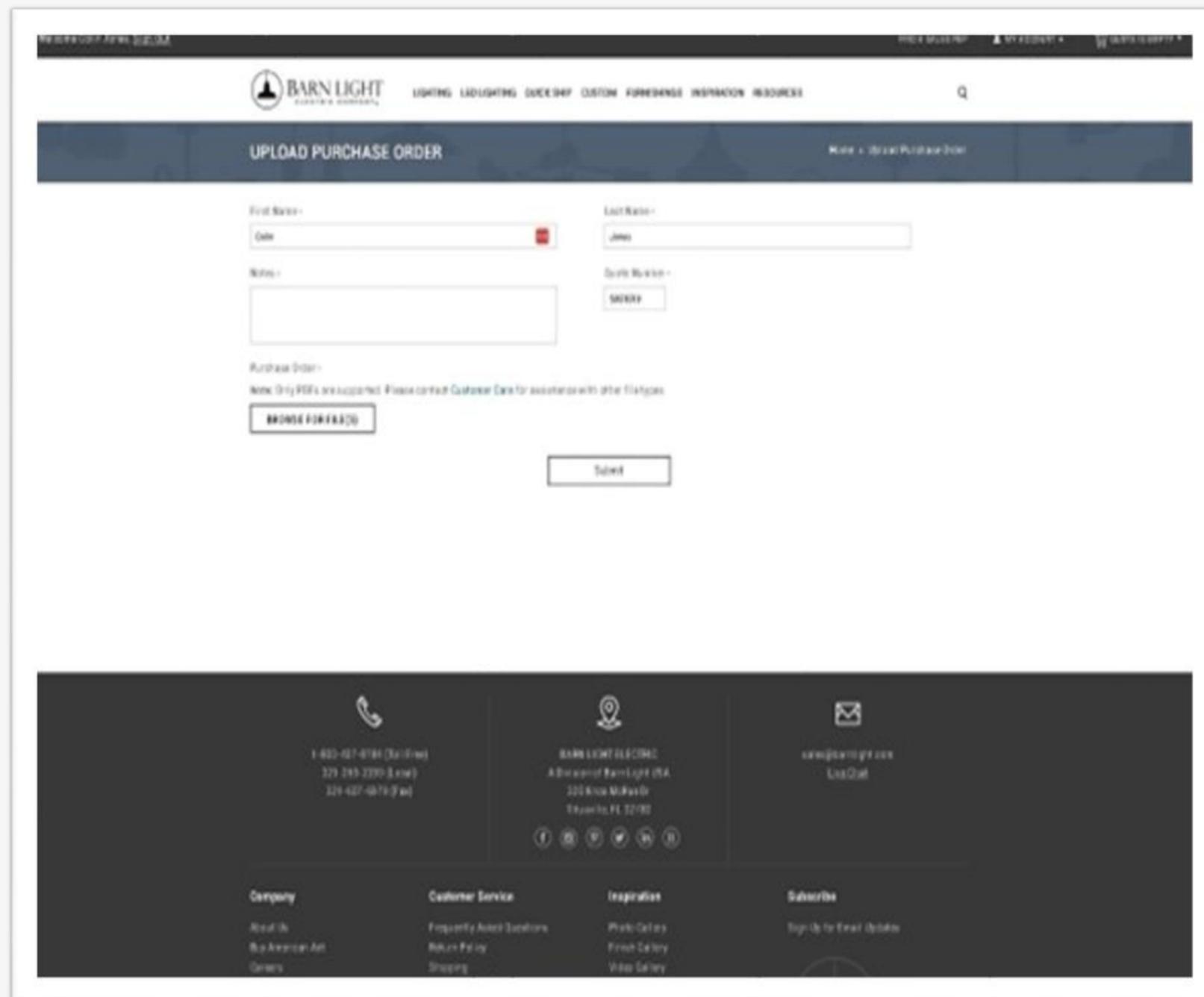
After signing in, select “My Account” and click “Orders.”

Step 6

In this section, you will see a list of orders along with their statuses.

To upload a purchase order, select any order that is still in its quote phase and has not expired.

ID	Status	Name	City	Total
40001	Quote	City Area	Order ID: 01/01/2018 11:41 AM Revised: 01/01/2018 11:41 AM	100.00
40002	Quote Phase	City Area	Order ID: 01/01/2018 11:41 AM Revised: 01/01/2018 11:41 AM	100.00
40003	Quote	City Area	Order ID: 01/01/2018 11:41 AM Revised: 01/01/2018 11:41 AM	100.00
40004	Quote	City Area	Order ID: 01/01/2018 11:41 AM Revised: 01/01/2018 11:41 AM	100.00
40005	Quote	City Area	Order ID: 01/01/2018 11:41 AM Revised: 01/01/2018 11:41 AM	100.00
40006	Quote	City Area	Order ID: 01/01/2018 11:41 AM Revised: 01/01/2018 11:41 AM	100.00
40007	Quote	City Area	Order ID: 01/01/2018 11:41 AM Revised: 01/01/2018 11:41 AM	100.00
40008	Quote	City Area	Order ID: 01/01/2018 11:41 AM Revised: 01/01/2018 11:41 AM	100.00
40009	Quote	City Area	Order ID: 01/01/2018 11:41 AM Revised: 01/01/2018 11:41 AM	100.00
40010	Quote	City Area	Order ID: 01/01/2018 11:41 AM Revised: 01/01/2018 11:41 AM	100.00



Step 7

After selecting your order, follow the prompt to enter your first and last name.

These fields will default to the name on your account but can be changed if necessary.

FIND A SALES REP

BARN LIGHT
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LIGHTING LEDLIGHTING QUICKSHIP CUSTOM FURNISHINGS INSPIRATION RESOURCES

UPLOAD PURCHASE ORDER Home » Upload Purchase Order

First Name -
Olin

Last Name -
Jones

Notes -
Any notes for the order

Quote Number -
5031010

Purchase Order -
Note: Only PDF's are supported. Please contact Customer Care for assistance with other file types.

BROWSE FOR FILE(S)

Submit

1-800-407-8784 (Toll Free)
321-269-2299 (Local)
321-607-6979 (Fax)

BARN LIGHT ELECTRIC
A Division of Barn Light USA
320 Knox McRae Dr
Titusville, FL 32780

sales@barnlight.com
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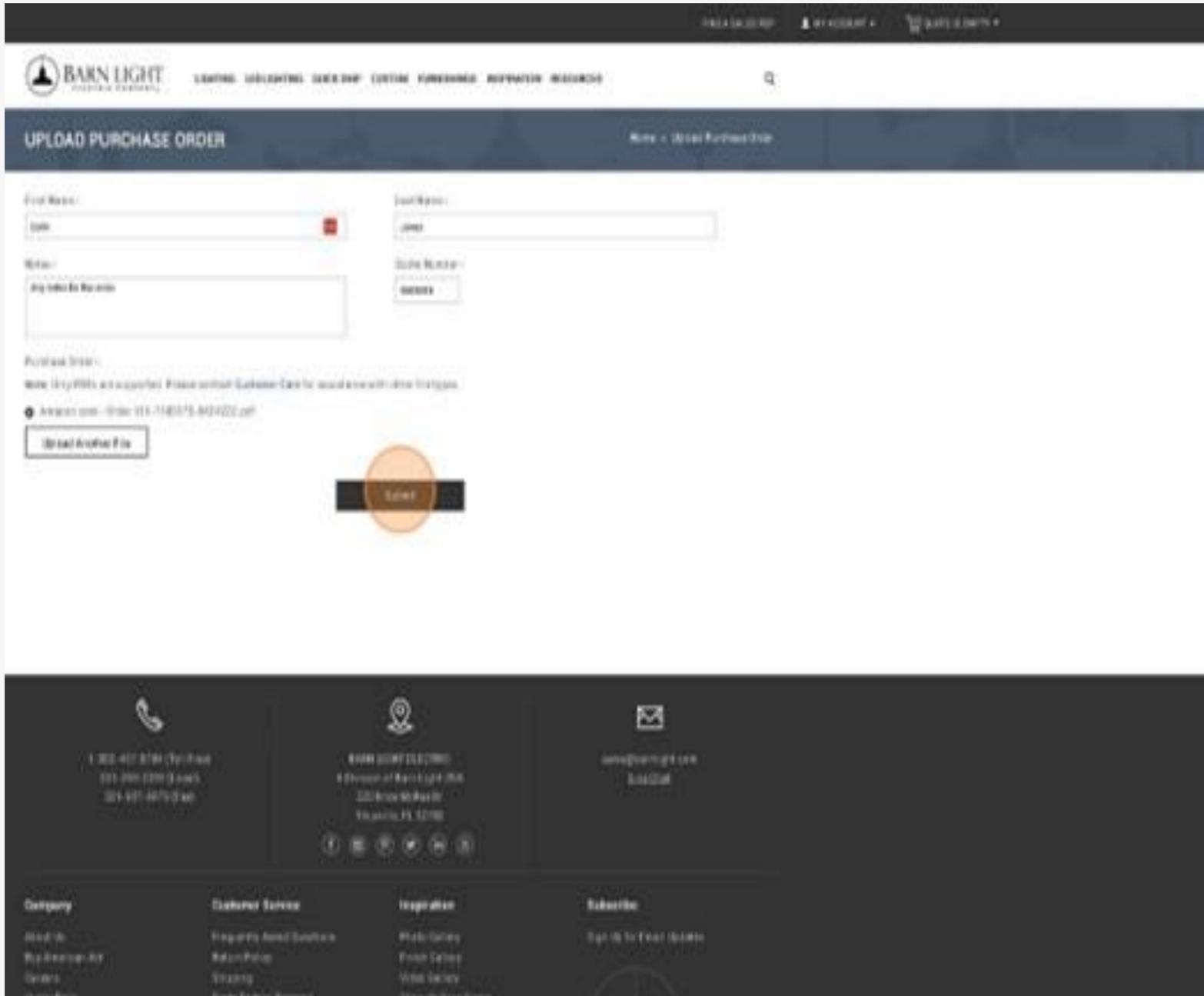
Step 8

Enter any additional notes you wish to include with the order.

The quote number is automatically populated for your convenience.

Once you have confirmed the details, click “Browse File” to upload your purchase order and any other documents necessary.

Note: Only PDF's can be uploaded.



Step 9

Click "Submit."

From here, the Customer Care team will receive your purchase order and proceed with processing your order. If any additional information is required, Customer Care will reach out to you.

Quote Confirmation

Hello Colin Jones, thank you for choosing Barn Light Electric! This is a confirmation that we have received your quote.

Please take a moment to verify that everything is correct on your quote below as all commercial orders are non-returnable.

Upload Purchase Order

<https://www.barnlight.com/upload-purchase-order?order=5031810&email=colin.jones%40gmail.com&company=JONES%20ELECTRIC%20LLC>

CUSTOMER PO NUMBER

1es

PAYMENT METHOD

Quote

ORDER NUMBER

5031810

DUE DATE

03/10/2025 - 03/18/2025

ORDER DATE

02/26/2025 01:40 PM EST

SHIPPING METHOD

TBD

Step 11

After submitting your purchase order, a confirmation screen will appear, and a confirmation email will be sent.

You can also upload a purchase order from the confirmation email.

We are here to help!

As always, you may reach out directly to your rep for questions, email sales@barnlight.com, or call 1-800-407-8784.