

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.



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



After signing in, select "My Account" and click "Orders."

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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.

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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.

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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.

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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.



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.