

Navigation Information for Supplier Portal

3. Purchase Orders

Acknowledgements

Step	Action
1.	When a PO is issued, it must be acknowledged. A notification from the System will be generated alerting you that a PO is ready for Acknowledgement. The notification will be found under "Notifications" or under "Orders at a Glance" on the Home Page.
2.	Open the PO by clicking on the PO number.
3.	Open the PDF to review the PO.
4.	Click accept if the PO is correct; reject if it is incorrect for any reason. The System will require an explanation (Note to Buyer) for any rejections.

Changes

Step	Action
1.	From the Orders Tab, click on the Purchase Orders link. Click on the PO Number to navigate to the PO.
2.	Change the Actions List of Values to Request Changes then click Go.
3.	To change the price, simply enter the new price in the Price field and provide a reason for the change in the Reason field.
4.	To change quantities or delivery information, click Show to open the PO line. This will open the shipment information.
5.	Changes can be made to Quantity Ordered or Promised Date. A reason needs to be added to the Reason field.

Cancellations

Step	Action
1.	From the Orders Tab, click on the Purchase Orders link. Click on the PO Number to navigate to the PO.
2.	Change the Actions List of Values to Request Cancellation then click Go.
3.	To cancel the entire PO, click Cancel Entire Order, provide a Reason for Cancellation then click Submit.
4.	To cancel an individual line or lines, click Show under Details, provide the reason in the Reason field of the line to be cancelled then click Submit.