



# Acknowledge a PO - Quick Reference Guide (QRG)

<b>Applies to:</b>	Suppliers
<b>Description:</b>	Acknowledge POs
<b>Prerequisites</b>	None
<b>Estimated Time to Completion</b>	3 Minutes

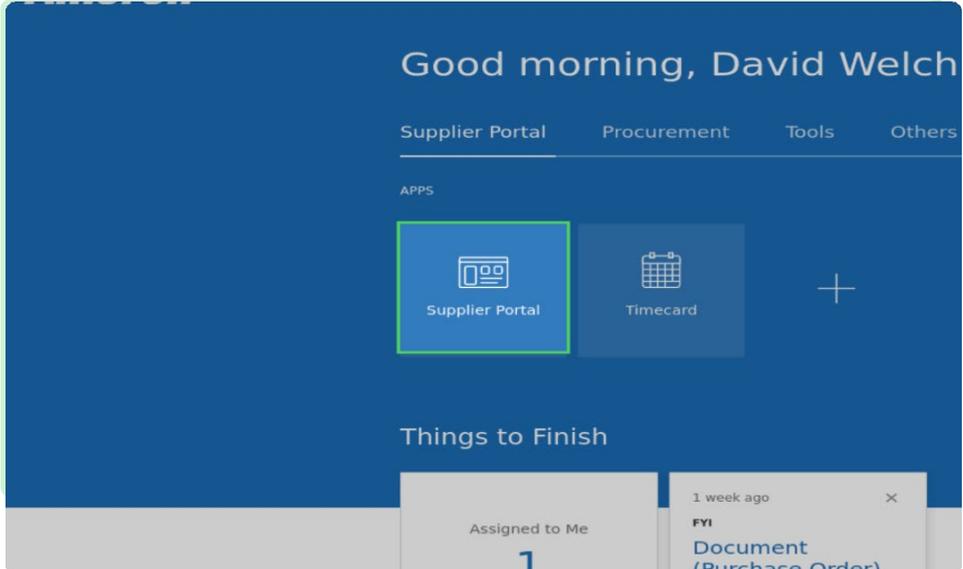
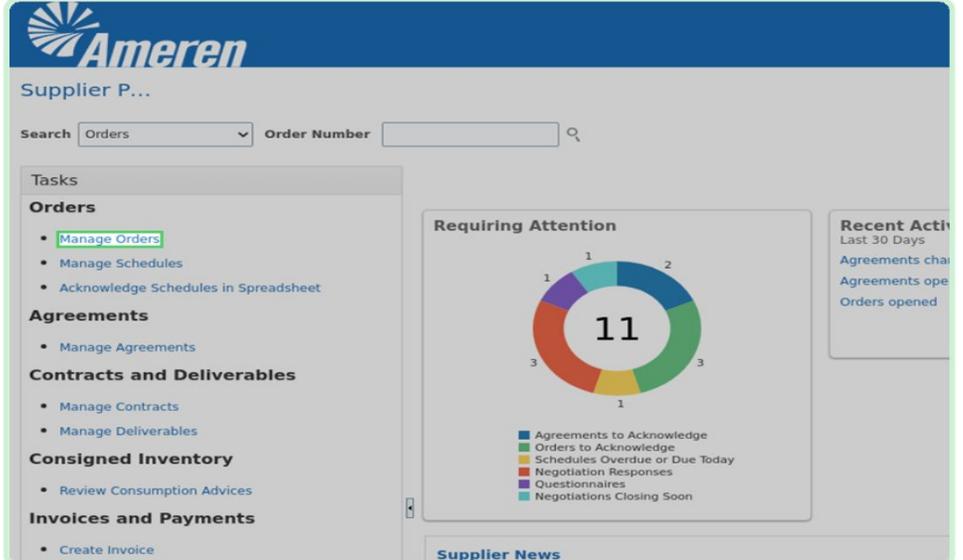
## Introduction

This QRG can be used by SC Co-Workers to assist suppliers and suppliers to learn how to acknowledge a PO.



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## Complete these steps:

Step	Illustration
1. Select <b>Supplier Portal</b> .	
2. In the Tasks pane, select <b>Manage Orders</b> .	



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3. In the **Order** field, type in the order number.

Once entered, select **Search**.

**Note:**  
*If you don't know the specific order number, you can select the Search button to pull up all orders.*

Advanced Manage Watchlist Saved Search All Orders

Order P2003054

Status

Include Closed Documents No

Search Reset Save...

Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
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4. In the **Search Results** table, select the order number.

Manage Or... ?

Headers Schedules

Search

Search Res...

Actions	View	Form	Ex	Qt	Freeze	Detach	Wraj
Order	Order Date	Description					
P2003054	5/2/23	Timecard PO					

Columns Hidden 29



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5. Select **Acknowledge**.

Buttons: Acknowledge, View PDF, Actions, Refresh, Done

Supplier: Gas Material Supplier  
Ordered: 10,000.00 USD  
Description: Test Time Card PO  
Source Agreement: A1003203

Options:  
 Requires signature  
 Pay on receipt  
 Confirming order

6. In the **Supplier Order** field, type in the supplier order number.

**Note:**  
*Inputting a Supplier Order number is optional.*

Buttons: Acknowledge, View

Supplier: Gas Material Supplier  
Ordered: 10,000.00 USD  
Description: Test Time Card PO  
Source Agreement: A1003203

Shipping Method: CHR  
Freight Terms: Collect Shipment  
FOB: Destination

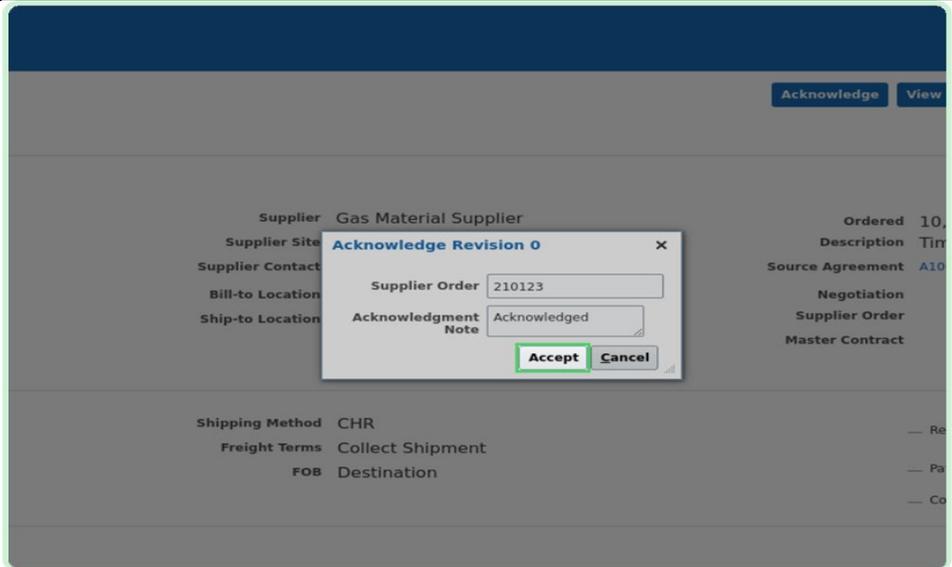
Dialog Box: Acknowledge Revision 0  
Supplier Order: [Field]  
Acknowledgment Note: [Field]  
Buttons: Accept, Cancel



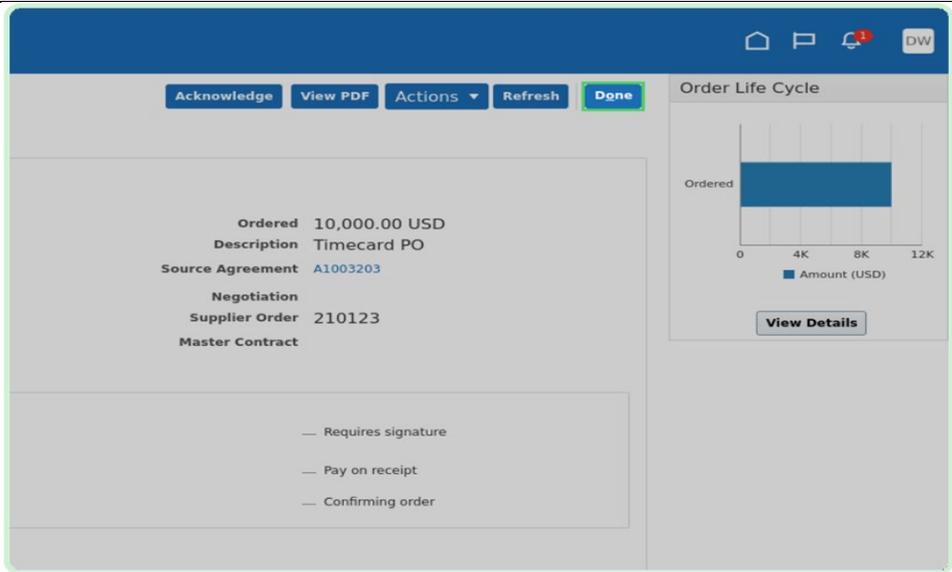
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7. In the **Acknowledgement Note** field, type **Acknowledged** and select **Accept**.

**Note:**  
The Acknowledgement Note field is optional.



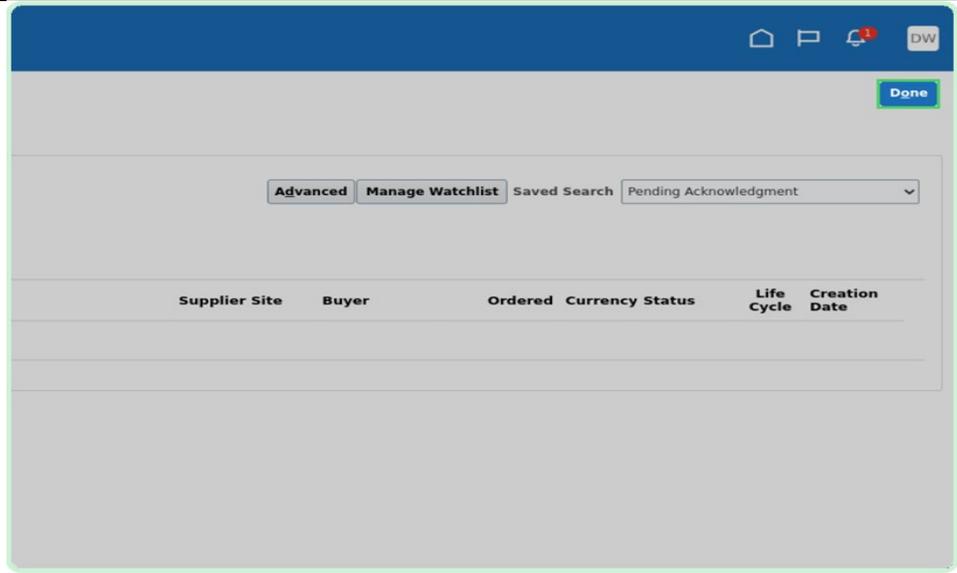
8. Select **Done**.





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9. Select **Done**.



## Version Control

Number	Date	Purpose / Changes	Author(s)
1.0	6/28/23	Document Creation	Aaron Young