Acknowledge a PO - Quick Reference Guide (QRG)

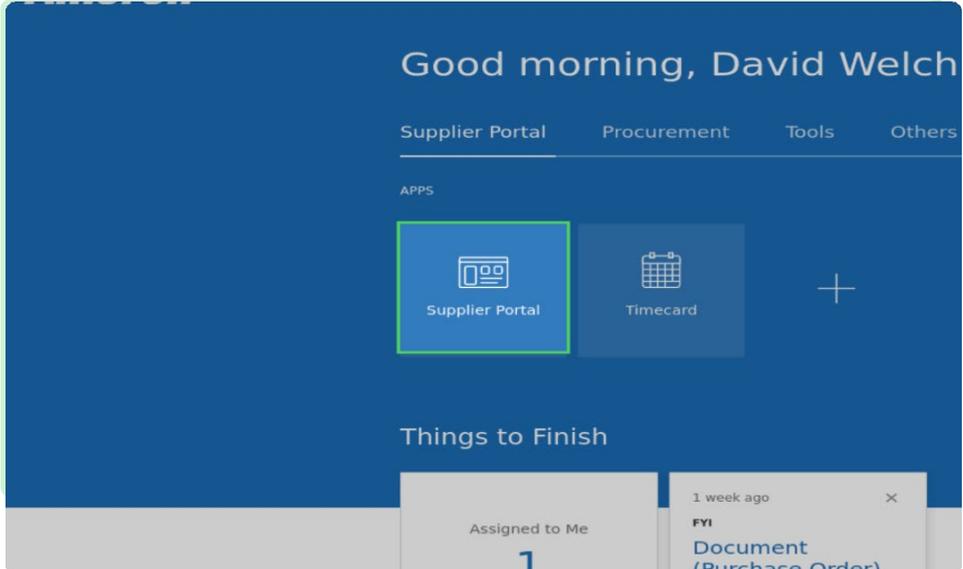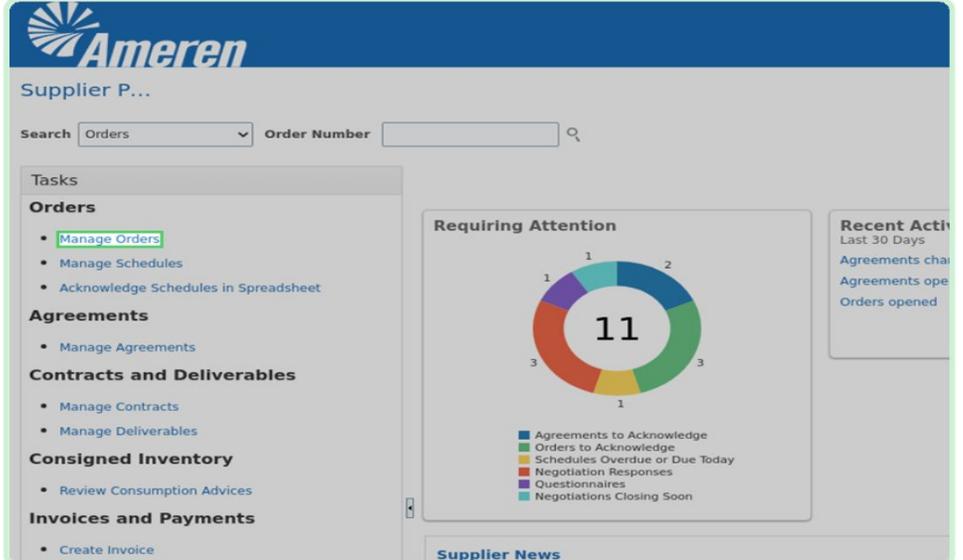|	
Applies to:	Suppliers
Description:	Acknowledge POs
Prerequisites	None
Estimated Time to Completion	3 Minutes

Introduction

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

Complete these steps:

Step	Illustration
1. Select **Supplier Portal**.	
2. In the Tasks pane, select **Manage Orders**.	

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.*	
4. In the **Search Results** table, select the order number.	

5. Select **Acknowledge**.	
6. In the **Supplier Order** field, type in the supplier order number. ⬜ Note: *Inputting a Supplier Order number is optional.*	

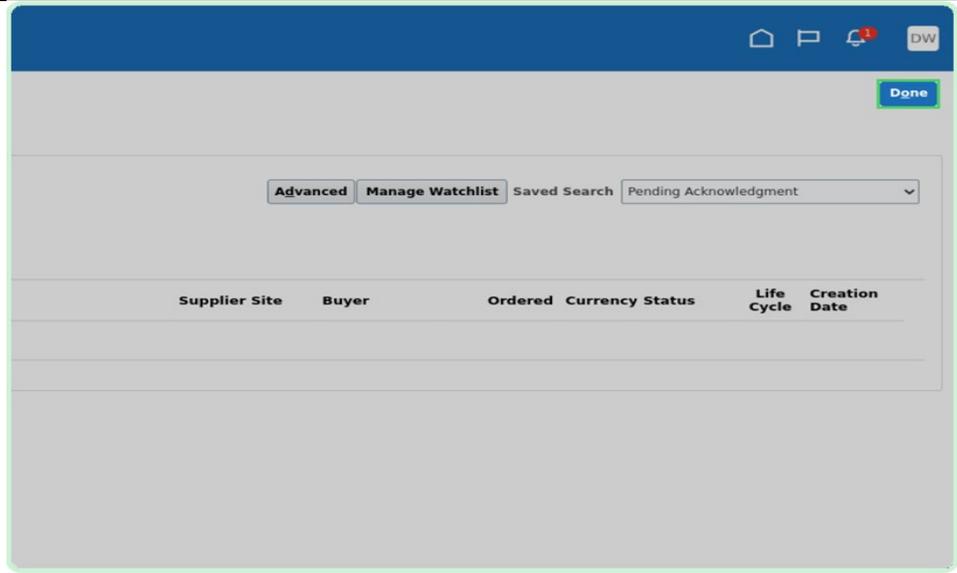|	
7. In the **Acknowledgement Note** field, type **Acknowledged** and select **Accept**. 🗹 Note: The Acknowledgement Note field is optional.	
8. Select **Done**.	

9. Select **Done**.	

Version Control

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