

Updated 5/23/2017

Acknowledging Purchase Orders: As-Is

You can acknowledge a purchase order that is not a PLAN order. To do so **without** an exception, click the **as-is** button. A box will appear to confirm that you want to acknowledge the order. Click **Confirm** to confirm the acknowledgement, or click **Cancel** to return to the grid without confirming.

Acknowledge As-Is

Are you sure you want to acknowledge PO 123456 as-is?

Acknowledging Purchase Orders: Exception

You can acknowledge a purchase order that is not a PLAN order. To do so **with** an exception, click the **ex** button. A box will appear where you can enter the exception information. The original purchase order values will be displayed in each box. If that part of the purchase order is not part of the exception, you can leave the box as it is. Change the boxes as necessary, then click **Submit**.

Acknowledge with Exception

Enter the exception information for PO 936577.

Promise Qty

 (original: 50)

Promise Price

 (original: 1.882)

Promise Date

 (original: 1/29/16)

Comments

Changing an Acknowledged Purchase Order

If you have acknowledged a purchase order, either as-is or with an exception, the box in the grid will display the date of the acknowledgement instead of the two buttons. You can change the acknowledgement by clicking on the date. The exception box will appear; you can change any of the values as needed.

Acknowledge with Exception

Enter the exception information for PO 936577.

Promise Qty

(original: 50)

Promise Price

(original: 1.882)

Promise Date

 (original: 1/29/16)

Comments

Shipments

Once a purchase order has been acknowledged, the **shipped** button becomes active. You can click this once the purchase order has been shipped to enter the order's shipment information.

Enter Shipment Information

Enter the shipment information for PO 123456.

Date Shipped



Carrier

Tracking/BOL No

Number of Skids

Cube in Weight

Excel Export

The button in the top-left corner of the grid allows you to export the current results to an Excel spreadsheet. The spreadsheet will contain all rows from all pages in your current view. If no filters are set, the spreadsheet will contain all of your purchase orders. If you have a filter set, the spreadsheet will contain only those purchase orders that match the filter.

User Settings

You can open your personal settings by clicking your email address in the top-right corner of the screen. The first page allows you to change your name, phone number, and email address. Your company is displayed, but you cannot change it. The portal will send you an email when various events occur, such as when a purchase order is updated. To opt out of these emails, uncheck the box labeled **Receive emails from the website?**. To change your password, click the **Change password** link in the left sidebar.