PO ACK Emailed to Vendor

Purchase Order PDF from Jones Supply, PO# 10148   `External` ∑   `Inbox ×`

Jones Supply <scheduledreports2@dwtrade.net>
to me, ed ▾

Purchase Order PDF from Jones Supply, PO# 10148

Acknowledge PO

PDF SupplierPO_JON_1...

↩ Reply   ⟵ Reply all   → Forward

When the PO is emailed to the vendor there is a Acknowledge button

PO ACK Emailed to Vendor with Changes

PO# 10148		PO Date 02/22/2022		Status OPEN			Supplier Jones Supply	

Contact				Ship To 1A (CHY)		
Required Date 02/28/2022				Via UPS1		

Acknowledge		Ship Date			Ack Number			Cancel

Line	Vendor Part	Description	PO Qty	PO Cost	Vendor Qty	Vendor Cost	Ship Date	Notes
1	12345	WIDGET	1	2.00	2	3.00		

The vendor can respond to the Ack by loading Ship Dates with Quantity and Cost changes
If the cost and quantity are unchanged the Acknowledgement is approved
If either are changed this creates a un approved Po Acknowledgement

PO ACK Emailed to vendor with Changes

Purchasing
- Edit
- Inquiry
- Approval
- Receiving
- Receipt Review
- Acknowledgment
- Returns
- Po Reports
- Receipt Report
- Line Audit Report
- Sources Menu
- Buyers Menu
- Rfq Menu

Main Menu | Customer Orders | Inventory

PO Acknowledgement Menu

- Load
- Edit
- Confirm
- Report

Click Confirm to approve
The acknowledgement

From the main menu chose Acknowledgement

This step allows the supplier to approved a changed Po Acknowledgement

PO ACK Emailed to vendor with Changes

PO Acknowledgement CONFIRM

PO# 10148   **PO Date 02/22/2022**   **Status OPEN**   **Order# 624224**

Source	10004
Source Name	acme
Branch	1
Buyer	KP KEN PETERS
Print Date	
Required Date	02/25/2022
Notes	

PO Send To	acme
Bill To	JONES (JONES INC ON BEHALF OF ACME, INC)
Ship To	1A (CHY)
Via	UPS1
FOB	
*Confirming	
Blanket	

Confirm   ☑ Set PO Qtys ☑ Set PO Costs   **Cancel**

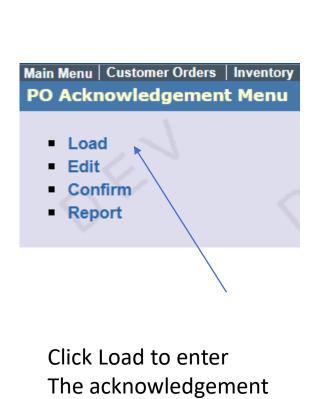| Line	Supplier Part Source Part	Description	PO Qty	PO Cost	Ack Qty	Ack Cost	Ack Date	Ack Notes
1	12345	WIDGET	1	2.00	2	3.00	02/25/2022	

You must confirm the PO Ack and if you want cost and/or quantity on
The PO and Order changed make sure the switches are on.
You can manually edit the PO as well

Manually entered PO Acknowledgement

Purchasing
- Edit
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- Buyers Menu
- Rfq Menu

Main Menu | Customer Orders | Inventory
PO Acknowledgement Menu

- Load
- Edit
- Confirm
- Report

From the main menu chose Acknowledgement

Click Load to enter
The acknowledgement

This used if the vendor sends an Acknowledgement outside of the system

Manually entered PO Acknowledgement

Chose the PO And enter in the Ack info