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Purchase order acknowledgments

Owners and their Partners search for, view, and create purchase order acknowledgments that are exchanged with Partners asynchronously. Purchase order acknowledgments allow suppliers to communicate with upstream and downstream Partners that they have received the purchase order, and inform them if there are any required changes. For example, a supplier who needs to respond to a purchase order can use the Web UI to show recently received purchased orders, filter to find the purchase order they need to respond to, and submit a purchase order acknowledgment from the received purchase order.

Create and submit purchase orders acknowledgments

Suppliers can create a purchase order acknowledgment from a received purchase order, add new and remove existing line items, edit the price and delivery information on existing line items, or adjust payment terms before submitting the purchase order acknowledgment to buyers. Additionally, suppliers can begin work on a purchase order acknowledgment and save it for completion at a later time.

Create and submit a new purchase order acknowledgment

1. Select a [MPL Network] from the Network drop-down in the header.
2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.

3. Select Manufacturing - Supplier from the left menu.

   Partners must have the correct roles assigned by using the owner's instance of Multienterprise Information Network Tower.

4. Select PO Acknowledgments.

5. Select the New 

button.

6. Enter the purchase order number in the PO Number field, and internal order number in the Internal Order Number field.

7. Select the Save 

button.

   The screen refreshes with the saved purchase order in the draft state.

8. Select the Edit 

button.

9. In the Transaction Information section, select Submitted from the Process Status drop drown.

10. In the Order Information section fill in the following fields:
    a. PO Number field – An unique identifier for the purchase order number. This field auto populates the value entered in New Purchase Order Acknowledgment screen.
    b. Order Date field – The date the order is placed on.
    c. Delivery Term Code field – The code or abbreviation for the terms of sale between the buyer and the supplier regarding the delivery of product.
    d. Delivery Term Description field – A description that outlines the terms of the sale regarding the delivery of product that are implied by the Delivery Term Code.
    e. Payment Terms By Days field – The terms of payment (in days) agreed upon by the buyer and the supplier.
    f. Payment Terms By Percentage field – The percent discount the buyer

receives on the total price of the order if payment is received on time (numerical values only).

   g. Currency drop-down – The 3-letter ISO currency code that the line items included in the purchase order are priced with.
   h. Internal Order Number field – A unique identifier assigned to track and manage orders.
   i. Action field – A description stating the purpose of the transaction.

11. In the Customer and Supplier section, fill in the following fields under Customer:

    a. Company type-ahead field – The name of the company or location purchasing the product. This field pulls from the Owner's company and location master data.

       The remaining Customer fields are auto populated with the values from the company or location's master data entry. If the name of the company is not present in the Owners master data, the company name must be entered manually.

    b. Address 1 field – The address of the particular location.
    c. Address 2 field – Any additional address information.
    d. Country drop-down – The two-letter country code with country name for this location.
    e. State field – The state or region for this location.
    f. City field – The city for this location.
    g. Postal Code field – The postal code for this location's main address.
    h. Contact Telephone Number field – The company or location's phone number.
    i. Contact Fax Number field – The company or location's fax number
    j. Party ID Type drop-down – The identifier type used for this company or location.
    k. Party ID Value field – The value associated with the identifier type.

12. In the Customer and Supplier section, fill in the following fields under Supplier group:

    a. Company type-ahead field – The name of the company or location purchasing the product. This field pulls from the Owner's company and location master data.

       The remaining Supplier fields are auto populated with the values from the company or location's master data entry. If the name of the company is not present in the Owners master data, the company name must be entered manually.

    b. Address 1 field – The address of the particular location.
    c. Address 2 field – Any additional address information.
    d. Country drop-down – The two-letter country code with country name for this location.
    e. State field – The state or region for this location.
    f. City field – The city for this location.
    g. Postal Code field – The postal code for this location's main address.
    h. Contact Telephone Number field – The company or location's phone number.
    i. Contact Fax Number field – The company or location's fax number
    j. Party ID Type drop-down – The identifier type used for this company or location.
    k. Party ID Value field – The value associated with the identifier type.
13. In the **Ship To Location and Bill To Location** section, fill in the following fields under Ship To Location group:
    1. Location type-ahead field –The ship to location of the seller. This field pulls from the Owner's company and location master data.
       The remaining Ship to Location fields in the section are auto populated with the values from the company or location's master data entry. If the

shipping address is not present in the Owner's master data then the ship to location details must be entered manually.

2. Address 1 field – The address of the particular location.
3. Address 2 field – Any additional address information.
4. Country drop-down – The two-letter country code with country name for this location.
5. State field – The state or region for this location.
6. City field – The city for this location.
7. Postal Code field – The postal code for this location's main address.
8. Contact Telephone Number field – The company or location's phone number.
9. Contact Fax Number field – The company or location's fax number
10. Party ID Type drop-down – The identifier type used for this company or location.
11. Party ID Value field – The value associated with the identifier type.

14. In the Ship to Location and Bill to Location section, in the Bill to Location group fill in the following fields:
    a. Location type-ahead field –The billing address of the buyer. This field pulls from the Owner's company and location master data.
       The remaining Bill to Location fields in the section are auto populated with the values from the company or location's master data entry. If the billing address is not present in the Owner's master data then the bill to location details must be entered manually.
    b. Address 1 field – The address of the particular location.
    c. Address 2 field – Any additional address information.
    d. Country drop-down – The two-letter country code with country name for this location.
    e. State field – The state or region for this location.
    f. City field – The city for this location.
    g. Postal Code field – The postal code for this location's main address.

h. Contact Telephone Number field – The company or location's phone number.
i. Contact Fax Number field – The company or location's fax number
j. Party ID Type drop-down – The identifier type used for this company or location.
k. Party ID Value field – The value associated with the identifier type.

15. In the **Line Items** section:
    a. Select the Add + icon. At least one line item is required to submit a purchase order.
    b. In the New Line Items panel, fill in the following fields under Item Information:
        i. Line field – The number to identify the line item by (e.g. 50).
        ii. Item field – The name of the product. If the user enters an item code instead, the field automatically displays the corresponding item name.
        The Item Code Type, Item Code Value and Description fields are auto populated with the values from the Owner's product master data entry for the product. If the product is not present in the Owner's product master data then the product name must be entered manually.
        iii. Item Code Type field – The product code type (e.g. IN-Product Code). If the item code type is not present in the Owner's product master data then the item code type must be entered manually.
        iv. Item Code Value field – The product code. If the item code number is not present in the Owner's product master data then the item code value must be entered manually.
        v. Description field – A brief description of the product. If the description is not present in the Owners product master data then the description must be entered manually.
        vi. Unit Price field – The price that each unit of the product sells for.

vii. Net Price field – The total cost of the line item.
viii. Quantity field – The quantity of item selected or provided.
ix. Unit of Measure drop-down – The unit in which the line item is measured.
x. Delivery Date field – The date that the quantity of product will be delivered on.
xi. Line Notes field – Additional information about the line item being added.

c. Select Apply.

The new line item is added to the PO acknowledgment.

16. In the Notes section, enter any additional comments or instructions.
17. To submit the purchase order acknowledgment to a customer:

To save the purchase order in a Draft state and finish it later, ensure the Move To button is not selected and then select the Save button in the draft state.

a. Select the Move To button at the top of the screen.

The submit status indicator circle is filled in with green to indicate the desired action upon selecting save.

b. Select the Save button.

The PO acknowledgment is submitted.

Tips

- In the Line Items section, do one of the following:
  - Select the Edit icon, to edit the details of an individual line item.

- Select the Delete − icon, to remove an individual line item.
- In the Notes section, do one of the following:
  - Select the Add + icon, to add comments or instructions.
  - Select the Delete − icon, to remove comments or instructions.

Submit a draft purchase order acknowledgment

Complete and submit a saved PO acknowledgment in the draft state.

1. Select a [MPL Network] from the Network drop-down in the header.
2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
3. Select Manufacturing - Supplier from the left menu.

   Partners must have the correct roles assigned by using the owner's instance of Multienterprise Information Network Tower.
4. Select PO Acknowledgments.
5. Select the **Filter** button to find the purchase order acknowledgment.
6. Select the PO Number link in the results table.
7. Select the Edit button.
8. In the Transaction Information section, select Submitted from the Process Status drop drown.
9. Select the Move To button at the top of the screen.

   The submit status indicator circle is filled in with green to indicate the desired action upon selecting save.
10. Select the Save button.

The PO acknowledgment is submitted.

Tips

- To edit the details of an individual line item in the invoice, select the Edit icon for the line item. in the **Line Item** section.
- To delete a purchase order acknowledgment in draft state, select the purchase order number row and then select the Delete icon on the top of the screen.

A deleted transaction cannot be retrieved.

Create and submit a purchase order acknowledgment from an existing purchase order

Create a purchase order acknowledgment from an existing purchase order.

1. Select a [MPL Network] from the Network drop-down in the header.
2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
3. Select Manufacturing - Supplier from the left menu.
   Partners must have the correct roles assigned by using the owner's instance of Multienterprise Information Network Tower.
4. Select Purchase Order.
5. Filter to find the purchase order to create a purchase order acknowledgment from.
6. Select the PO Number link in the results table.
7. Select the PO Ack PO Ack button.
   A message is displayed stating that the purchase order acknowledgment is being created and will be available in the notification when it is ready.
8. Select the Notification icon on the top bar of the screen.

The notification panel displays confirming that the purchase order acknowledgment is available.

9. Select View Details in the notification panel.

   The Purchase Order Acknowledgment Details screen opens in edit mode.
10. In the Transaction Information section, select Submitted from the Process Status drop drown.
11. Edit one or more of the following fields in the Order Information section (optional):
    - Internal Order Number field – A unique identifier assigned to track and manage orders.
    - Payment Terms By Days field – The terms of payment (in days) agreed upon by the buyer and the supplier.
    - Payment Terms By Percentage field – The percent discount the buyer receives on the total price of the order if payment is received on time (numerical values only).
12. In the **Line Items** section:
    a. Select the Add + icon. At least one line item is required to submit a purchase order.
    b. In the New Line Items panel, fill in the following fields under Item Information:
       i. Line field – The number to identify the line item by (e.g. 50).
       ii. Item field – The name of the product. If the user enters an item code instead, the field automatically displays the corresponding item name.

          The Item Code Type, Item Code Value and Description fields are auto populated with the values from the Owner's product master data entry for the product. If the product is not present in the Owner's product master data then the product name must be entered manually.
       iii. Item Code Type field – The product code type (e.g. IN-Product

Code). If the item code type is not present in the Owner's product master data then the item code type must be entered manually.

   iv. Item Code Value field – The product code. If the item code number is not present in the Owner's product master data then the item code value must be entered manually.
   v. Description field – A brief description of the product. If the description is not present in the Owners product master data then the description must be entered manually.
   vi. Unit Price field – The price that each unit of the product sells for.
   vii. Net Price field – The total cost of the line item.
   viii. Quantity field – The quantity of item selected or provided.
   ix. Unit of Measure drop-down – The unit in which the line item is measured.
   x. Delivery Date field – The date that the quantity of product will be delivered on.
   xi. Line Notes field – Additional information about the line item being added.

c. Select Apply.

   The new line item is added to the PO acknowledgment.

13. In the Notes section, enter any additional comments or instructions.
14. To submit the purchase order acknowledgment to a customer:
    To save the purchase order in a Draft state and finish it later, ensure the Move To button is not selected and then select the Save button in the draft state.

    a. Select the Move To button at the top of the screen.

       The submit status indicator circle is filled in with green to indicate the desired action upon selecting save.

b. Select the Save Save button.

The PO acknowledgment is submitted.

Tips

- In the Line Items section, do one of the following:
  - Select the Edit icon, to edit the details of an individual line item.
  - Select the Delete − icon, to remove an individual line item.
- In the Notes section, do one of the following:
  - Select the Add + icon, to add comments or instructions.
  - Select the Delete − icon, to remove comments or instructions.

Search and view purchase order acknowledgments

Search for purchase order acknowledgments

Search for purchase orders acknowledgments to view their details. Viewing the details of a purchase order acknowledgment enables suppliers to quickly access order information (e.g. the quantity for each line item in an order) in TraceLink without having to search through the actual B2B message.

1. Select a [MPL Network] from the Network drop-down in the header.
2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
3. Select Manufacturing - Customer or Manufacturing - Supplier from the left menu.
   Partners must have the correct roles assigned by using the owner's instance of Multienterprise Information Network Tower.
4. Select PO Acknowledgments.
5. Select the Filter Filter button.

6. In the Filters panel, fill in one or more of the following fields to filter the results:

    - State drop-down – The state of the PO acknowledgment:

        - Draft – The transaction is in the draft state.
        - Submit – The transaction has been created.
        - Processing – The application is getting ready to handle incoming transactions by doing some initial tasks, such as copying the files it receives.
        - Processed – The application changes the standard information into a format that is easy to use and specific to your transaction.
        - Preparing to Send – The application is getting ready to send out a transaction and is doing some initial tasks, like copying the necessary information for the process.
        - Sending –The application sends out business transactions to the buyer or supplier.
        - Sent – The transaction is successfully completed and shared with the receiving party.
    - Buyer field – The name of the company the purchase order acknowledgment was received from.
      If the name of the buyer is not present in the Owner's master data then the buyer name must be entered manually
    - Last Modified field – The period of time in which the PO acknowledgment was last updated:
        - Today – The transaction was modified within the last few hours.
        - Yesterday – The transaction was updated within the past 24 hours.
        - Last Week – The transaction was modified in the last 7 days.
        - Last Month – The transaction was modified in the last 30 days.
        - Last 3 Months – The transaction was modified in the last 90 days.
        - Last 6 Months – The transaction was modified in the last 180 days.

- Custom Range – Select a specific period of time that the transaction was modified in from the calendar.

7. Select Apply.

   A list of PO acknowledgment displays based on the filter results.

8. Select the link for the PO acknowledgment from the results table.

   The View PO Acknowledgments screen displays.

Tips

- To view the details of an individual line item in the purchase order acknowledgment, select the View icon for the line item in the **Line Items** section on the Purchase Order Acknowledgment Details screen.
- To clear the filter criteria in the filter, select Reset.

Resubmit purchase order acknowledgments

Resubmit purchase order acknowledgment

Perform this task if the user needs to resend a submitted a purchase order acknowledgment.

1. Select a [MPL Network] from the Network drop-down in the header.
2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
3. Select Manufacturing - Supplier from the left menu.
   Partners must have the correct roles assigned by using the owner's instance of Multienterprise Information Network Tower.

4. Select PO Acknowledgments.

5. Filter to find the purchase order.
6. Select the PO Acknowledgment Number in Sent state.
7. Select Edit button

   The state of the purchase order acknowledgment is automatically moved to Sending state.

8. Select the Move To button at the top of the screen.

   The submit status indicator circle is filled in with green to indicate the desired action upon selecting save.

9. Select the Save button.

   The advance shipment notice is submitted.

Related Content

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