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TEAM ASSIGNED: SC	CREATED BY: MEGAN HEROLD	DATE: 8/11/2020
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WORK INSTRUCTION
ILOX-WI-110
PO ACKNOWLEDGEMENTS & ACCEPTANCES BY SUPPLIER

Work Instruction Overview:

This work instruction reviews the steps associated with acknowledging and accepting purchase orders in the Intralox iSupplier portal application.

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1 INTRODUCTION

Intralox purchase orders communicated to Supplier requires acknowledgment from iSupplier portal application. Supplier will receive a notification requesting for acknowledgment response to the purchase order, which will include a date by which acknowledgment is required.

The Supplier acknowledges the purchase orders to confirm the buyers that the purchase order is received in iSupplier portal and reviewed the details of the Purchase order.

2 NOTIFICATIONS & ACKNOWLEDGMENTS

2.1 In the iSupplier Home Page header, note the Bell icon – the icon will have a yellow indicator when there is a new notification. The notification will also appear as a new line under the ‘Notifications’ section on the Supplier homepage.

2.1.1 The purchase order details are immediately available to view in iSupplier Portal Supplier Home page.

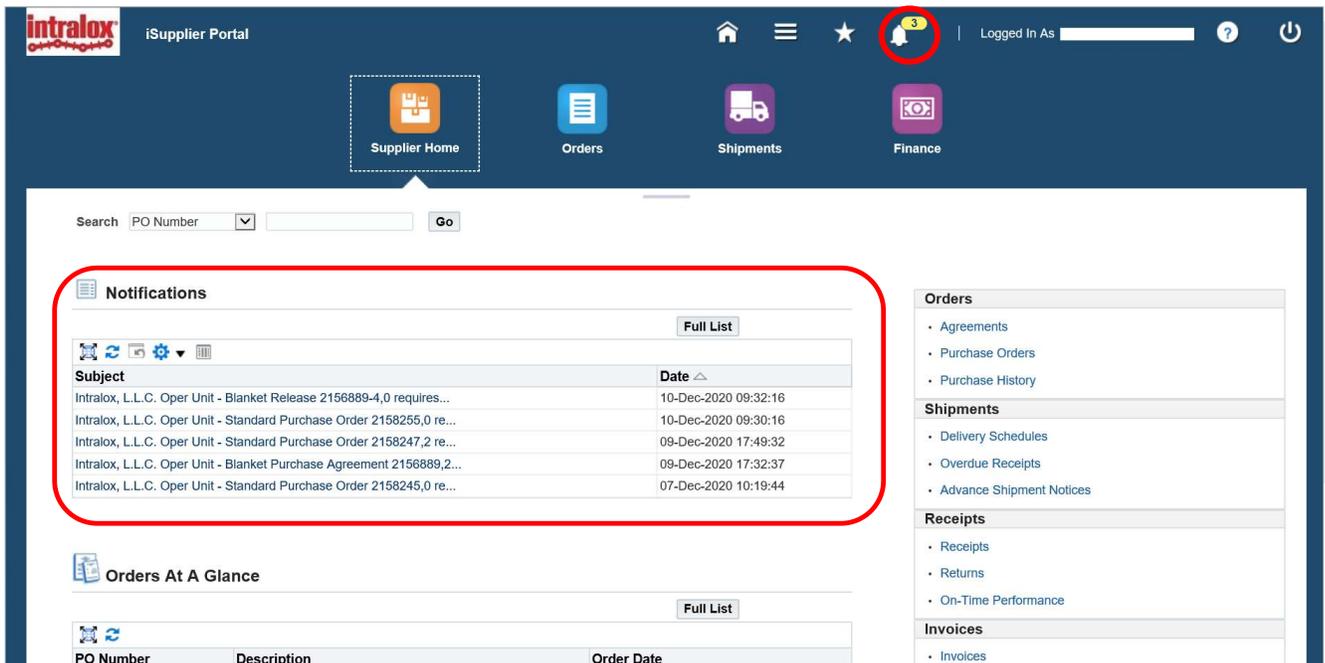


Figure 1 - The iSupplier Portal Homepage with the Notification Bell and Notifications section.

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2.2 Notifications can be accessed directly from the iSupplier home page, or by selecting the **Notification** alert. Select **Go to Full Worklist**. This will redirect to the Notifications list, which can be filtered by **Open Notifications**, or **All Notifications**.

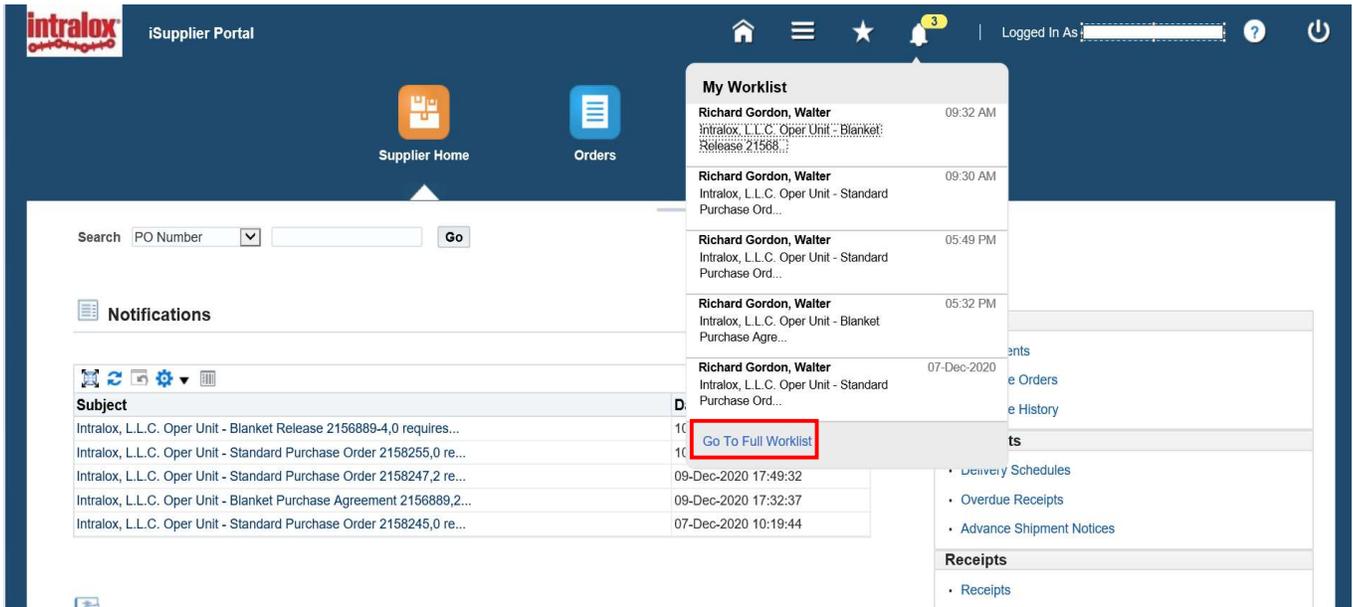


Figure 2 - Navigating to the Full Worklist

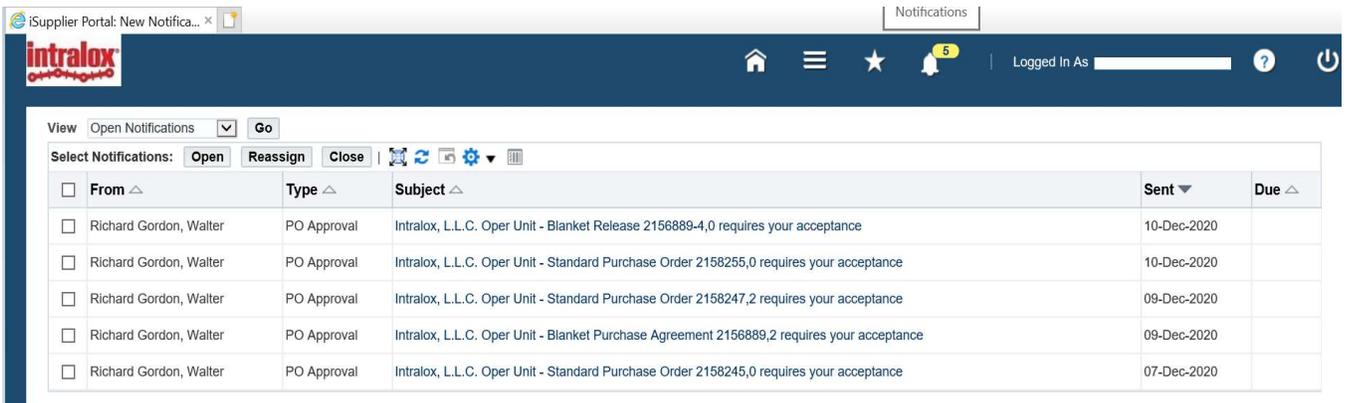


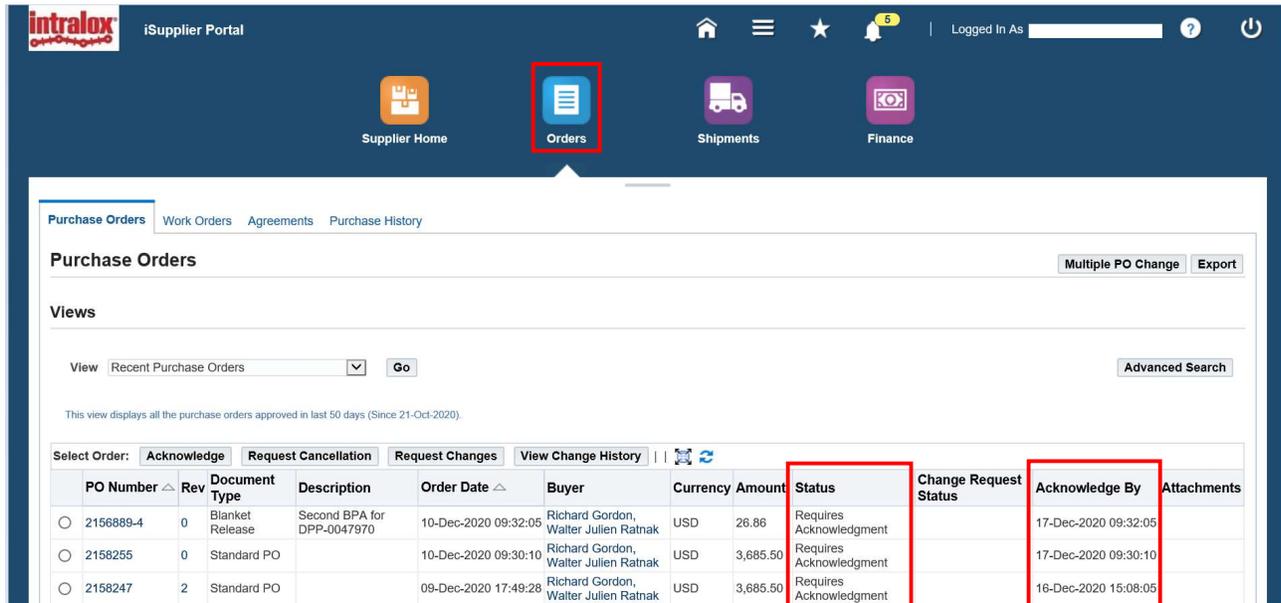
Figure 3 - Notifications List

NOTE

Suppliers can also click on the Bell icon to view 'Open Notifications' or change to 'All Notifications' to view open and closed items as required.

2.3 Alternatively, purchase orders requiring acknowledgment can also be viewed by selecting the **Orders tab** and choosing the **View 'Purchase Orders to Acknowledge'** and click on **Go** to pull all the Purchase Order requires Supplier Acknowledgement.

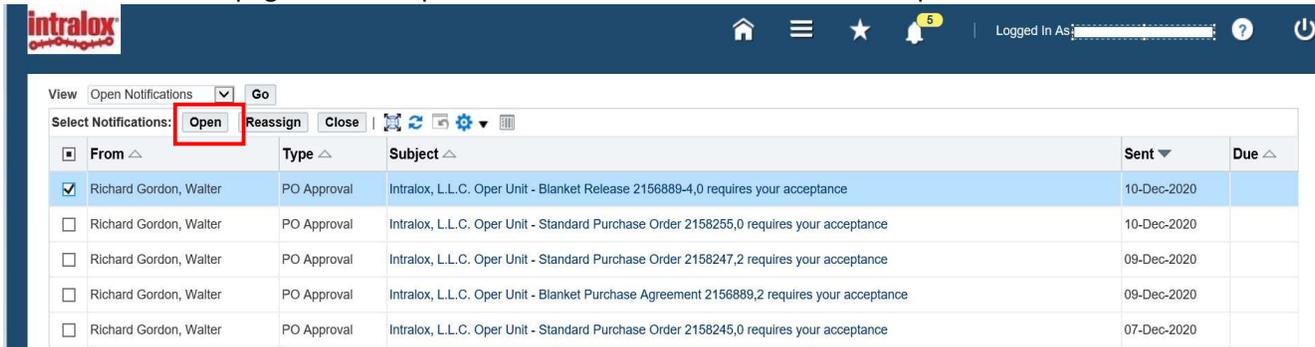
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PO Number	Rev	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
2156889-4	0	Blanket Release	Second BPA for DPP-0047970	10-Dec-2020 09:32:05	Richard Gordon, Walter Julien Ratnak	USD	26.86	Requires Acknowledgment		17-Dec-2020 09:32:05	
2158255	0	Standard PO		10-Dec-2020 09:30:10	Richard Gordon, Walter Julien Ratnak	USD	3,685.50	Requires Acknowledgment		17-Dec-2020 09:30:10	
2158247	2	Standard PO		09-Dec-2020 17:49:28	Richard Gordon, Walter Julien Ratnak	USD	3,685.50	Requires Acknowledgment		16-Dec-2020 15:08:05	

Figure 4 - Purchase Orders to Acknowledge

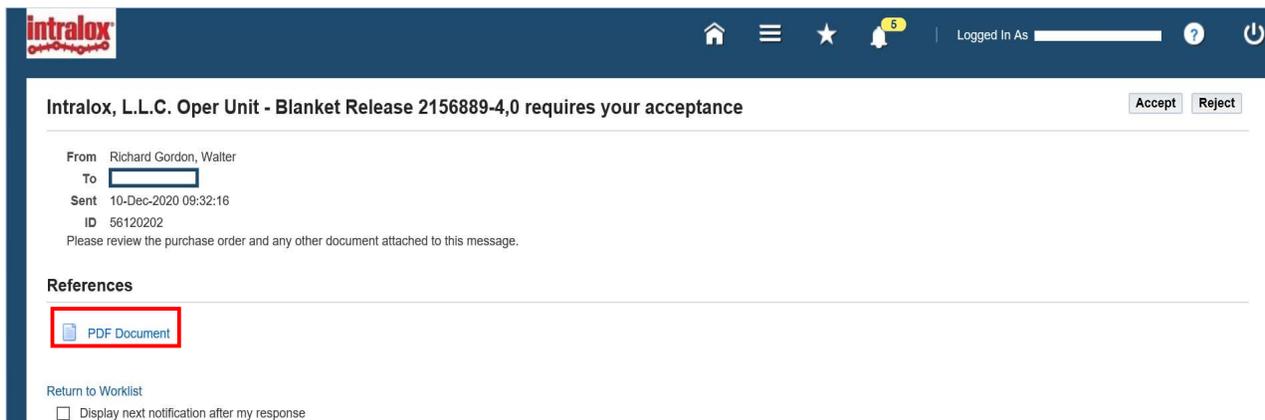
From **Notifications** page select the purchase order notification and click on Open Button.



From	Type	Subject	Sent	Due
Richard Gordon, Walter	PO Approval	Intralox, L.L.C. Oper Unit - Blanket Release 2156889-4,0 requires your acceptance	10-Dec-2020	
Richard Gordon, Walter	PO Approval	Intralox, L.L.C. Oper Unit - Standard Purchase Order 2158255,0 requires your acceptance	10-Dec-2020	
Richard Gordon, Walter	PO Approval	Intralox, L.L.C. Oper Unit - Standard Purchase Order 2158247,2 requires your acceptance	09-Dec-2020	
Richard Gordon, Walter	PO Approval	Intralox, L.L.C. Oper Unit - Blanket Purchase Agreement 2156889,2 requires your acceptance	09-Dec-2020	
Richard Gordon, Walter	PO Approval	Intralox, L.L.C. Oper Unit - Standard Purchase Order 2158245,0 requires your acceptance	07-Dec-2020	

Figure 5 - Opening a notification

2.4 Suppliers can view the PO PDF document, as well as directly acknowledge a purchase order by selecting "Accept" or "Reject" Button.



Intralox, L.L.C. Oper Unit - Blanket Release 2156889-4,0 requires your acceptance Accept Reject

From: Richard Gordon, Walter
 To:
 Sent: 10-Dec-2020 09:32:16
 ID: 56120202
 Please review the purchase order and any other document attached to this message.

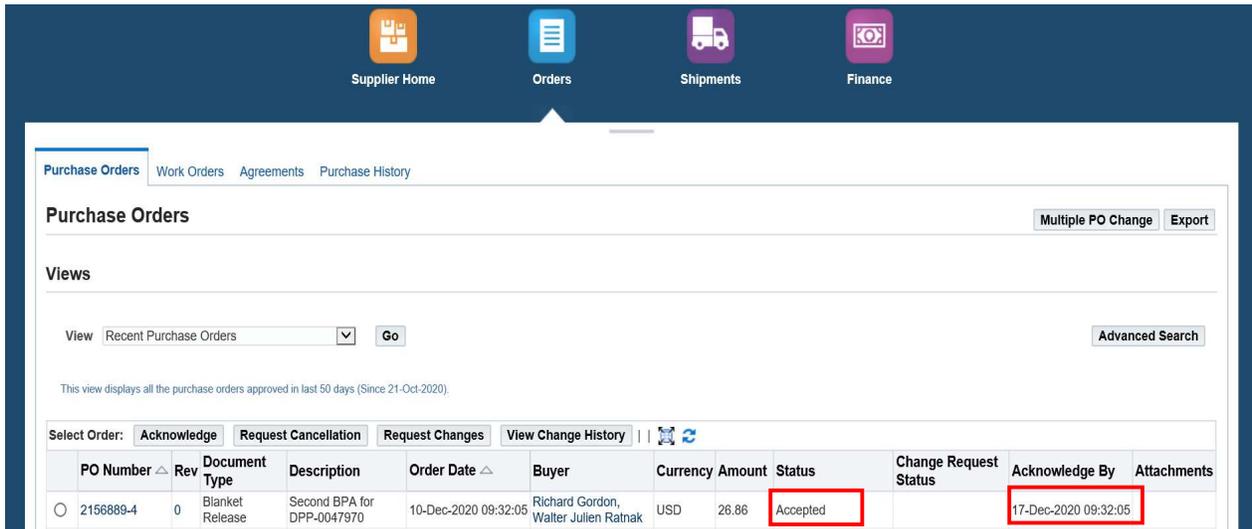
References

[PDF Document](#)

Return to Worklist
 Display next notification after my response

Figure 6 - Accepting or Rejecting a notification

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Purchase Orders

Views

View Recent Purchase Orders

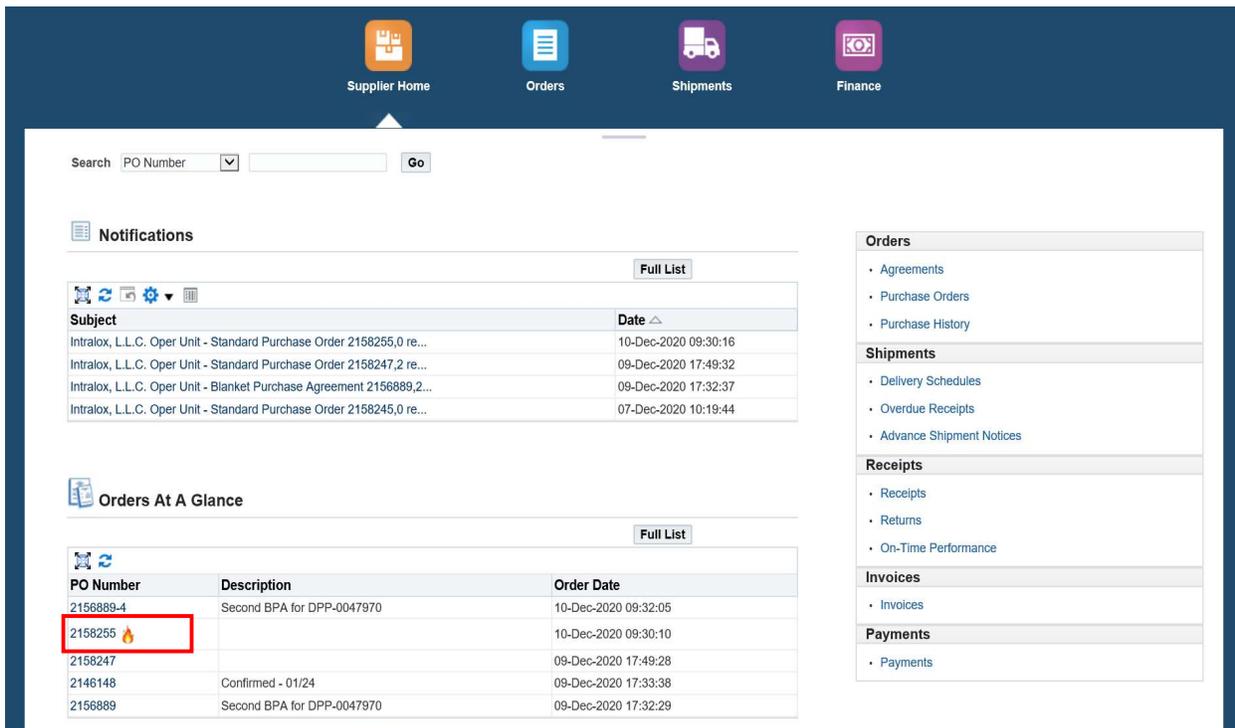
This view displays all the purchase orders approved in last 50 days (Since 21-Oct-2020).

Select Order: Acknowledge Request Cancellation Request Changes View Change History

PO Number	Rev	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
2156889-4	0	Blanket Release	Second BPA for DPP-0047970	10-Dec-2020 09:32:05	Richard Gordon, Walter Julien Ratnak	USD	26.86	Accepted		17-Dec-2020 09:32:05	

Figure 7 - An accepted Purchase order

2.4.1 Alternatively, a supplier can view the purchase order details in iSupplier Portal before acknowledging, which will be explained in subsequent sections.



Search PO Number

Notifications

Subject	Date
Intralox, L.L.C. Oper Unit - Standard Purchase Order 2158255,0 re...	10-Dec-2020 09:30:16
Intralox, L.L.C. Oper Unit - Standard Purchase Order 2158247,2 re...	09-Dec-2020 17:49:32
Intralox, L.L.C. Oper Unit - Blanket Purchase Agreement 2156889,2...	09-Dec-2020 17:32:37
Intralox, L.L.C. Oper Unit - Standard Purchase Order 2158245,0 re...	07-Dec-2020 10:19:44

Orders At A Glance

PO Number	Description	Order Date
2156889-4	Second BPA for DPP-0047970	10-Dec-2020 09:32:05
2158255 		10-Dec-2020 09:30:10
2158247		09-Dec-2020 17:49:28
2146148	Confirmed - 01/24	09-Dec-2020 17:33:38
2156889	Second BPA for DPP-0047970	09-Dec-2020 17:32:29

Orders

- Agreements
- Purchase Orders
- Purchase History

Shipments

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

Receipts

- Receipts
- Returns
- On-Time Performance

Invoices

- Invoices

Payments

- Payments

Figure 8 - A "hot" purchase order; see the note below

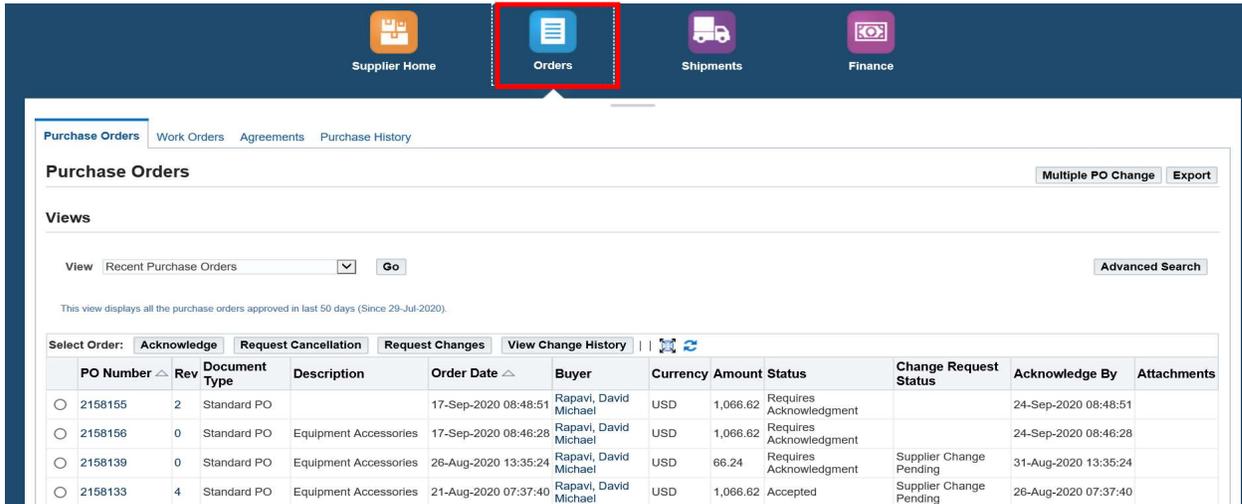
NOTE:

As seen in Above Figure, purchase orders may be flagged with a flame  icon. This indicates that this PO is considered a 'Hot PO' by Intralox. A Hot PO is defined as a PO that is needed urgently by the requested Need-By date in order to fulfil a critical Intralox work order. Please acknowledge or request changes to these purchase items as soon as possible.

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3 ACKNOWLEDGING ENTIRE ORDERS

- 3.1 In Supplier portal, navigate to the Orders tab, Suppliers can view and acknowledge entire Purchase order, Blanket or Blanket Release.



Purchase Orders Multiple PO Change Export

Views

View Recent Purchase Orders Advanced Search

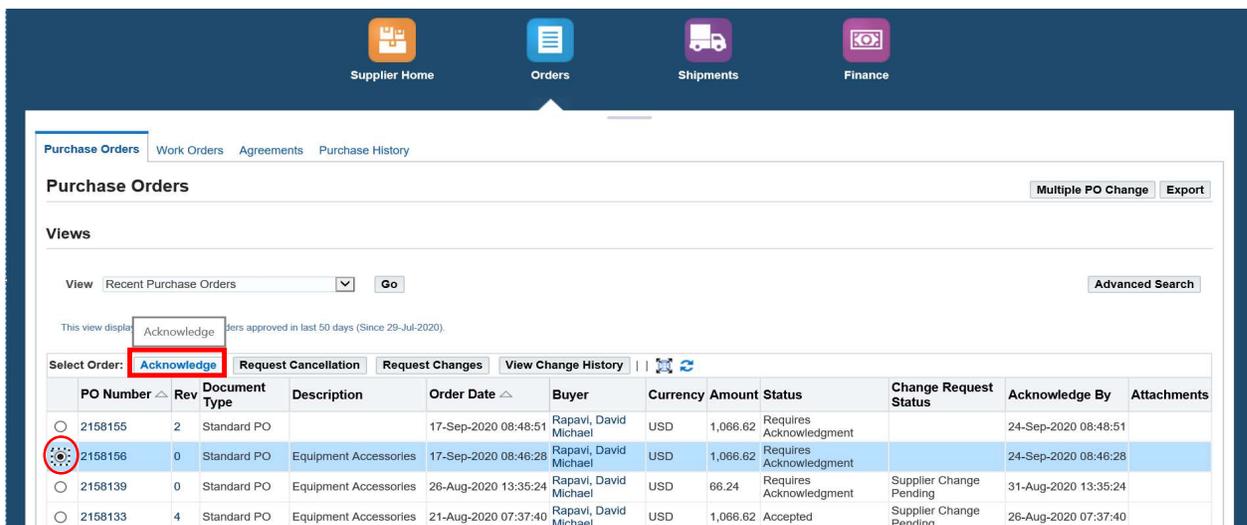
This view displays all the purchase orders approved in last 50 days (Since 29-Jul-2020).

Select Order: **Acknowledge** Request Cancellation Request Changes View Change History

	PO Number	Rev	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input type="radio"/>	2158155	2	Standard PO		17-Sep-2020 08:48:51	Rapavi, David Michael	USD	1,066.62	Requires Acknowledgment		24-Sep-2020 08:48:51	
<input type="radio"/>	2158156	0	Standard PO	Equipment Accessories	17-Sep-2020 08:46:28	Rapavi, David Michael	USD	1,066.62	Requires Acknowledgment		24-Sep-2020 08:46:28	
<input type="radio"/>	2158139	0	Standard PO	Equipment Accessories	26-Aug-2020 13:35:24	Rapavi, David Michael	USD	66.24	Requires Acknowledgment	Supplier Change Pending	31-Aug-2020 13:35:24	
<input type="radio"/>	2158133	4	Standard PO	Equipment Accessories	21-Aug-2020 07:37:40	Rapavi, David Michael	USD	1,066.62	Accepted	Supplier Change Pending	26-Aug-2020 07:37:40	

Figure 9 - Purchase Orders

- 3.2 Click on the Select radio button near PO number and click on Acknowledge Button to direct into the Acknowledgement page.



Purchase Orders Multiple PO Change Export

Views

View Recent Purchase Orders Advanced Search

This view displays **Acknowledge** orders approved in last 50 days (Since 29-Jul-2020).

Select Order: **Acknowledge** Request Cancellation Request Changes View Change History

	PO Number	Rev	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input type="radio"/>	2158155	2	Standard PO		17-Sep-2020 08:48:51	Rapavi, David Michael	USD	1,066.62	Requires Acknowledgment		24-Sep-2020 08:48:51	
<input checked="" type="radio"/>	2158156	0	Standard PO	Equipment Accessories	17-Sep-2020 08:46:28	Rapavi, David Michael	USD	1,066.62	Requires Acknowledgment		24-Sep-2020 08:46:28	
<input type="radio"/>	2158139	0	Standard PO	Equipment Accessories	26-Aug-2020 13:35:24	Rapavi, David Michael	USD	66.24	Requires Acknowledgment	Supplier Change Pending	31-Aug-2020 13:35:24	
<input type="radio"/>	2158133	4	Standard PO	Equipment Accessories	21-Aug-2020 07:37:40	Rapavi, David Michael	USD	1,066.62	Accepted	Supplier Change Pending	26-Aug-2020 07:37:40	

Figure 10 - Select & acknowledge a Purchase order

- 3.3 In the Acknowledge Page, click on Show details to view all the PO line detail information then navigate to the Actions dropdown list, choose either 'Accept Entire Order' or 'Reject Entire Order' and click on Go button.



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Supplier Home | Orders | Shipments | Finance

Purchase Orders | Work Orders | Agreements | Purchase History

Orders: Purchase Orders > View Order Details > Acknowledge for Standard Purchase Order : 2158156,0 (Total USD 1,066.62)

Cancel Save Submit Export Actions **Accept Entire Order** Go

Order Information

General Information	Terms and Conditions	Related Information
Total: 1,066.62 Supplier: ACME CORPORATION Supplier Site: WASHINGTON DC Address: 1500 Pennsylvania Ave NW WASHINGTON, DC 20500 Buyer: Rapavi, David Michael Order Date: 17-Sep-2020 08:46:28 Description: Equipment Accessories Status: Requires Acknowledgment Note to Supplier: Intralox, L.L.C. Oper Unit Supplier Order Number: Hot PO Y Release Auto Approval: None Attachments: None	Payment Terms: N30 Carrier: UPS Freight Terms: FOB Shipping Point Prepaid & Add Shipping Control Ship-To Address: Address: 7157 RIDGE ROAD Hanover, MD 21076 Bill-To Address: Address: P O BOX 50699 New Orleans, LA 70150	Receipts Invoices Payments

PO Details

TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Attachments	Reason
1	Goods	DPP-0000033			[FESTO LN2G-32] PNEUMATICS TRUNNION SUPPORT	Each	3	22.08	66.24			Open			

Figure 11– Acknowledge Purchase Orders

Enter the note to Buyer and Click on Submit Button.

Supplier Home | Orders | Shipments | Finance

Purchase Orders | Work Orders | Agreements | Purchase History

Orders: Purchase Orders > View Order Details > Acknowledge for Standard Purchase Order > Acknowledge Purchase Order 2158156

Cancel Submit

Description: Equipment Accessories
Currency: USD
Amount: 1,066.62
Order Date: 17-Sep-2020 08:46:28
Action: Accept
Note to Buyer: Acknowledge the entire Purchase Order

Cancel Submit

Figure 12 - Entering a Note to Buyer

Supplier Home | Orders | Shipments | Finance

Purchase Orders | Work Orders | Agreements | Purchase History

Orders: Purchase Orders > View Order Details > Acknowledge for Standard Purchase Order > PO Acknowledgment Confirmation

Purchase Order 2158156 has been Acknowledged.

[Return to Purchase Order Summary](#)

Figure 13 - Successful acknowledgment



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NOTE

Suppliers can also view the Printable Purchase Order from this page by navigating to the Actions Drop Down List and Choosing 'Printable View' and click Go. The Purchase Document will open in PDF format.

3.3.1 In the Orders/Purchase Orders dashboard, Purchase Order status has been updated to reflect the action.

The screenshot shows the 'Purchase Orders' dashboard. At the top, there are navigation icons for 'Supplier Home', 'Orders' (highlighted with a red box), 'Shipments', and 'Finance'. Below the navigation, there are tabs for 'Purchase Orders', 'Work Orders', 'Agreements', and 'Purchase History'. The main content area is titled 'Purchase Orders' and includes a 'Multiple PO Change' and 'Export' button. Under 'Views', there is a dropdown menu set to 'Recent Purchase Orders' and a 'Go' button. A note states: 'This view displays all the purchase orders approved in last 50 days (Since 29-Jul-2020)'. Below this, there are tabs for 'Select Order: Acknowledge', 'Request Cancellation', 'Request Changes', and 'View Change History'. The main table displays the following data:

PO Number	Rev	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
2158155	2	Standard PO		17-Sep-2020 08:48:51	Rapavi, David Michael	USD	1,066.62	Requires Acknowledgment		24-Sep-2020 08:48:51	
2158156	0	Standard PO	Equipment Accessories	17-Sep-2020 08:46:28	Rapavi, David Michael	USD	1,066.62	Accepted		24-Sep-2020 08:46:28	
2158139	0	Standard PO	Equipment Accessories	26-Aug-2020 13:35:24	Rapavi, David Michael	USD	66.24	Requires Acknowledgment	Supplier Change Pending	31-Aug-2020 13:35:24	
2158133	4	Standard PO	Equipment Accessories	21-Aug-2020 07:37:40	Rapavi, David Michael	USD	1,066.62	Accepted	Supplier Change Pending	26-Aug-2020 07:37:40	

Figure 14 - Purchase Orders Dashboard Display acknowledgment statuses

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4 ACKNOWLEDGING INDIVIDUAL LINES

While acknowledging the Purchase Order Supplier can reject individual line(s) but accept other lines, navigate to PO Details, click on the 'Show All' and then navigate to the Reason and Action drop down at the Shipment line level.

4.1 Select the Purchase Order and click on Acknowledgment button

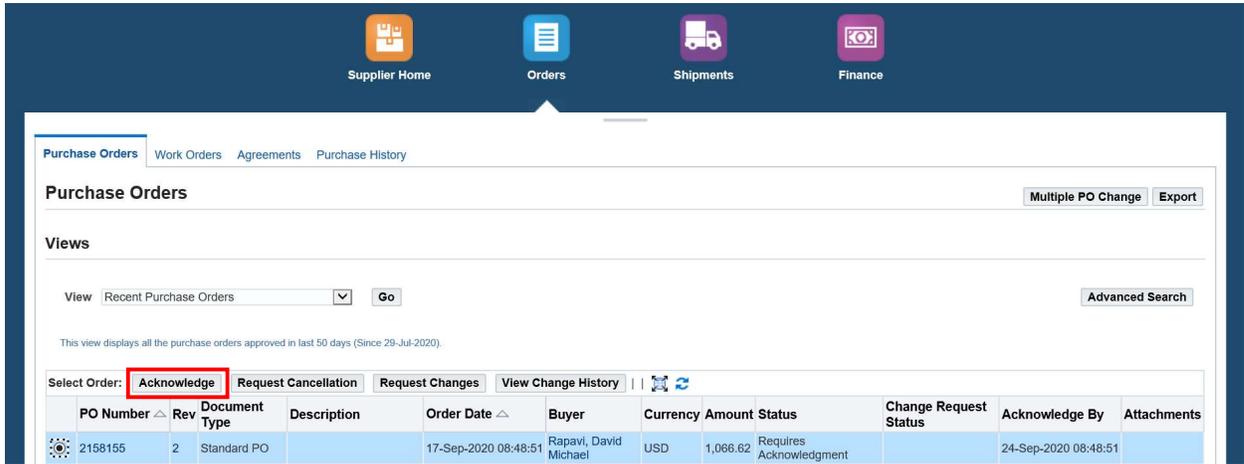


Figure 15 - Details for PO 2158155

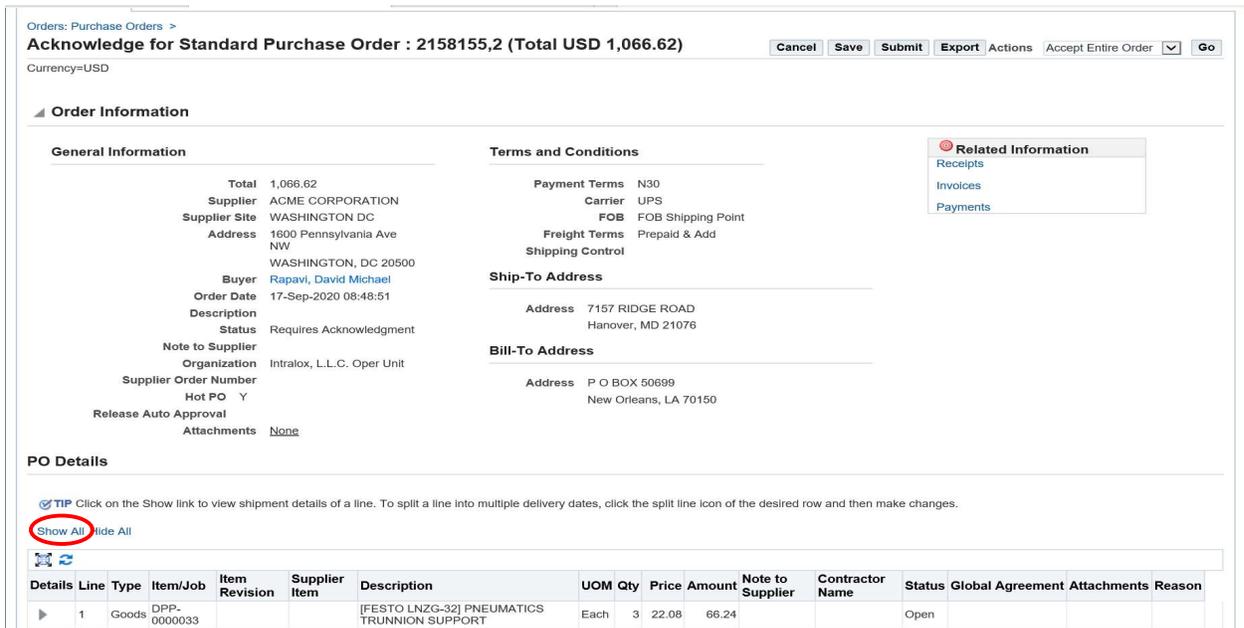


Figure 16 - Show All

4.2 Click on **Show All** and navigate to the Reason and Action drop down at the Shipment Line.



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TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Attachments	Reason	
1	Goods	DPP-0000033			[FESTO LN2G-32] PNEUMATICS TRUNNION SUPPORT	Each	3	22.08	66.24			Open				
Shipment Details																
Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
	ILOX US (Hanover, MD)	3	22.08			66.24		25-Oct-2020 00:00:00					Requires Acknowledgment			<input type="text"/> <input type="text"/>
2	Goods	DPP-0189316			[PULS CT5.241] POWER SUPPLY, 480VAC INPUT, 24VDC OUTPUT @ 5AMPS.	Each	6	166.73	1,000.38			Open				
Shipment Details																
Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
	ILOX US (Hanover, MD)	6	166.73			1,000.38		25-Oct-2020 00:00:00					Requires Acknowledgment			<input type="text"/> <input type="text"/>

Return to Orders: Purchase Orders

Cancel Save **Submit** Export Actions Accept Entire Order Go

Figure 17 - Actions and Reasons

TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Attachments	Reason	
1	Goods	DPP-0000033			[FESTO LN2G-32] PNEUMATICS TRUNNION SUPPORT	Each	3	22.08	66.24			Open				
Shipment Details																
Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
	ILOX US (Hanover, MD)	3	22.08			66.24		25-Oct-2020 00:00:00					Requires Acknowledgment		Accepting the l	Accept <input type="text"/>
2	Goods	DPP-0189316			[PULS CT5.241] POWER SUPPLY, 480VAC INPUT, 24VDC OUTPUT @ 5AMPS.	Each	6	166.73	1,000.38			Open				
Shipment Details																
Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
	ILOX US (Hanover, MD)	6	166.73			1,000.38		25-Oct-2020 00:00:00					Requires Acknowledgment		No longer mfg	Reject <input type="text"/>

Return to Orders: Purchase Orders

Cancel Save **Submit** Export Actions Accept Entire Order Go

Figure 18 - PO Details, rejecting or accepting at the line level.

4.3 Enter the Reason and select the Action drop down list of value Accept / Reject at the Shipment Line then click on Submit Button.

Supplier Home **Orders** Shipments Finance

Purchase Orders Work Orders Agreements Purchase History

Orders: Purchase Orders >

PO Acknowledgment Confirmation

Purchase Order 2158155 has been Acknowledged.

[Return to Purchase Order Summary](#)



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In the Orders/Purchase Orders dashboard, Purchase Order status will be acknowledged.

Purchase Orders

Multiple PO Change Export

Views

View Recent Purchase Orders Go Advanced Search

This view displays all the purchase orders approved in last 50 days (Since 21-Oct-2020).

Select Order: Acknowledge Request Cancellation Request Changes View Change History

PO Number	Rev	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
	0	Blanket Release	Second BPA for DPP-0047970	10-Dec-2020 10:57:37	Richard Gordon, Walter Julien Rathak	USD	118.50	Requires Acknowledgment		17-Dec-2020 10:57:37	
	0	Standard PO		10-Dec-2020 10:53:04	Richard Gordon, Walter Julien Rathak	USD	4,973.50	Acknowledged		17-Dec-2020 09:30:10	

NOTE:

Only reject PO lines in the case wherein Supplier cannot fulfil the order line under any conditions. If you can fulfil with a change to the price, quantity, or Promise Date, please submit a change order request rather than rejecting the order line.