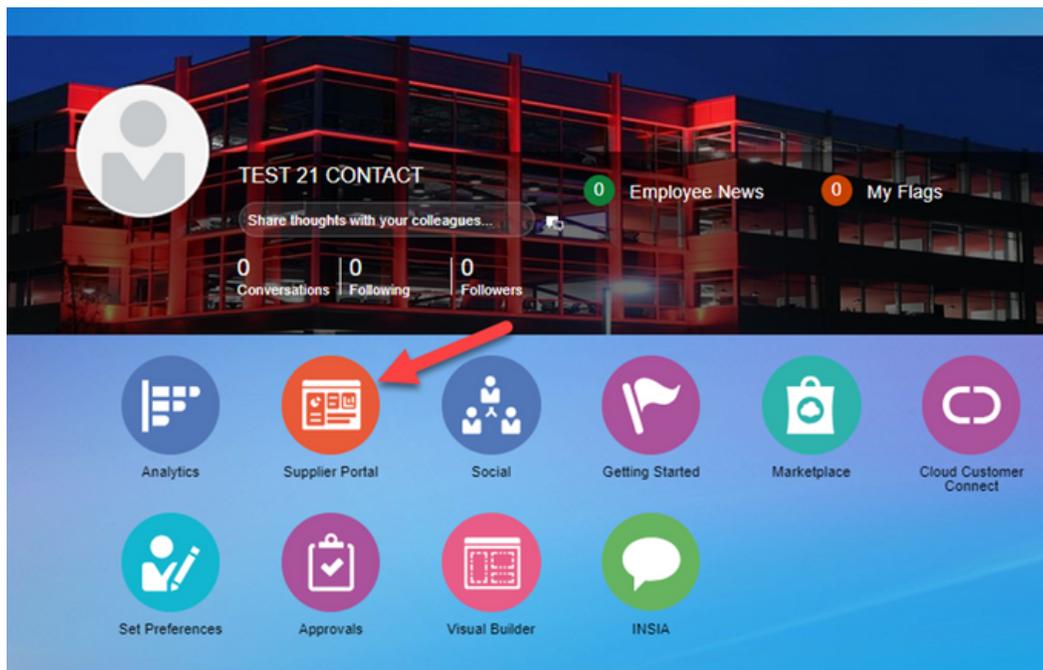




# How to Acknowledge a PO in Supplier Portal

Please acknowledge purchase orders in the supplier portal. This allows the planner to understand which PO's have been reviewed by the supplier. If a PO cannot be acknowledged, please communicate any necessary changes to the planner. You will notice these once you start managing orders within your supplier portal by the blue or the yellow indications next to the order number.

## 1. Log into the supplier portal and on the homepage select supplier portal



## 2. Select manage orders

The screenshot shows the Milwaukee Supplier Portal interface. At the top left is the Milwaukee logo with the tagline "Nothing but HEAVY DUTY". Below the logo is the "Supplier Portal" header. A search bar is present with a dropdown menu set to "Orders" and an "Order Number" input field. A left-hand navigation menu titled "Tasks" contains several categories: "Supply Plan", "Orders", "Shipments", "Consigned Inventory", "Invoices and Payments", and "Negotiations". The "Orders" category is expanded, and the "Manage Orders" option is highlighted with a red arrow. To the right of the navigation menu are three dashboard cards: "Requiring Attention", "Recent Activity", and "Transaction Reports". Each card displays a lightning bolt icon and the text "No data available".

## 3. Either search the PO that is in question or do an open search by clicking search.

The screenshot displays the search results page. At the top, there are tabs for "Headers" and "Schedules". Below the tabs is a search filter section with fields for "Sold-to Legal Entity", "Bills to BU", and "Supplier Site". On the right side of the search filters, there are buttons for "Advanced", "Manage Watchlist", "Saved Search", and "All Orders". Below these buttons are input fields for "Order" and "Status", and a dropdown for "Include Closed Documents". A red arrow points to the "Search" button. Below the search filters is a table with the following columns: "Order", "Order Date", "Description", "Supplier Site", "Buyer", "Ordered", "Currency", "Status", "Life Cycle", "Creation Date", and "Change Status". The table contains one row of data with the following values: "380000311", "SLEEVE, 13PC BIM HS KIT", "QUAD", "3,780.00", "U..", "Open".

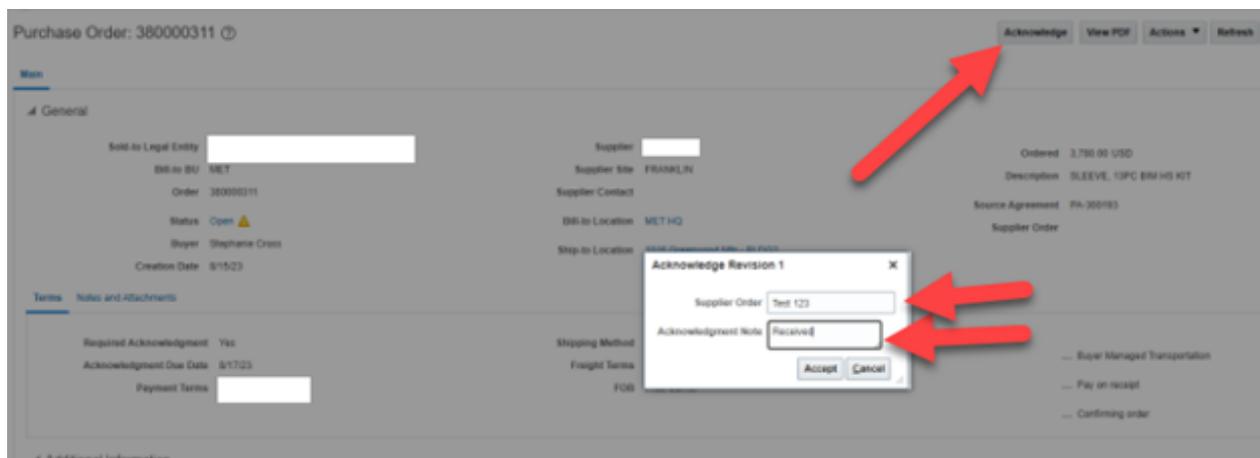
When a purchase order acknowledgement is past due, you will see a note when hovering over the order reading "Acknowledgment is past due" as well as flags next to the PO.

The screenshot shows the "Manage Orders" page. At the top left is the "Manage Orders" header with a help icon. Below the header are tabs for "Headers" and "Schedules". A search filter section is visible with buttons for "Basic", "Manage Watchlist", "Saved Search", and "All My Orders". A search results table is displayed with the following columns: "Order", "Description", "Supplier", "Ordered", and "Cu Status". The table contains two rows of data, both with a yellow warning triangle icon next to the "Order" column. The first row has the following values: "380000311", "SLEEVE, 13PC BIM HS KIT", "QUAD", "3,780.00", "U..", "Open". The second row has the following values: "380000235", "ANZ 11PC SZB CASE CARTON", "QUAD", "3,213.00", "U..", "Open". A modal window titled "Information" is open in the center of the screen, displaying a yellow warning triangle icon and the text "Acknowledgment is past due." with an "OK" button.

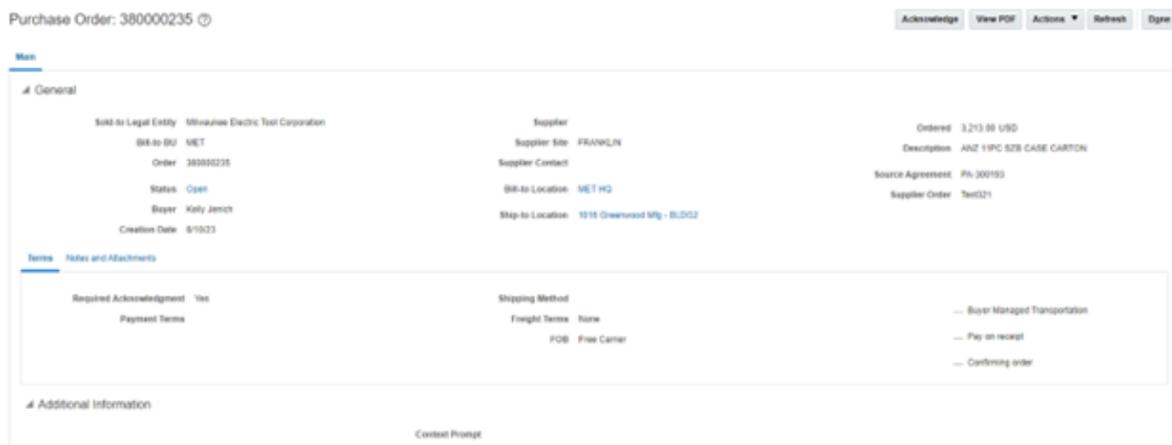
**4. Click on the order number which will open up the PO.**

 380000337	8/16/23	Pallet Fees
 380000311	8/15/23	SLEEVE, 13PC BIM HS KIT
 380000235	8/10/23	ANZ 11PC SZB CASE CARTON
 380000082	8/4/23	SLEEVE, 10PC HS PACKOUT, USA
 380000064	8/2/23	SLEEVE, 7PC BIM HS KIT, AUTOM (R)

**5. Review the PO based on the changes made, and click on Acknowledge.**



**The revision will then appear on the PO.**



Once a revision is submitted, the flag next to the PO will be removed.

Search Results

Actions View Format [edit] [print] [freeze] [detach] [wrap]

	Order	Order Date	Description
	900200	11/17/23	
	900146	11/17/23	
	900019	11/17/23	
!	900017	11/17/23	
!	900015	11/17/23	
	700973	11/17/23	
	700909	11/17/23	
	700910	11/17/23	
	700912	11/17/23	
	900021	11/17/23	
	700915	11/17/23	
	700916	11/17/23	
	700967	11/17/23	
!	380000337	8/16/23	Pallet Fees
	380000311	8/15/23	SLEEVE, 13PC BIM HS KIT
	380000235	8/10/23	ANZ 11PC S2B CASE CARTON
!	380000082	8/4/23	SLEEVE, 10PC HS PACKOUT, USA
!	380000064	8/2/23	SLEEVE, 7PC BIM HS KIT, AUTOM (R)

Columns Hidden 27