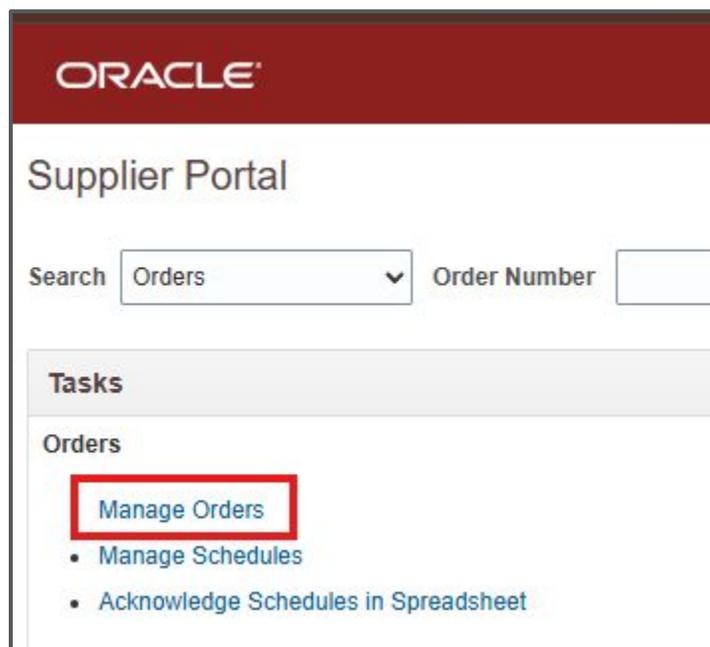
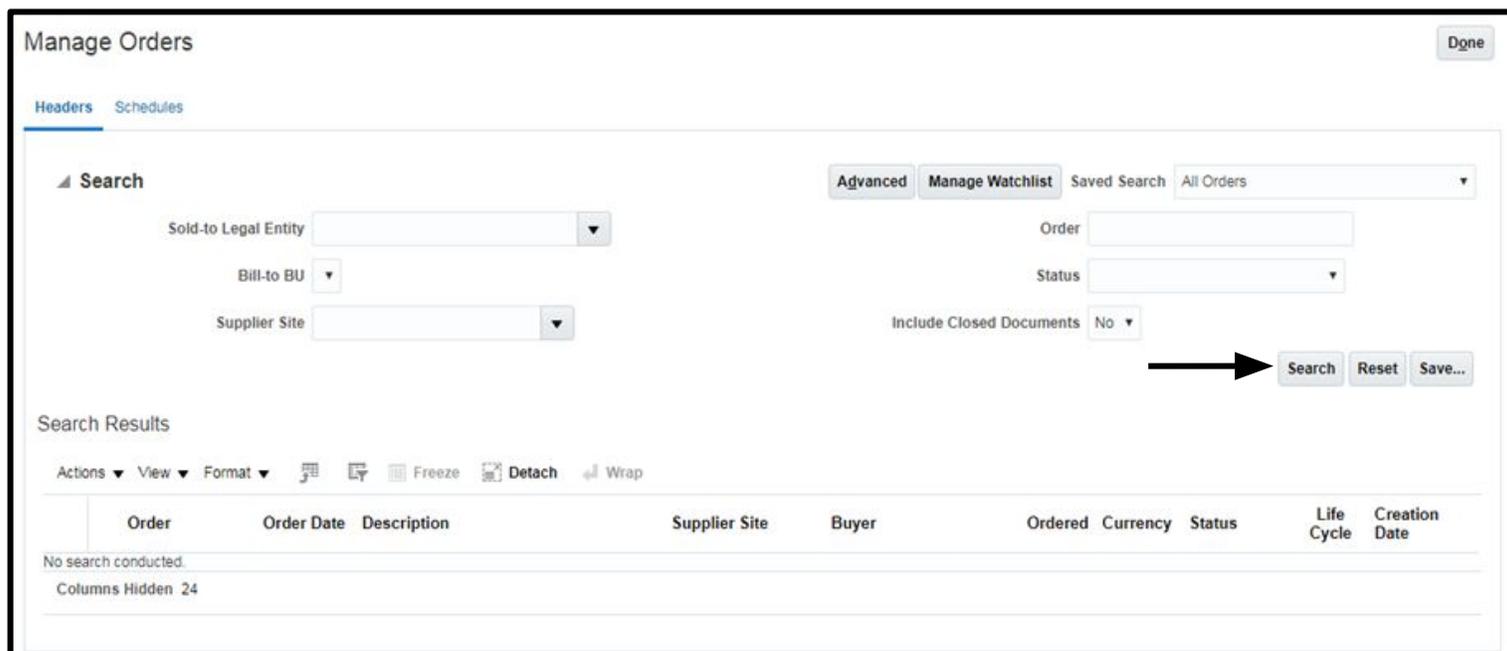


Acknowledge **Change Orders** from Portal

Log into the Supplier Portal, Select “Manage Orders”.

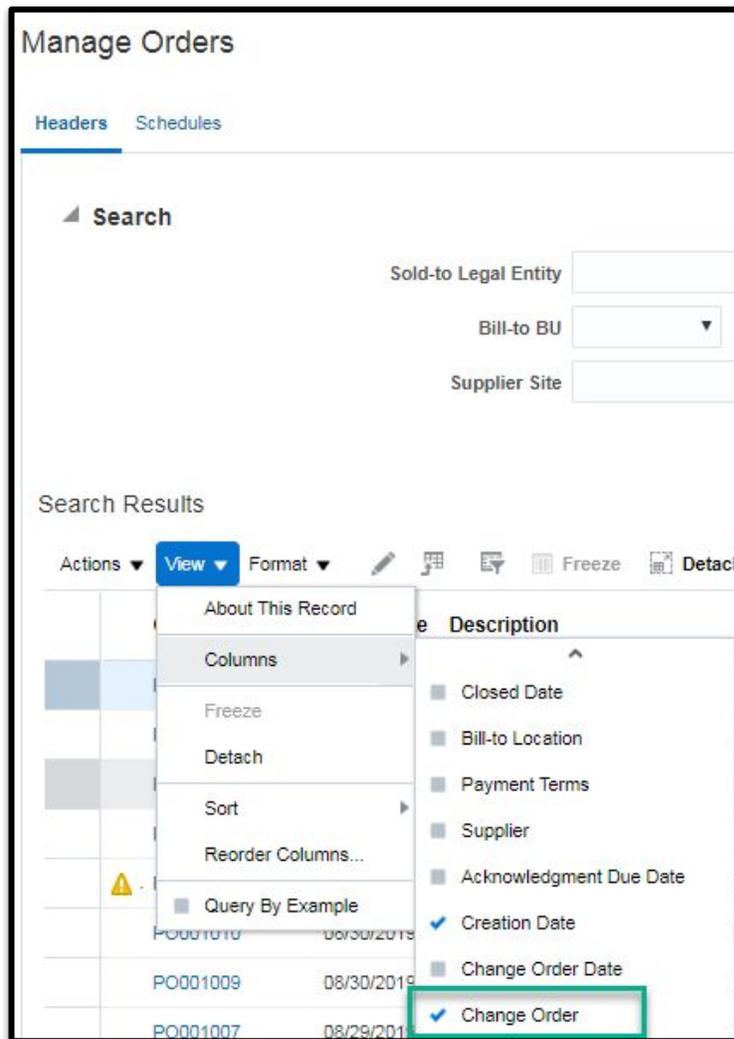


Select **Search** to find the order or enter the PO Number you need to acknowledge.



Acknowledge **Change Orders** from Portal

To **Acknowledge Change Order**, modify the **Search Results** view in **Manage Orders** to include **Change Order** and **Change Order Date**.



Acknowledgement of the change order is required to submit ASNs and Invoices.

Select the **Change Order Number**, from the “Change Order” column.. Select **Actions, Review Changes**.

The screenshot shows the 'Search Results' table. The table has columns for Order, Order Date, Description, Supplier Site, Buyer, Ordered, Currency, Status, Life Cycle, Change Order, Change Order Date, and Creation Date. The first row is highlighted, and the 'Change Order' and 'Change Order Date' columns are highlighted with red boxes.

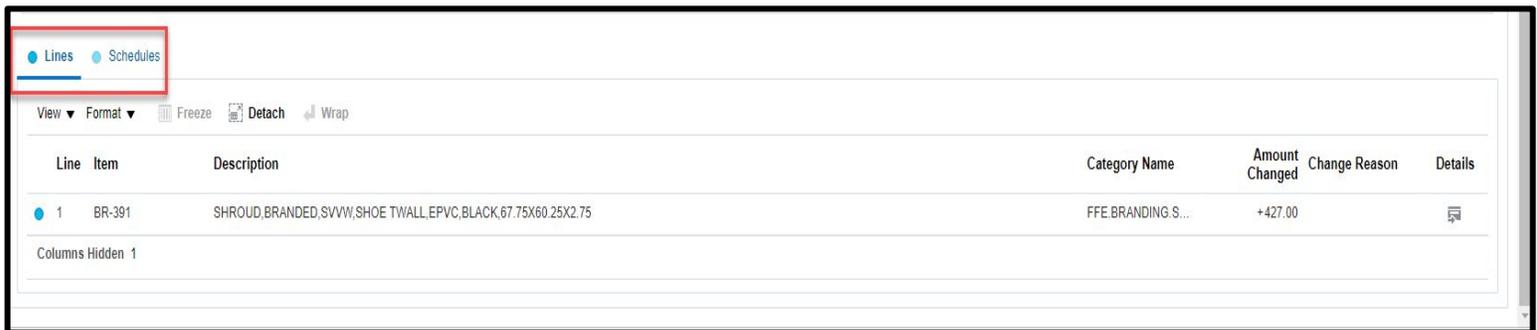
Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Change Order	Change Order Date	Creation Date
PO001010	08/30/2019	2019 CAPITAL VISUAL MANNEQUIN REPLACEMENT	PURCH_5	Weber, Marie	28.00	USD	Open	1	10/15/2019	08/29/2019	

Acknowledge Change Orders from Portal

Changes can be reviewed at the Line and Schedule level and identified by the blue dot indicator.

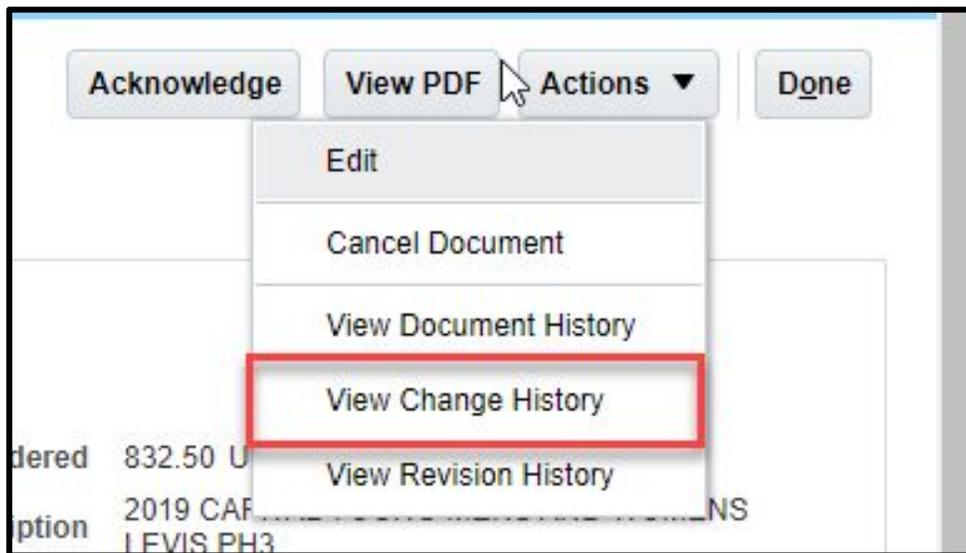
[Line Tab](#) will indicate Price and Qty Changes

[Schedule Tab](#) will indicate Ship to and Requested Delivery Date changes



Line	Item	Description	Category Name	Amount Changed	Change Reason	Details
1	BR-391	SHROUD,BRANDED,SWWV,SHOE T WALL,EPVC,BLACK,67.75X60.25X2.75	FFE.BRANDING S...	+427.00		

Select **Actions**, **View Change History** to view Specific Changes



After review of changes, select **Acknowledge** and then select **Accept**.

Acknowledge Change Orders from Portal

Change order details can be reviewed additionally at the header level detail on the PDF version of the order.

Purchase Order PO001010 Change Order 1

KOHL'S

Order	PO001010
Order Date	08-30-2019
Change Order	1
Change Order Date	10-15-2019
Revision	1
Ordered	455.00 USD
Order Amount Before Change	28.00 USD
Net Order Amount Changed	427.00 USD

Sold To **Kohl's Department Stores, Inc.
N56 W17000 Ridgewood Dr
MENOMONEE FALLS, WI 53051**

Supplier

Bill To **P.O. BOX 3097
MILWAUKEE, WI 53201
UNITED STATES
MILWAUKEE**

Ship To **0589 BUENA PARK
BUENA PARK MARKETPLACE
8191 LA PALMA AVE
BUENA PARK, CA 90620
UNITED STATES
ORANGE**

Action Required **You must acknowledge this change order by 10/17/2019.**

Notes **USD = US Dollar
Test - Price change & qty**