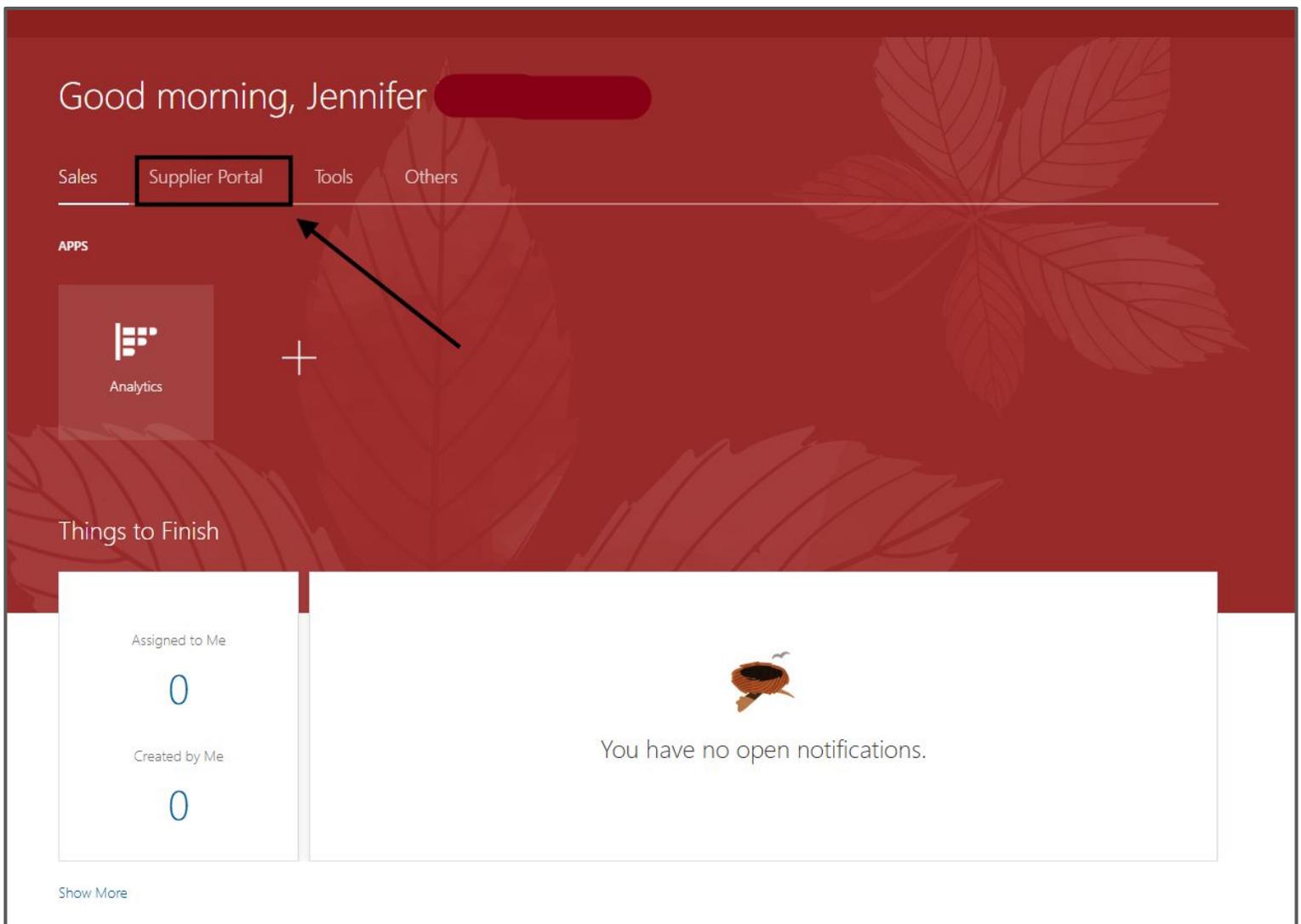


Acknowledge PO from Supplier Portal

PO Acknowledgment is required for all purchase orders. The PO acknowledgement allows ASNs and Invoices to be uploaded in the supplier portal. Failure to acknowledge your POs will cause delays in payment processing.

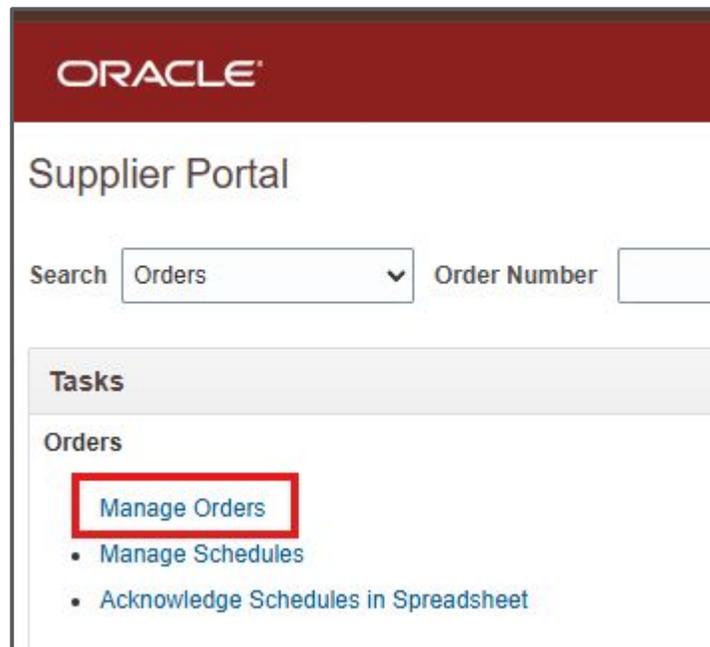
Acknowledgment is required within 48 hours of receipt of order and can only be completed by logging into the Oracle Supplier Portal.

Once you have logged into Oracle, select the **Supplier Portal** icon.

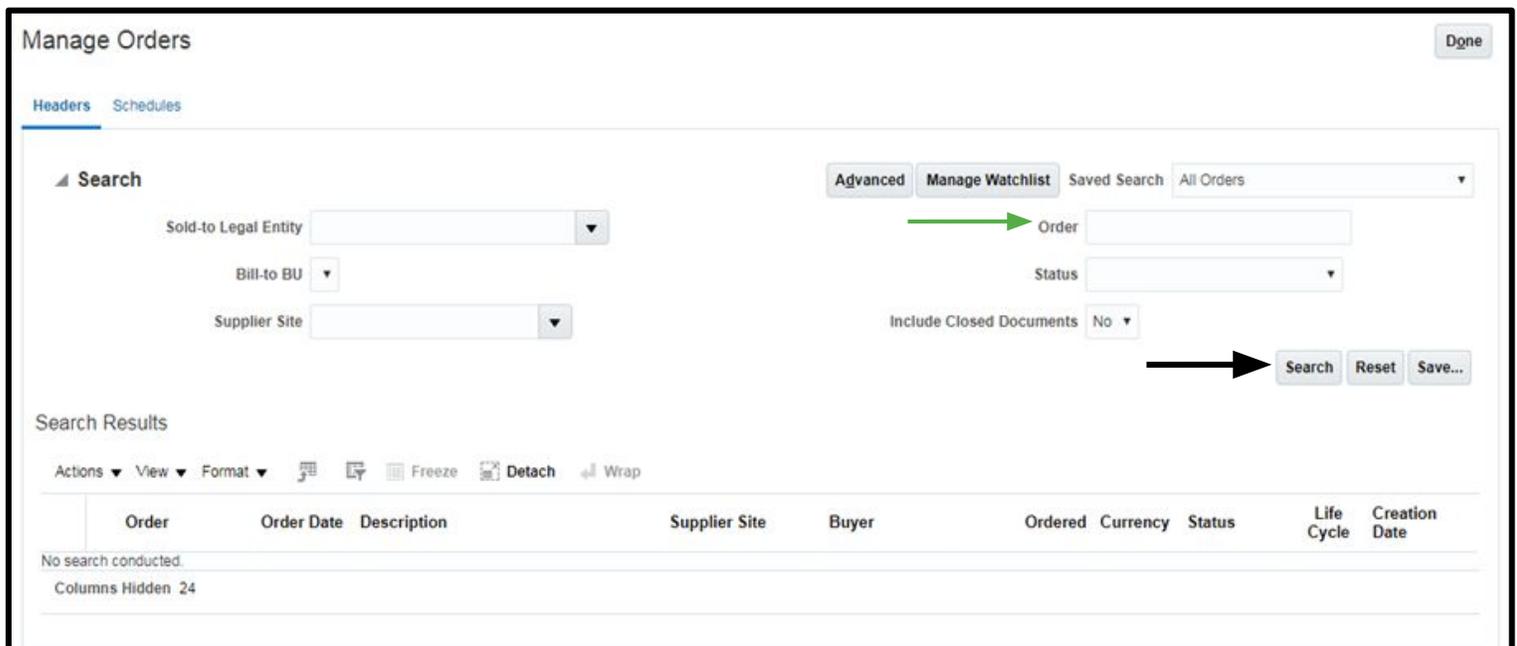


Acknowledge PO from Supplier Portal

Select "Manage Orders"



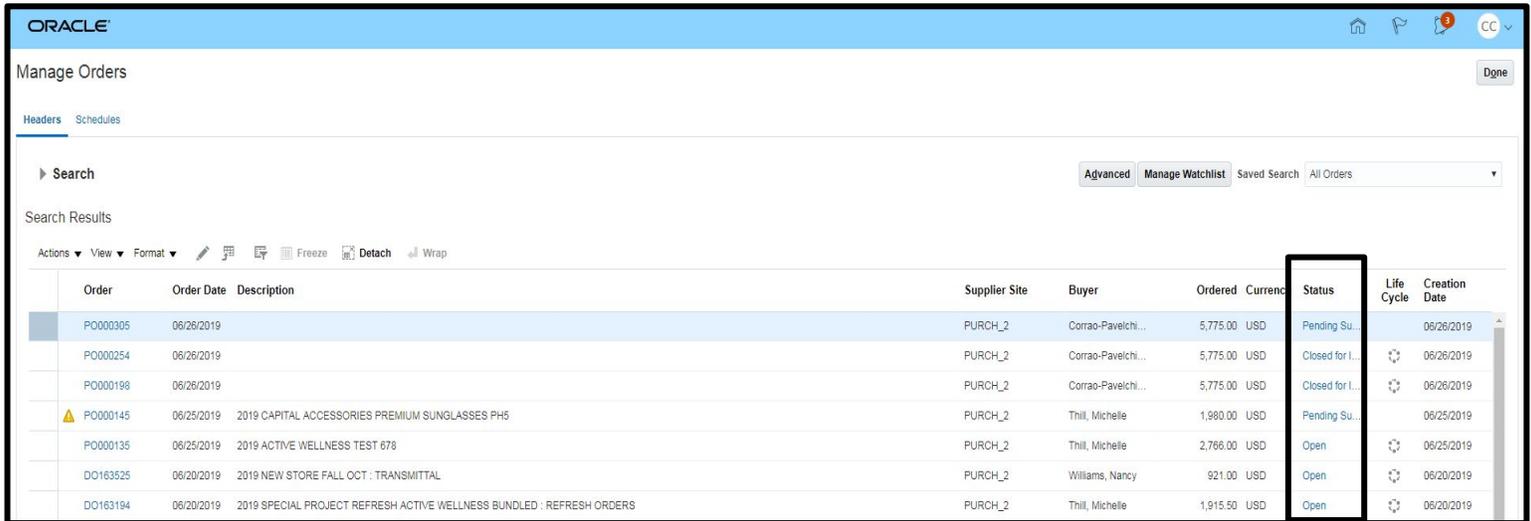
Select **Search** to find the order or enter the PO Number you need to acknowledge.



Acknowledge PO from Supplier Portal

Orders requiring attention will be in Pending **Supplier Acknowledgment** and reflected in the **Status** column

Select the order that requires acknowledgement



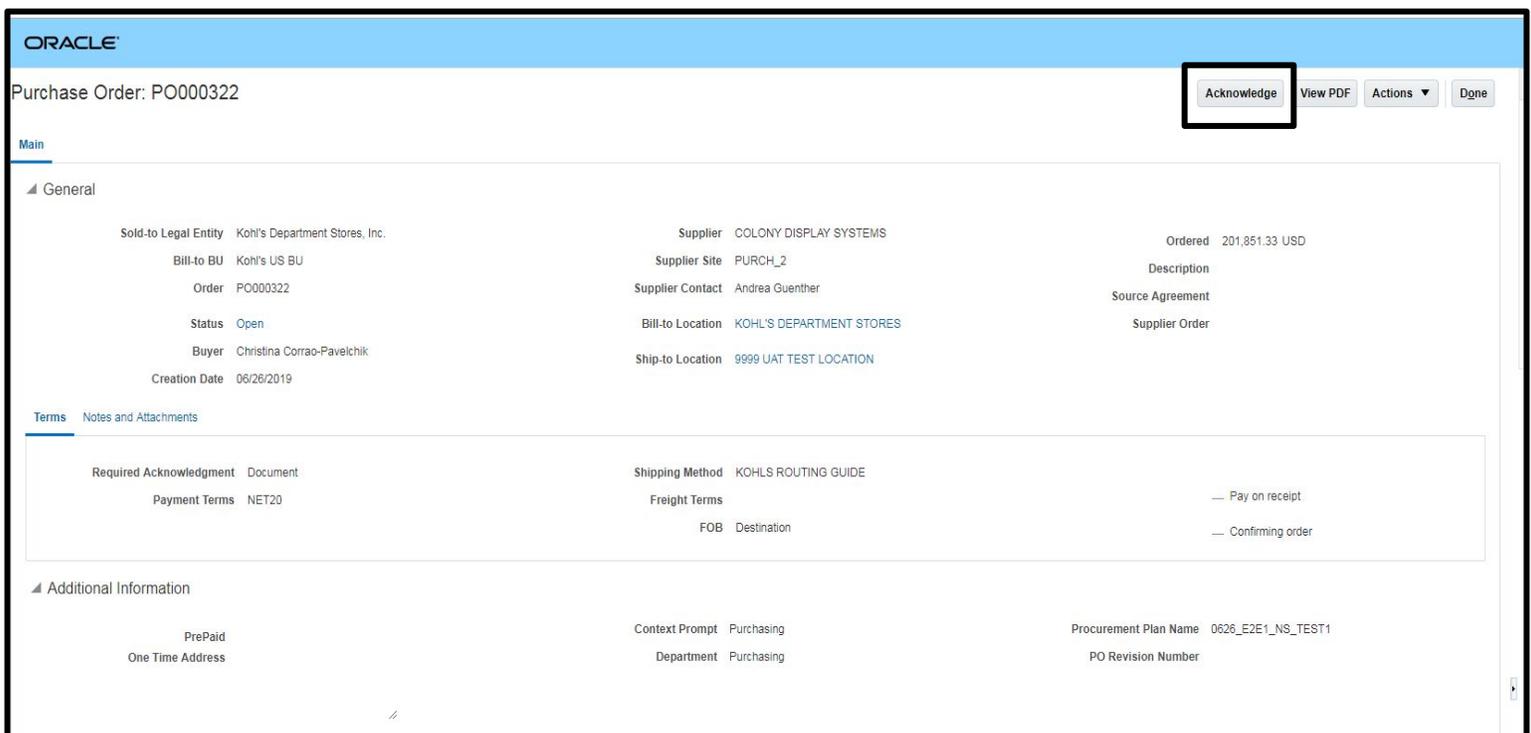
Manage Orders

Search Results

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
PO000305	06/26/2019		PURCH_2	Corrao-Pavelchi...	5,775.00	USD	Pending Su...		06/26/2019
PO000254	06/26/2019		PURCH_2	Corrao-Pavelchi...	5,775.00	USD	Closed for I...		06/26/2019
PO000198	06/26/2019		PURCH_2	Corrao-Pavelchi...	5,775.00	USD	Closed for I...		06/26/2019
PO000145	06/25/2019	2019 CAPITAL ACCESSORIES PREMIUM SUNGLASSES PH5	PURCH_2	Thill, Michelle	1,980.00	USD	Pending Su...		06/25/2019
PO000135	06/25/2019	2019 ACTIVE WELLNESS TEST 678	PURCH_2	Thill, Michelle	2,766.00	USD	Open		06/25/2019
DO163525	06/20/2019	2019 NEW STORE FALL OCT : TRANSMITTAL	PURCH_2	Williams, Nancy	921.00	USD	Open		06/20/2019
DO163194	06/20/2019	2019 SPECIAL PROJECT REFRESH ACTIVE WELLNESS BUNDLED : REFRESH ORDERS	PURCH_2	Thill, Michelle	1,915.50	USD	Open		06/20/2019

The Purchase Order screen will display

Select **Acknowledge** button in the upper right corner of the screen.



Purchase Order: PO000322

Acknowledge View PDF Actions Done

Main

General

Sold-to Legal Entity	Kohl's Department Stores, Inc.	Supplier	COLONY DISPLAY SYSTEMS	Ordered	201,851.33 USD
Bill-to BU	Kohl's US BU	Supplier Site	PURCH_2	Description	
Order	PO000322	Supplier Contact	Andrea Guenther	Source Agreement	
Status	Open	Bill-to Location	KOHL'S DEPARTMENT STORES	Supplier Order	
Buyer	Christina Corrao-Pavelchik	Ship-to Location	9999 UAT TEST LOCATION		
Creation Date	06/26/2019				

Terms Notes and Attachments

Required Acknowledgment	Document	Shipping Method	KOHL'S ROUTING GUIDE		
Payment Terms	NET20	Freight Terms		— Pay on receipt	
		FOB	Destination	— Confirming order	

Additional Information

PrePaid	Context Prompt	Purchasing	Procurement Plan Name	0626_E2E1_NS_TEST1
One Time Address	Department	Purchasing	PO Revision Number	

Acknowledge PO from Supplier Portal

Acknowledgement is required and is to be completed at the document level only. Select **Accept** and then select **Submit**.

- All discrepancies are required to be communicated by way of a “Supplier Initiated Change Order”, ex Pricing, quantity, and promised delivery date.
- Never select **REJECT** when acknowledging a PO. Acknowledgment is for proof of receipt **ONLY**.

ORACLE

Acknowledge Document (Purchase Order): PO000145

Accept **Reject** **new PDF** **Cancel**

Main

General

Sold-to Legal Entity	Kohl's Department Stores, Inc.	Supplier	SILVESTRI CALIFORNIA	Ordered	1,990.00 USD
Order	PO000145	Supplier Site	PURCH_2	Description	2019 CAPITAL ACCESSORIES PREMIUM SUNGLASSES PH5
Status	Pending Supplier Acknowledgment	Supplier Contact	Kelly Ramsey	Source Agreement	
Buyer	Thill, Michele	Bill-to Location	KOHL'S DEPARTMENT STORES	Supplier Order	
Creation Date	06/25/2019	Ship-to Location	0039 BROOKFIELD-WI	Communication Method	E-Mail
				Email	kelly.c.ramsey@gmail.com

Terms Notes and Attachments

Required Acknowledgment	Document	Payment Terms	NET30	___ Pay on receipt
Acknowledgment Due Date	06/27/2019	Shipping Method	KOHL'S ROUTING GUIDE	___ Confirming order
Acknowledgment Note	<input type="text"/>	Freight Terms	FOB Destination	

Additional Information

PrePaid	Context Prompt	Purchasing	Procurement Plan Name	2019 CAPITAL ACCESSORIES PREMIUM SUNGLASSES PH5
One Time Address	Department	Purchasing	PO Revision Number	