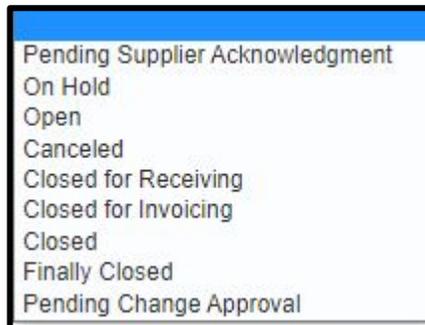


# Notifications and Past Due Actions

There are many ways that you will see notifications requiring attention, or explaining actions taken to update a purchase order, the most common being Acknowledgement is past due, This Schedule is overdue, Notes and Order Statuses..

In the below screenshot there are yellow triangles and little note symbols, as well as the STATUS column.

- Yellow triangle on the “Manage Orders” page **HEADERS TAB** (upper left hand corner of the screen) - PO Acknowledgement is pending and action is required.
- Yellow triangle on the “Manage Orders” page **SCHEDULES TAB** (upper left hand corner of the screen) - Lines are past their requested ready shp date.
- Status column - this provides the current status of the Purchase order from creation to closed when the final invoice is validated and in process of payment.



Manage Orders 1

Headers Schedules

Search

Sold-to Legal Entity  
Bill-to BU  
Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order  
Status 2

Include Closed Documents Yes 3

Search Reset Save... 4

Search Results

Actions View Format Freeze Detach Wrap

Order Date	Order	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date	Change Order
09/08/2020	PO014510		PURCH_5	Corrao-Pavelchi...	188.00	USD	Closed		09/08/2020	
08/21/2020	PO014496	2020_OTHER_MISC_REQUEST - ST 1481 - GREATROOM BOARD PINS	PURCH_5	Weber, Marie	56.00	USD	Pending Su...	5	09/21/2020	
08/20/2020	PO014479		PURCH_5	Williams, Nancy	8,779.34	USD	Open		08/20/2020	
08/11/2020	PO014341	2020_OTHER_PROTOTYPE_REQUEST	PURCH_5	Flesch, Adam	1,978.72	USD	Open		08/11/2020	
08/11/2020	PO014342	2020_OTHER_PROTOTYPE_REQUEST	PURCH_5	Flesch, Adam	450.00	USD	Pending Su...		08/11/2020	

# Notifications and Past Due Actions

Every purchase order has a snapshot of the POs Life Cycle. It is **#5** on the previous Manage Orders screenshot. All the lines in the chart need to be filled and the same length confirming that all steps have processed correctly and payment is ready for release based upon agreed payment terms.

In the example below you can see the PO number, the amount of the PO, ALL 5 graph bars match and you can confirm this by hovering your mouse over each bar confirming the same amount has been validated for all steps, down to the system generated receipt number and the invoice number.

**REMEMBER** - all **BLUE** lettered verbiage is a link to that item where you can review the item specific data.

Order Life Cycle: PO014784 Done

Sold-to Legal Entity Kohl's, Inc. **5**

Order

Supplier

Supplier Site PURCH\_5

Supplier Contact

Ordered 16,990.36 USD

Order Life Cycle

Step	Amount (USD)
Ordered	16,990.36
Shipped	16,990.36
Received	16,990.36
Delivered	16,990.36
Invoiced	16,990.36

**In-Transit Shipments**

Actions View Format Freeze Detach Wrap

Shipment	Ship Date	Tracking Number	Packing Slip	Expected Receipt Date	Shipped	Carrier	Bill of Lading
No results found.							

Columns Hidden 2

**Receipts**

Actions View Format Freeze Detach Wrap

Receipt	Receipt Date	Shipment	Ship Date	Packing Slip	Returned	Received	Delivered	Invoiced	Open to Invoice
50020461	09/14/2020 3:...	fee	09/09/202...		0.00	16,990.36	16,990.36	0.00	0.00

Columns Hidden 3

**Invoices**

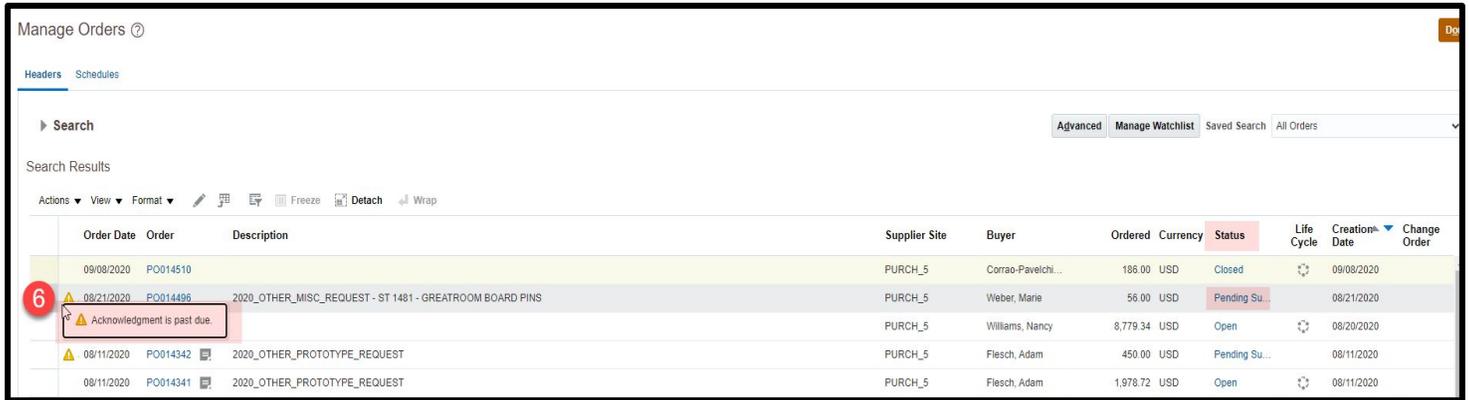
Actions View Format Freeze Detach Wrap

Invoice	Invoice Date	Status	Invoice Total	Paid	Matched Amount	Receipt	Packing Slip
1268882	09/10/2020	Validated	18,009.78	0.00	16,990.36		

Columns Hidden 3

# Notifications and Past Due Actions

When reviewing purchase orders, you will see warnings for past due actions, such as Pending Supplier Acknowledgement and Schedules Overdue. You can hover over the yellow triangle to see the warning statement.



Manage Orders

Search

Advanced Manage Watchlist Saved Search All Orders

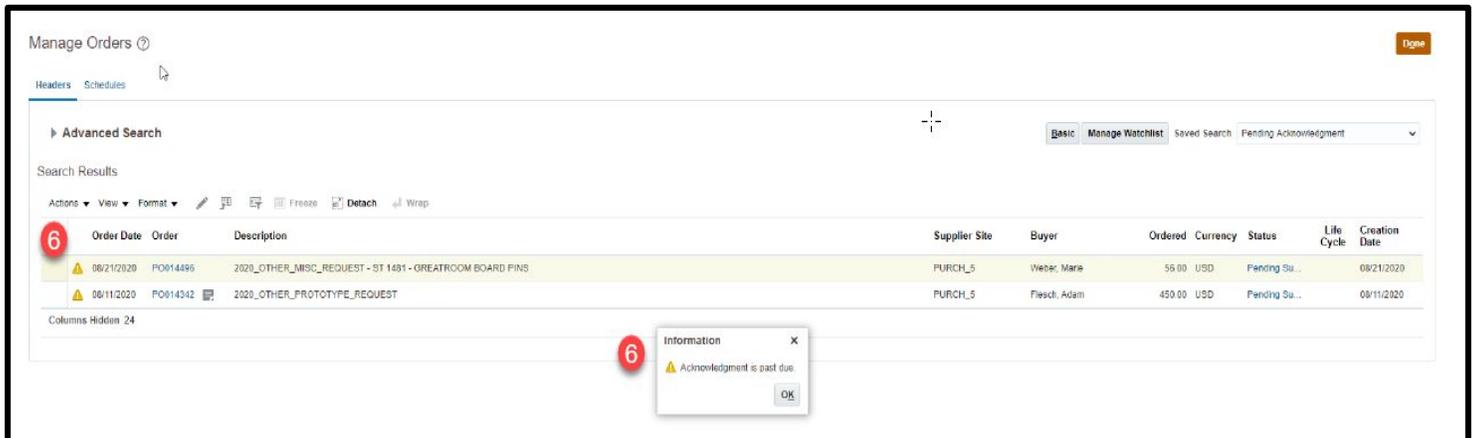
Search Results

Actions View Format Freeze Detach Wrap

Order Date	Order	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date	Change Order
09/08/2020	PO014510		PURCH_5	Corrao-Pavelchi...	186.00	USD	Closed		09/08/2020	
08/21/2020	PO014496	2020_OTHER_MISC_REQUEST - ST 1481 - GREATROOM BOARD PINS	PURCH_5	Weber, Marie	56.00	USD	Pending Su...		08/21/2020	
08/11/2020	PO014342	2020_OTHER_PROTOTYPE_REQUEST	PURCH_5	Williams, Nancy	8,779.34	USD	Open		08/20/2020	
08/11/2020	PO014341	2020_OTHER_PROTOTYPE_REQUEST	PURCH_5	Flesch, Adam	450.00	USD	Pending Su...		08/11/2020	

OR

You can click on the yellow triangle to see the warning statement.



Manage Orders

Advanced Search

Basic Manage Watchlist Saved Search Pending Acknowledgment

Search Results

Actions View Format Freeze Detach Wrap

Order Date	Order	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
08/21/2020	PO014496	2020_OTHER_MISC_REQUEST - ST 1481 - GREATROOM BOARD PINS	PURCH_5	Weber, Marie	56.00	USD	Pending Su...		08/21/2020
08/11/2020	PO014342	2020_OTHER_PROTOTYPE_REQUEST	PURCH_5	Flesch, Adam	450.00	USD	Pending Su...		08/11/2020

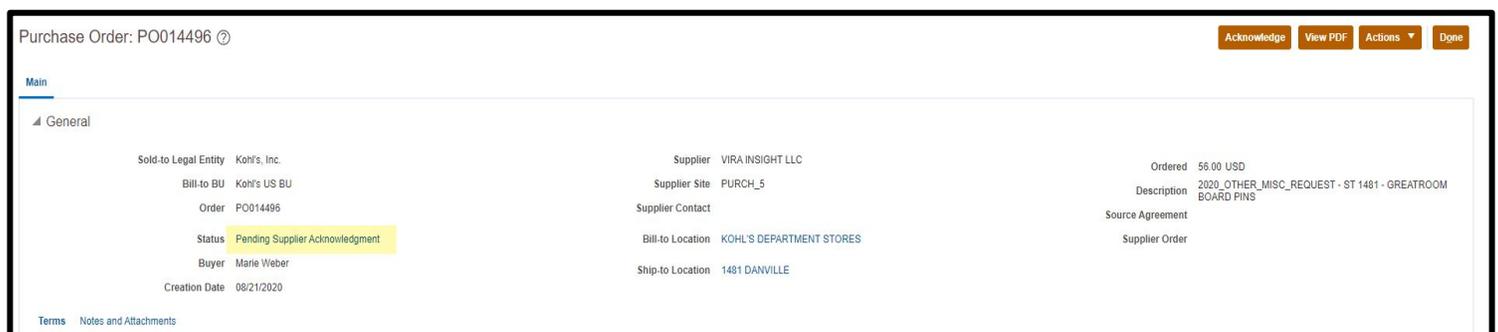
Information

Acknowledgment is past due.

OK

OR

When you have the purchase order open you can see that the PO status such as Pending Supplier Acknowledgement.



Purchase Order: PO014496

Acknowledge View PDF Actions Done

Main

General

Sold to Legal Entity	Koh's, Inc.	Supplier	VIRA INSIGHT LLC	Ordered	56.00 USD
Bill to BU	Koh's US BU	Supplier Site	PURCH_5	Description	2020_OTHER_MISC_REQUEST - ST 1481 - GREATROOM BOARD PINS
Order	PO014496	Supplier Contact		Source Agreement	
Status	Pending Supplier Acknowledgment	Bill to Location	KOHL'S DEPARTMENT STORES	Supplier Order	
Buyer	Marie Weber	Ship to Location	1481 DANVILLE		
Creation Date	08/21/2020				

Terms Notes and Attachments

# Notifications and Past Due Actions

On occasion you will see NOTES on a purchase order. Notes are created when a purchase order has been updated by Kohl's, creating a Change Order, to explain what the change is.

Manage Orders ⓘ Done

Headers Schedules

Search Advanced Manage Watchlist Saved Search All Orders ▼

Search Results

Actions ▼ View ▼ Format ▼ 🔍 📄 🔒 Freeze 🔗 Detach 🔄 Wrap

Order Date	Order	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date	Change Order
09/08/2020	PO014510		PURCH_5	Corrao-Pavelchi...	186.00	USD	Closed	🔄	09/08/2020	
⚠️ 08/21/2020	PO014496	2020_OTHER_MISC_REQUEST - ST 1481 - GREATROOM BOARD PINS	PURCH_5	Weber, Marie	56.00	USD	Pending Su...	🔄	08/21/2020	
08/20/2020	PO014479		PURCH_5	Williams, Nancy	8,779.34	USD	Open	🔄	08/20/2020	
⚠️ 08/11/2020	PO014342	2020_OTHER_PROTOTYPE_REQUEST	PURCH_5	Flesch, Adam	450.00	USD	Pending Su...	🔄	08/11/2020	
08/11/2020	PO014341	2020_OTHER_PROTOTYPE_REQUEST	PURCH_5	Flesch, Adam	1,978.72	USD	Open	🔄	08/11/2020	
08/06/2020	PO014256	2020_SPECIAL_PROJECT_REFRESH_VV2 EXCEPTION	PURCH_5	Williams, Nancy	260.92	USD	Open	🔄	08/04/2020	
07/08/2020	PO013735	2020_OTHER_PROTOTYPE_REQUEST	PURCH_5	Flesch, Adam	1,036.90	USD	Closed	🔄	07/08/2020	

Notes

Note to Supplier DEVELOPMENT FEE FOR PO014341

Done

OR

When you have the purchase order open you can select the NOTES AND ATTACHMENTS tab and review the notes there.

Purchase Order: PO014342 ⓘ Acknowledge View PDF Actions Done

Main

General

Sold-to Legal Entity	Kohl's, Inc.	Supplier	VIRA INSIGHT LLC	Ordered	450.00 USD
Bill-to BU	Kohl's US BU	Supplier Site	PURCH_5	Description	2020_OTHER_PROTOTYPE_REQUEST
Order	PO014342	Supplier Contact		Source Agreement	
Status	Pending Supplier Acknowledgment	Bill-to Location	KOHL'S DEPARTMENT STORES	Supplier Order	
Buyer	Adam Flesch	Ship-to Location	9711 KOHL'S BROOKFIELD INNOVATION STUDIO		
Creation Date	08/11/2020				

Terms

Notes and Attachments 7

Note to Supplier	DEVELOPMENT FEE FOR PO014341	Attachments	None
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Additional Information

PrePaid	Attribute Value	Purchasing	Procurement Plan Name	2020_OTHER_PROTOTYPE_REQUEST
One Time Address	Department	Purchasing	PO Revision Number	