

Purchase Order Acknowledgement

Pending Supplier Acknowledgement status indicates acknowledgement is required by the vendor in the Supplier Portal.

Purchase Orders (POs) are to be acknowledged in the Oracle portal within **48 hours** of receipt.

POs must be acknowledged before vendors are able to submit an ASN and invoice in order to allow POs to be pushed to Uber Freight for routing.

Refer to **[Acknowledge PO from Supplier Portal Job Aid](#)** for specific process details.

All established vendors should have access to Uber Freight, initiated by the vendor set-up process. If you do not have access, please email PUR-VendorRelations@kohls.com for further information.

DO NOT EVER reject a PO in the Supplier Portal. Requests for modifications to the orders are to be managed via the Supplier Initiated Change Order process. If a PO has been inadvertently rejected, contact the Procurement Buyer immediately for a replacement PO.

Supplier Initiated Change Orders are to be submitted for adjustments such as pricing, quantity and promised delivery date. Ensure the Kohl's Production Tracker is also updated with any Delivery Date changes.

Currently Oracle does not offer mass upload capabilities for Order Acknowledgments.

Document Statuses	Description
Pending Supplier Acknowledgement	When a document has been approved by Kohl's and is awaiting acceptance by the vendor
Open	Post Supplier Acknowledgement in the Supplier Portal
Rejected	NEVER reject a PO. Rejecting a PO locks the PO from further transactions and requires a NEW PO to be issued.
Closed for Receiving	An ASN has been uploaded in the Supplier Portal; an invoice has not been submitted in the Supplier Portal
Closed for Invoicing	An invoice has been uploaded in the Supplier Portal; an ASN has not been submitted in the Supplier Portal
Closed	All the lines on a PO are received and invoiced
Cancelled	When a PO is cancelled