CO Request PO Request TO Receipt TO Shipment

CO Request:

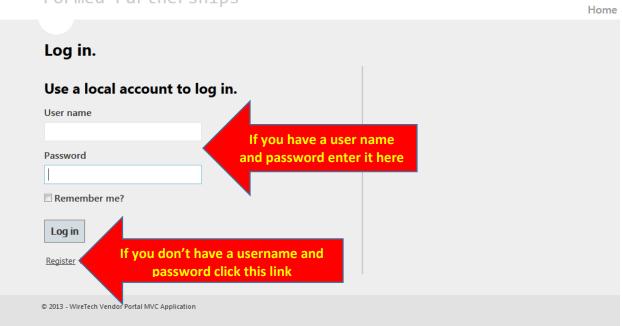
- 1. Sign into the vendor portal
- 2. From the home screen click on the "Customer Orders" tab
- 3. Locate the customer order by searching for it in the search box or scroll through the page.
- 4. Click the Drill button to see the part info, view notes, or do a CO ship request
- 5. Click the little button under the "Requests" heading
- 6. You should now be looking at the Customer Order Requests dialog box
- 7. Now you should be looking at the "Add New Vendor Request" dialog box fill in the following
 - a. Request Category Code should be "CO Shipment" unless the shipment to the customer is late the it should be "CO Late Request"

Register Log in

- b. Put the QTY that is being shipped in the "QTY" box
- c. Source Warehouse should be your warehouse
- d. If notes are necessary enter them in the "Notes" box
- e. Click ok

1. Sign into the vendor portal

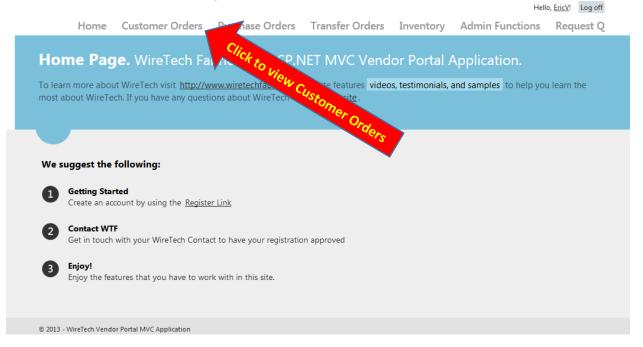
Formed Partnerships



CO Request PO Request TO Receipt TO Shipment

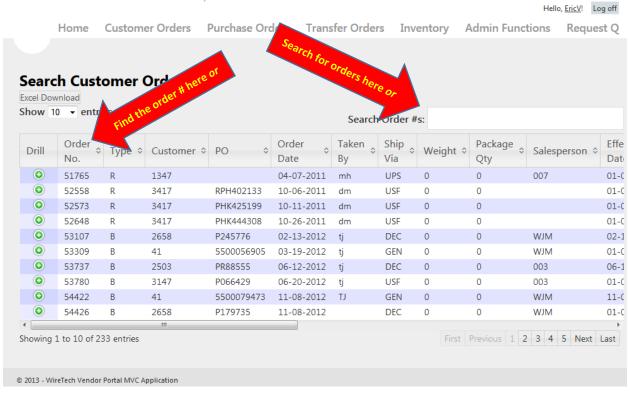
2. From the home screen click on the "Customer Orders" tab

Formed Partnerships



3. Locate the customer order by searching for it in the search box or scroll through the page.

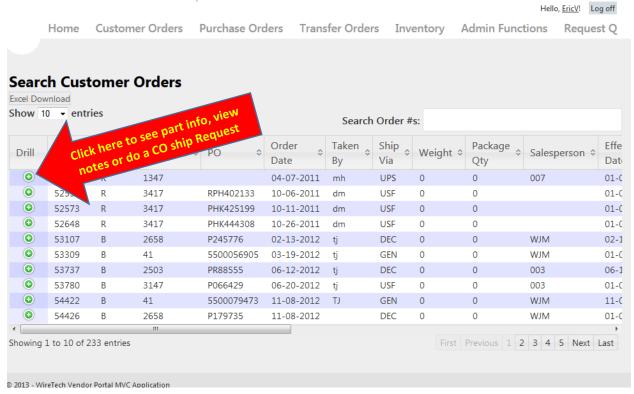
Formed Partnerships



CO Request PO Request TO Receipt TO Shipment

4. Click the Drill button to see the part info, view notes, or do a CO ship request

Formed Partnerships

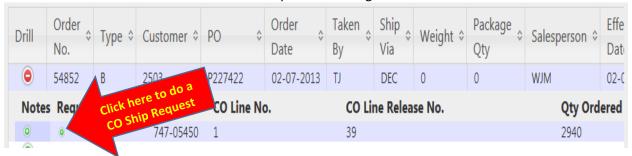


Click the little green button to read notes or view the shipping address.

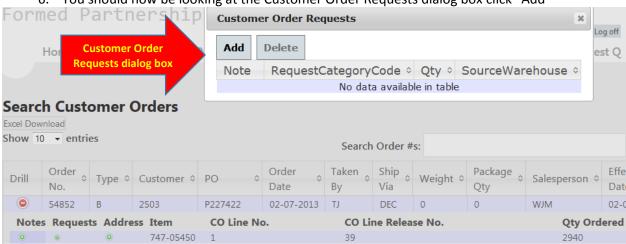


CO Request PO Request TO Receipt TO Shipment

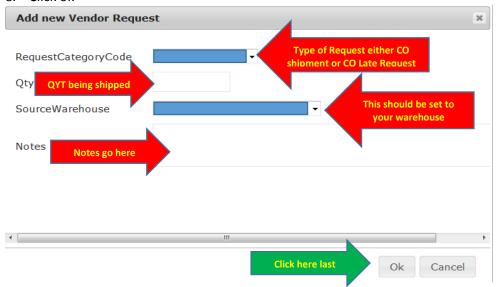
5. Click the little button under the "Requests" heading



6. You should now be looking at the Customer Order Requests dialog box click "Add"



- 7. Now you should be looking at the "Add New Vendor Request" dialog box fill in the following
 - a. Request Category Code should be "CO Shipment" unless the shipment to the customer is late then it should be "CO Late Request"
 - b. Put the QTY that is being shipped in the "QTY" box
 - c. Source Warehouse should be your warehouse
 - d. If notes are necessary enter them in the "Notes" box
 - e. Click ok



CO Request PO Request TO Receipt TO Shipment

PO Request:

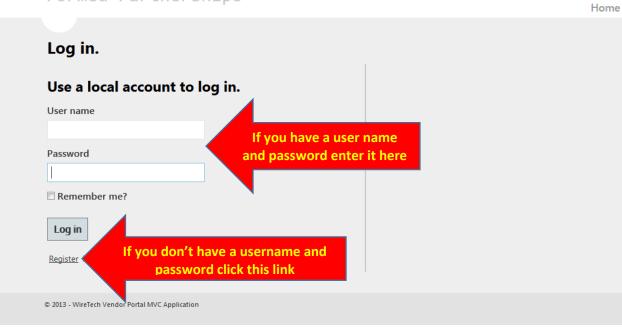
- 1. Sign into the vendor portal
- 2. From the home screen click on the "Purchase Orders" tab
- 3. Locate the purchase order by searching for it in the search box or scroll through the page.
- 4. Click the Drill button to see the part info, view notes, or do a PO ship request
- 5. Click the little button under the "Requests" heading
- 6. You should now be looking at the Purchase Order Requests dialog box click add
- 7. Now you should be looking at the "Add New Vendor Request" dialog box fill in the following
 - a. Request Category Code should be "PO Receipt" unless Items won't be ready by the due date then it should be "PO Late Request"

Register Log in

- b. Put the QTY that has been platted/painted in the "QTY" box
- c. Source Warehouse should be your warehouse
- d. If notes are necessary enter them in the "Notes" box
- e. Click ok

1. Sign into the vendor portal

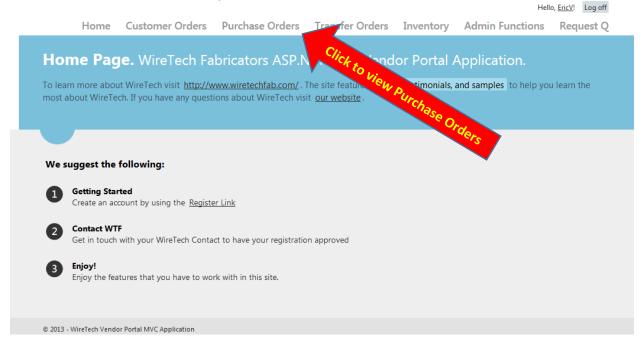
Formed Partnerships



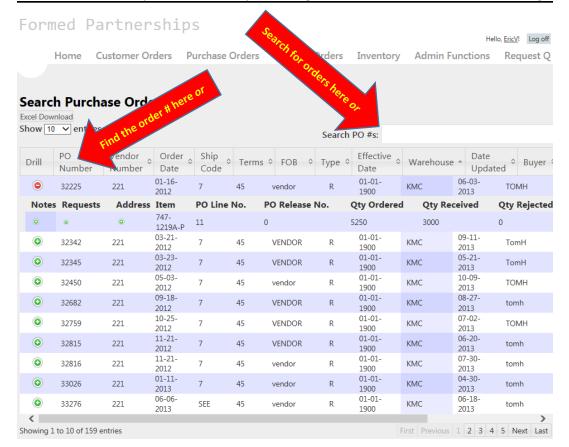
CO Request PO Request TO Receipt TO Shipment

2. From the home screen click on the "Purchase Orders" tab

Formed Partnerships



3. Locate the purchase order by searching for it in the search box or scroll through the page.



4. Click the Drill button to see the part info, view notes, or do a PO receipt request

Formed Partnerships

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0	32342	221	03-21- 2012	7	45	VENDOR	R	01-01-1900	KMC	09-11-2013	Tom
0	32345	221	03-23- 2012	7	45	VENDOR	R	01-01-1900	KMC	05-21-2013	Tom
•	32450	221	05-03- 2012	7	45	vendor	R	01-01-1900	KMC	10-09-2013	TOM
•	32682	221	09-18- 2012	7	45	VENDOR	R	01-01-1900	KMC	08-27-2013	tomh
•	32759	221	10-25- 2012	7	45	VENDOR	R	01-01-1900	KMC	07-02-2013	TOM
•	32815	221	11-21- 2012	7	45	VENDOR	R	01-01-1900	KMC	06-20-2013	tomh
•	32816	221	11-21- 2012	7	45	vendor	R	01-01-1900	KMC	07-30-2013	tomh
0	33026	221	01-11- 2013	7	45	vendor	R	01-01-1900	KMC	04-30-2013	tomh
•	33276	221	06-06- 2013	SEE	45	vendor	R	01-01-1900	KMC	06-18-2013	tomh
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Click the little green button to read notes

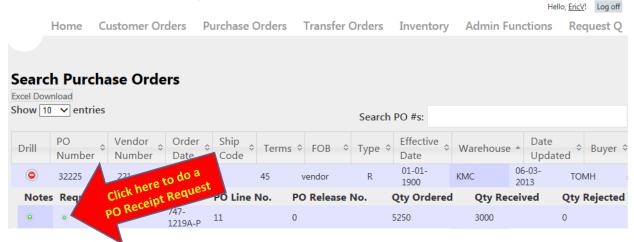




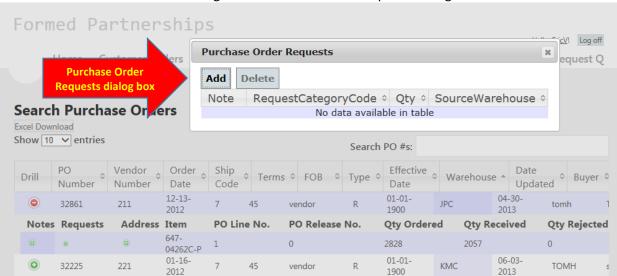
CO Request PO Request TO Receipt TO Shipment

5. Click the little button under the "Requests" heading

Formed Partnerships



6. You should now be looking at the Purchase Order Requests dialog box click "Add"



CO Request PO Request TO Receipt TO Shipment

- 7. Now you should be looking at the "Add New Vendor Request" dialog box fill in the following
 - a. Request Category Code should be "PO Receipt" unless the shipment to the purchase is late then it should be "PO Late Request"
 - b. Put the QTY that is being shipped in the "QTY" box
 - c. Source Warehouse should be your warehouse
 - d. If notes are necessary enter them in the "Notes" box
 - e. Click ok

