Vendor Portal How To's

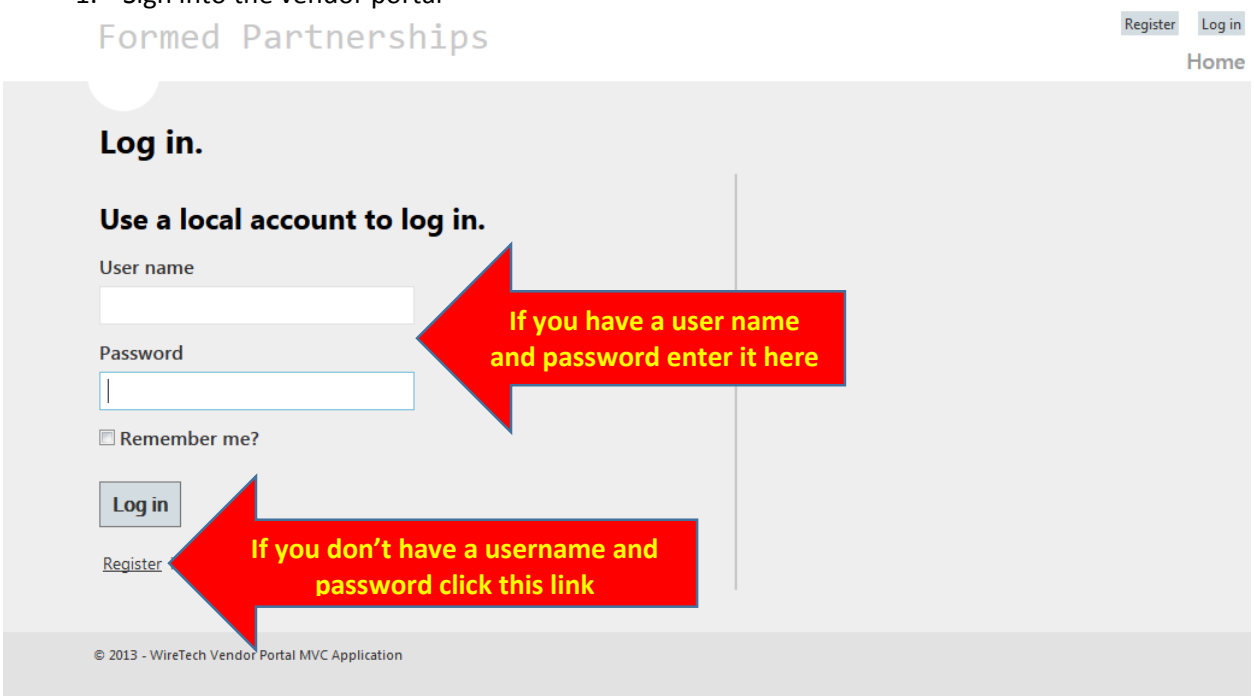
CO Request PO Request TO Receipt TO Shipment

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"
    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

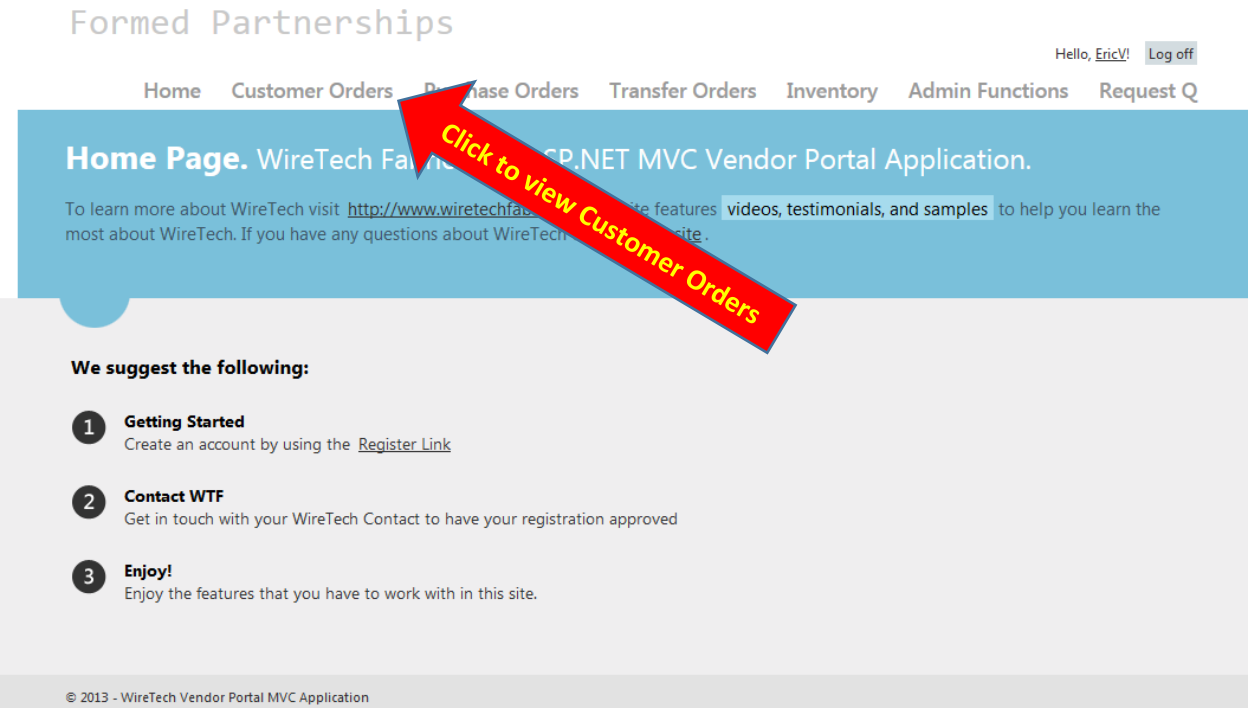
---

1. Sign into the vendor portal

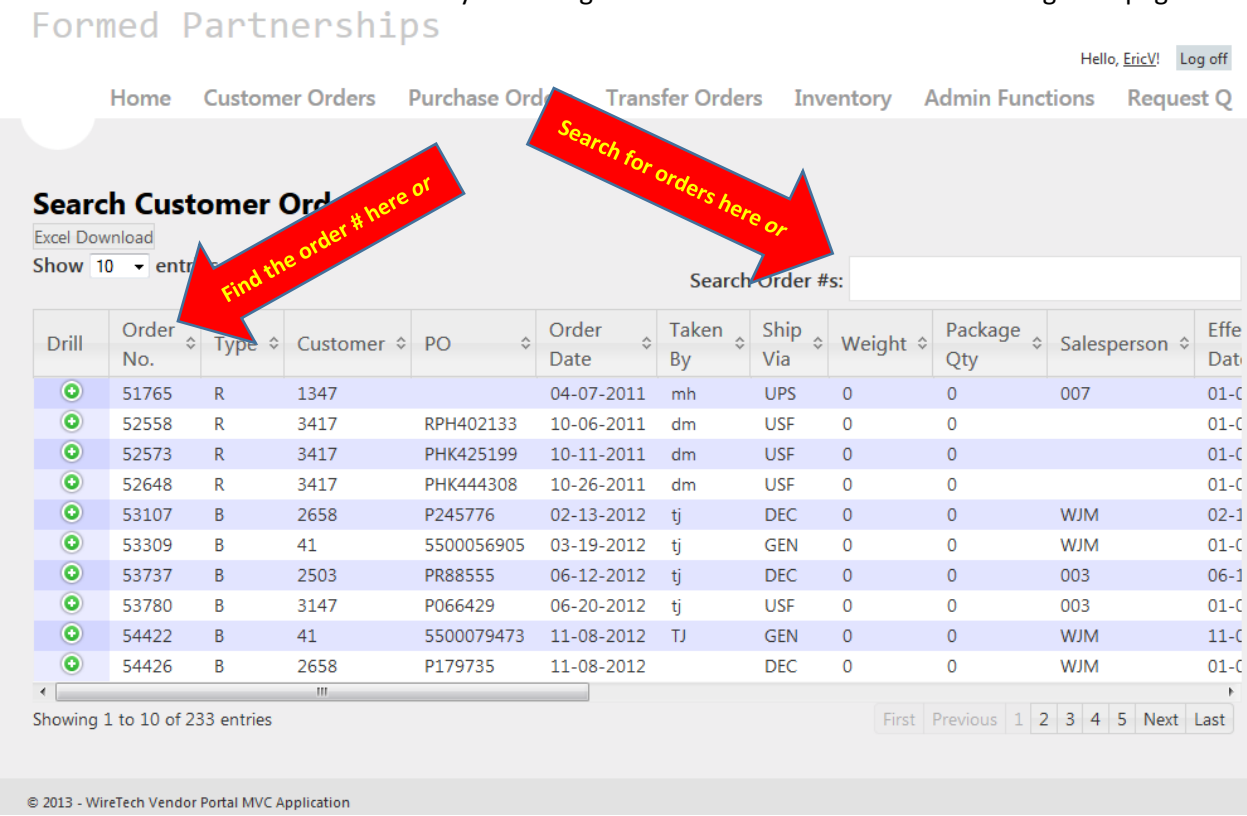


Vendor Portal How To's

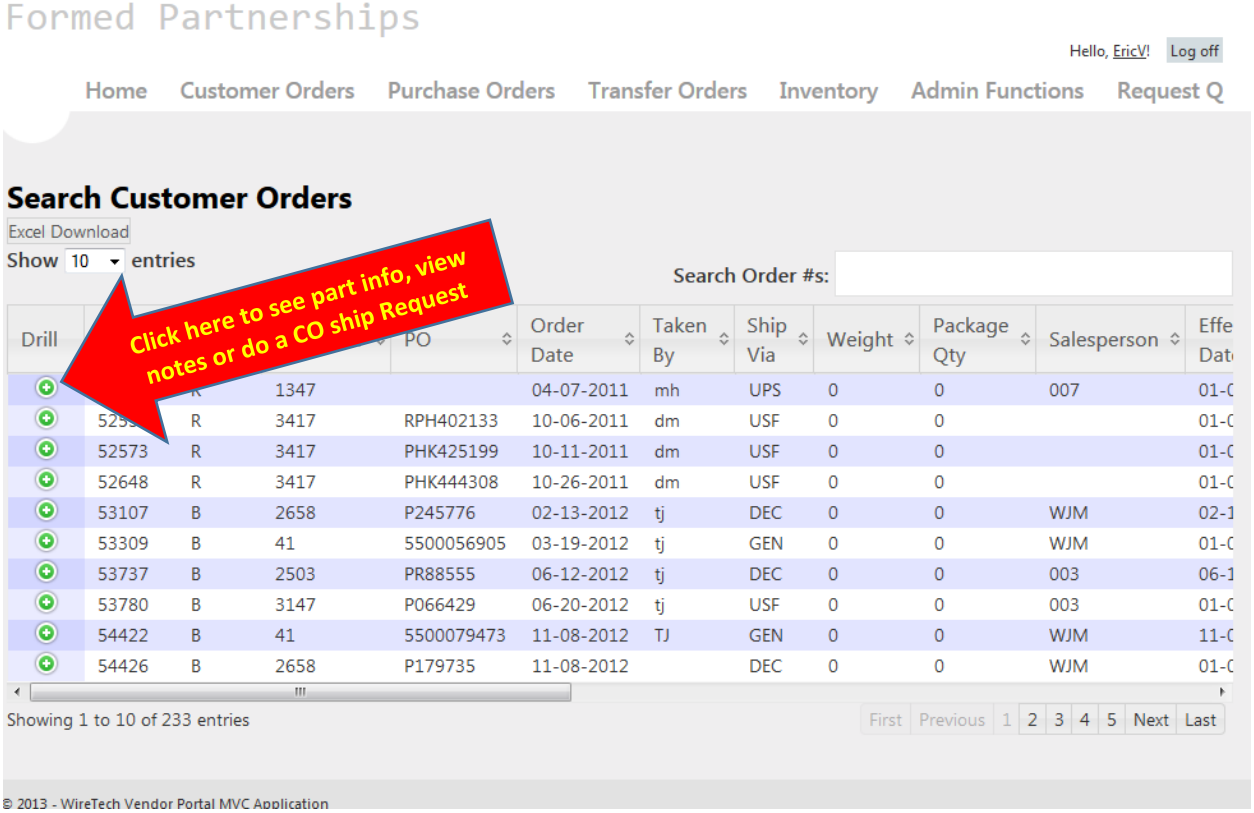
2. From the home screen click on the "Customer Orders" tab



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

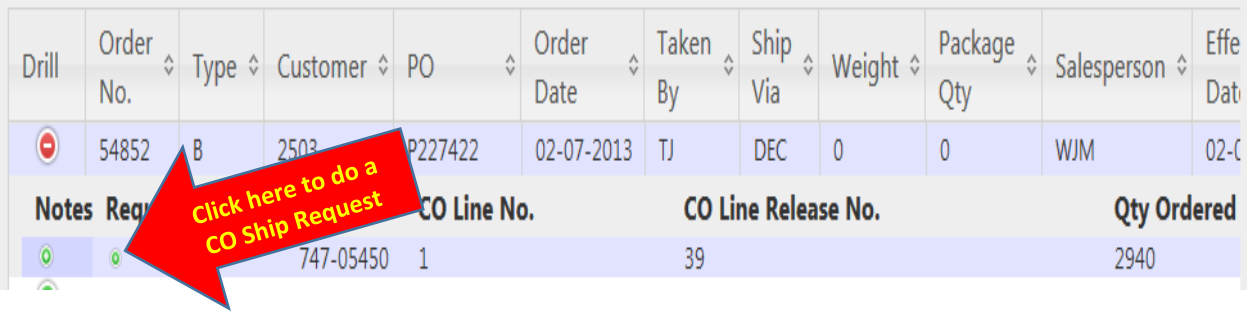


4. Click the Drill button to see the part info, view notes, or do a CO ship request

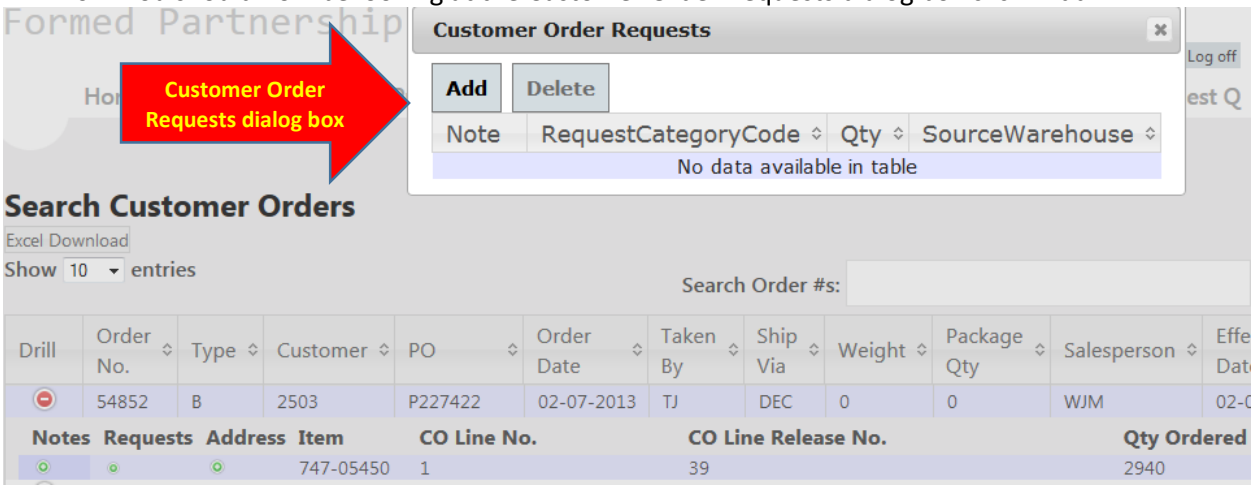


Click the little green button to read notes or view the shipping address.

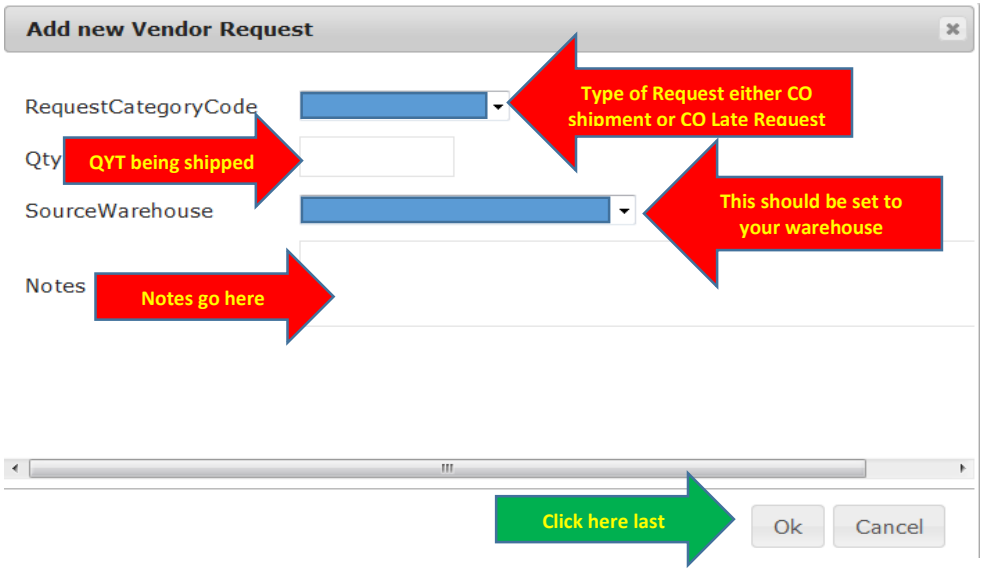
5. Click the little button under the "Requests" heading



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



Vendor Portal How To's

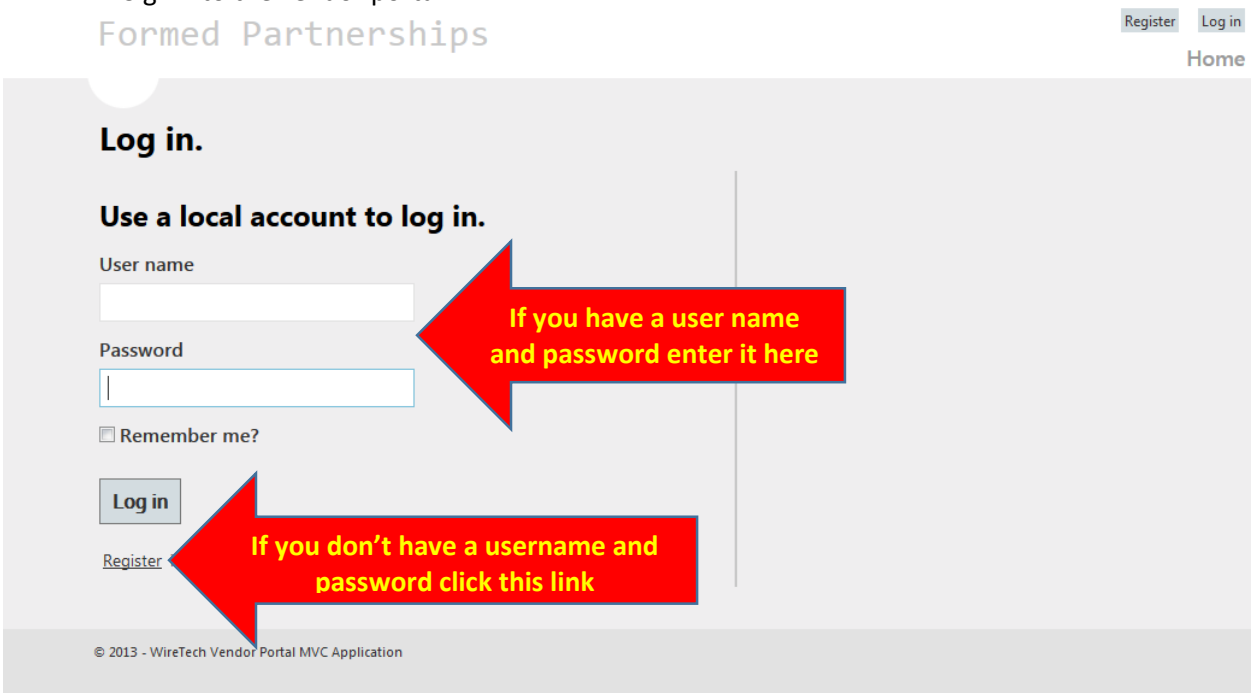
CO Request PO Request TO Receipt TO Shipment

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"
   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

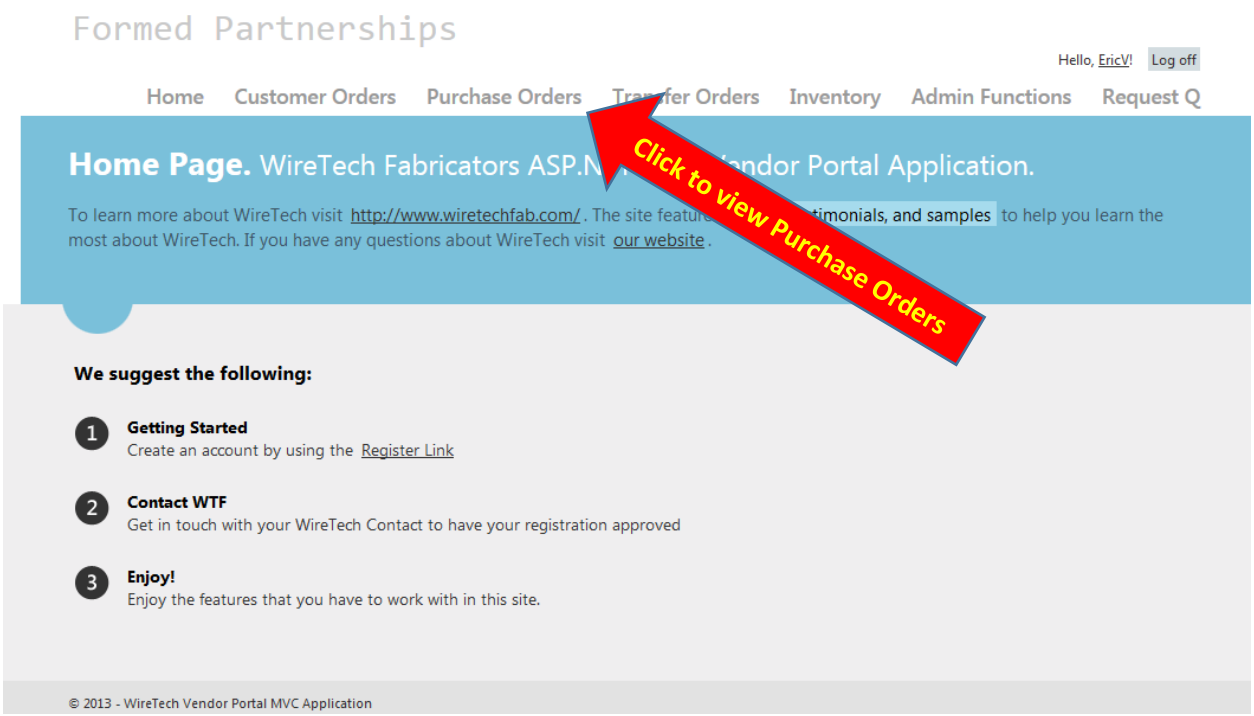
---

1. Sign into the vendor portal

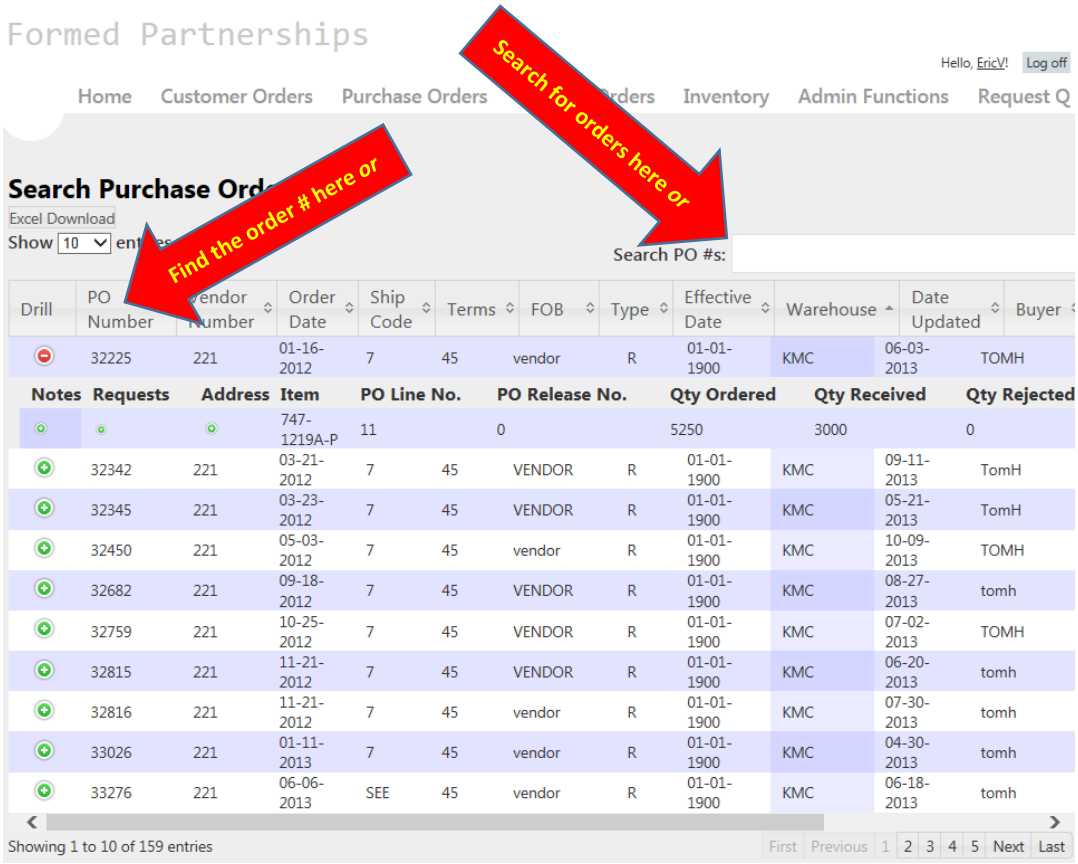


Vendor Portal How To's

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

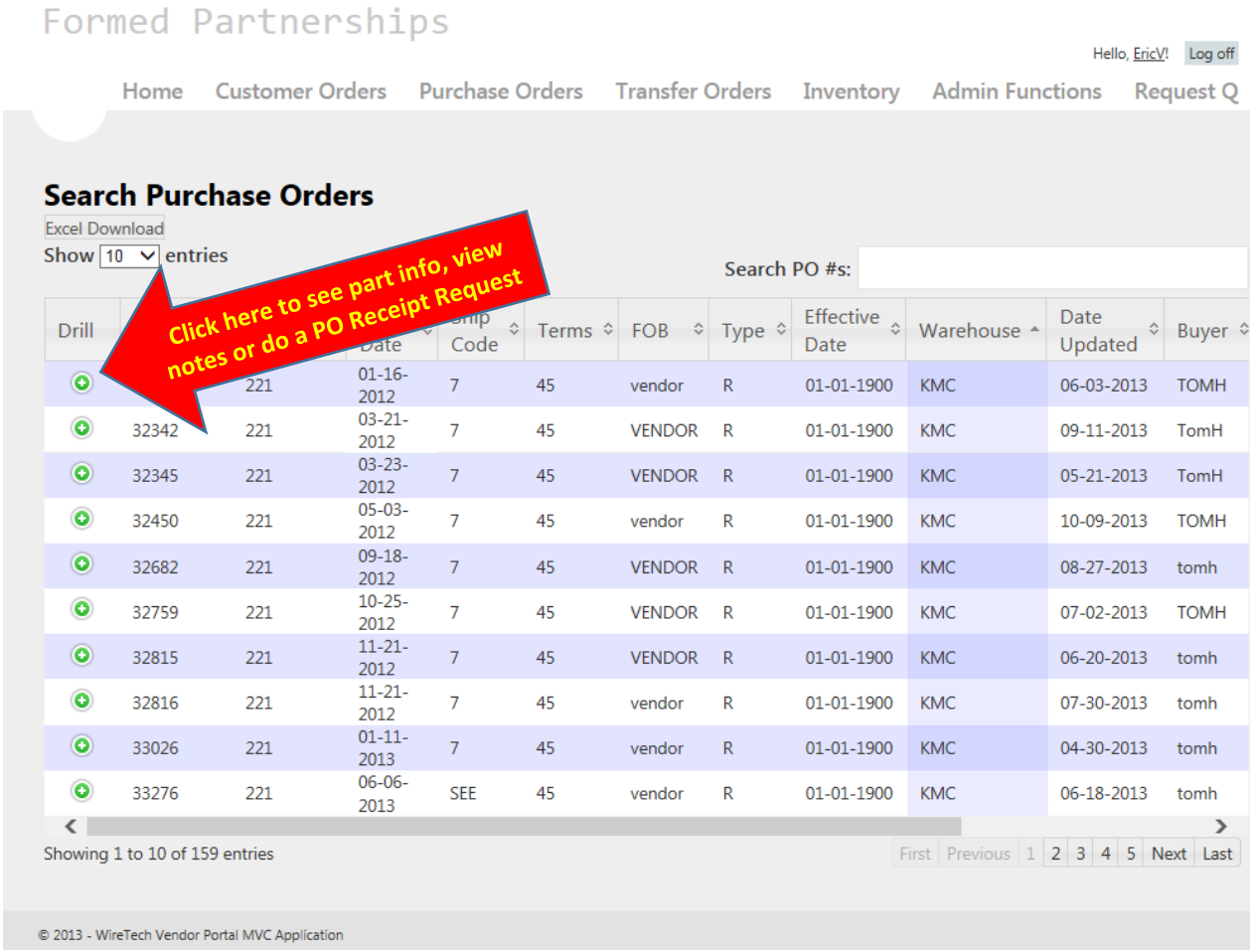


3. Locate the purchase order by searching for it in the search box or scroll through the page.

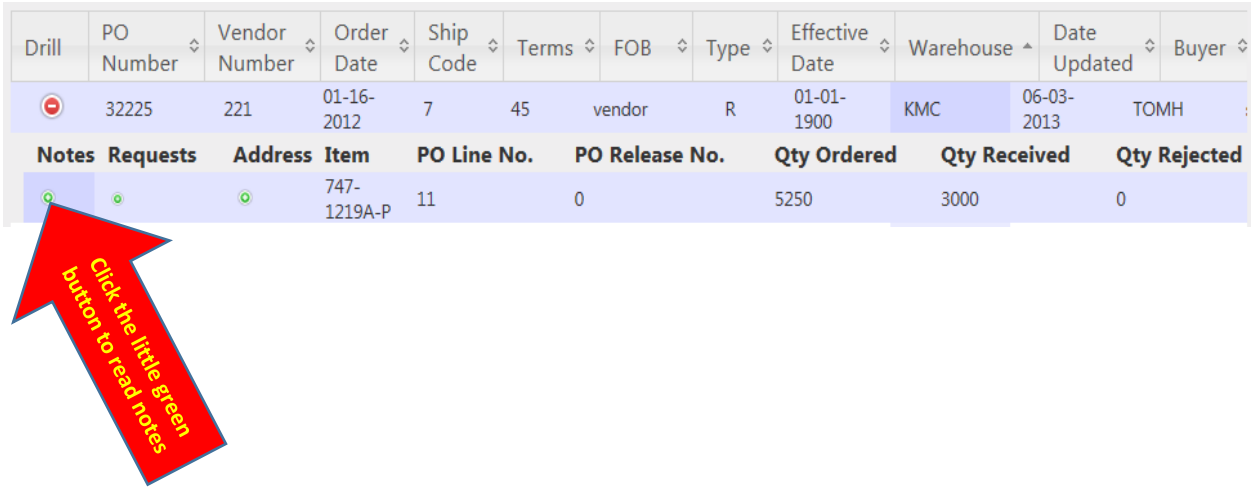


Vendor Portal How To's

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

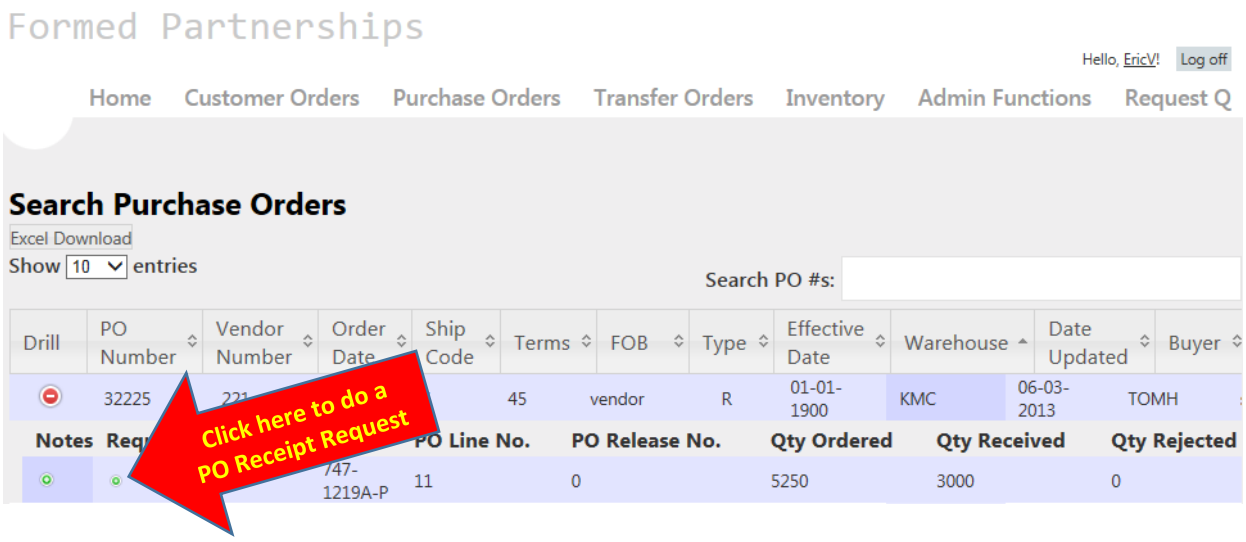


Click the little green button to read notes

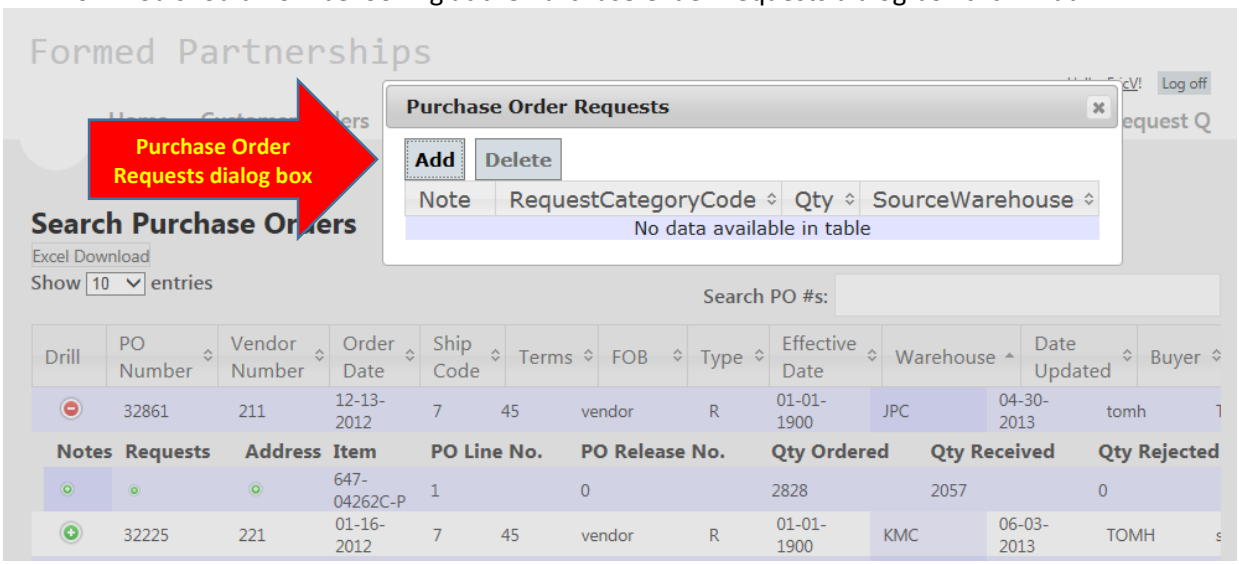
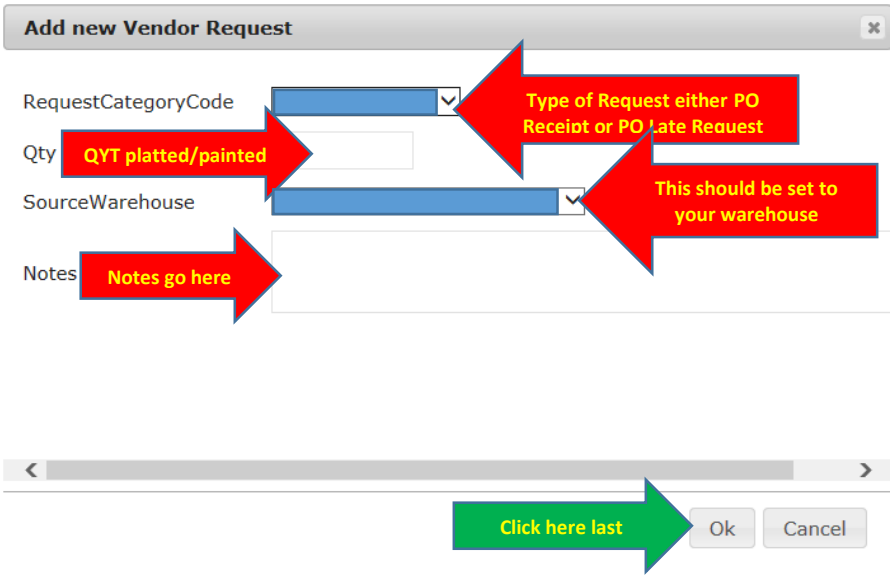


Vendor Portal How To's

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 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