



GSA OMS User Guide

OMS Vendor Portal Guide

Version 7.3

Version History

Version Number	Date of Change	Section(s) Affected	Brief Description of Change	Change Made By
1.0-4.0	N/A	All	Initial document creation – Updated included for FY20 Q4 Maintenance Release	Bridget Morrissey
5.0	06/18/2021	Various	Updates included for FY21 Q2 and Prod 12.0 Maintenance Release	Bridget Morrissey
6.0	02/28/2022	Various	Updates included for 13.0 and 14.0 Feature Releases	Bridget Morrissey
6.1	04/26/2022	11.0	Updated to add Information Contact and Authorized Representative Information in Section 11.0	Bridget Morrissey
6.2	08/16/2022	5.2, 12.0, 13.0	Updated screenshot, updated 12.0 to reflect OKTA integration, added execution steps for new functionality	Sarah Bartels
7.0	08/14/2023	All	Comprehensive review and content update	Sarah Bartels
7.1	12/29/2023	8.1	Added details for mass backorder submission	Sarah Bartels
7.2	06/03/2024	8.0	Updated content for automated backorder handling	Sarah Bartels
7.3	06/24/2024	10.4	Annual Review: Updated steps and screenshots	Sarah Bartels

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1 Introduction

This Guide provides step-by-step instructions, guidance, and screenshots for vendors using the GSA OMS Vendor Portal, including user registration/login and Purchase Order (PO) management. The Vendor Portal provides vendors doing business with GSA the ability to view and manage Purchase Orders associated with their Vendor ID (UEI).

Note: As of April 4, 2022, the federal government no longer uses the DUNS number. Instead, entities doing business with the federal government will use a Unique Entity Identifier (UEI) generated by SAM.gov. The SAM.gov generated UEI is stored as a 12-character, alpha-numeric value within the OMS system. Entities currently registered in SAM with a DUNS number have been assigned a SAM generated UEI.

To access the Vendor Portal, a vendor user must obtain an account from GSA, including a username and password. Each vendor may have multiple users associated with the account. Vendor User accounts will be provisioned through E-Tools Help Desk. Account login is based on email address, and each user must provide a unique email address. To manage Purchase Orders across multiple Vendor ID numbers, one email address per Vendor ID number is required to be registered.

Vendors can only view and manage purchase orders associated with their Vendor ID. As noted, a vendor may acknowledge, substitute, cancel, backorder, and ship purchase orders in the Vendor Portal. These actions may occur for both full and partial quantities.

For technical assistance or for any questions pertaining to the contents of this guide, please contact the GSA eTools Help Desk:

- Email: eToolsHelpdesk@gsa.gov
- Phone: (866) 472-9114 - Option 7

Availability: Weekdays from 8:00 AM to 7:00 PM ET (excluding Federal holidays)

2 Request Access to OMS Vendor Portal

2.1 Access Request Submission

To request access to the GSA OMS Vendor Portal, please submit a ticket to the GSA eTools Help Desk at eToolsHelpdesk@gsa.gov and provide the following information:

- Vendor Name
- Active Vendor ID number (UEI)
- First Name
- Last Name
- Phone Number
- Physical Address
- Email Address

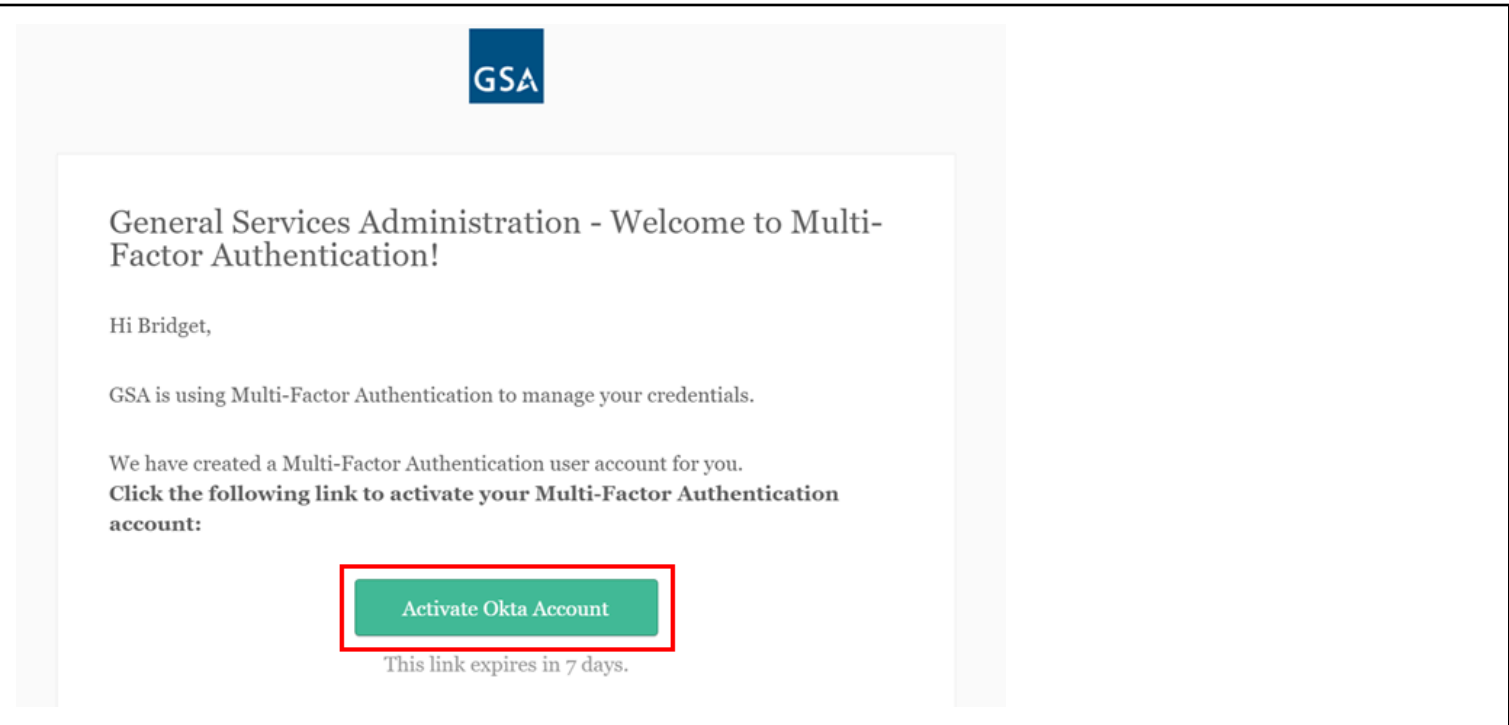
Once the ticket has been submitted, you will receive an eTools ticket number within 24 business hours, indicating the request for account set up has been received.

2.2 Account Activation

Once GSA has provisioned your Vendor Portal account, you will receive an email from OKTA with account activation instructions. Account activation must be completed within 7 weekdays of receiving this email.

If you do not receive this email within 48 business hours of receiving your eTools ticket number, please contact the GSA eTools Help Desk.

Step 1:
Click The “Activate Okta Account” button in your email. This will take you to the password setup and security image selection screen.



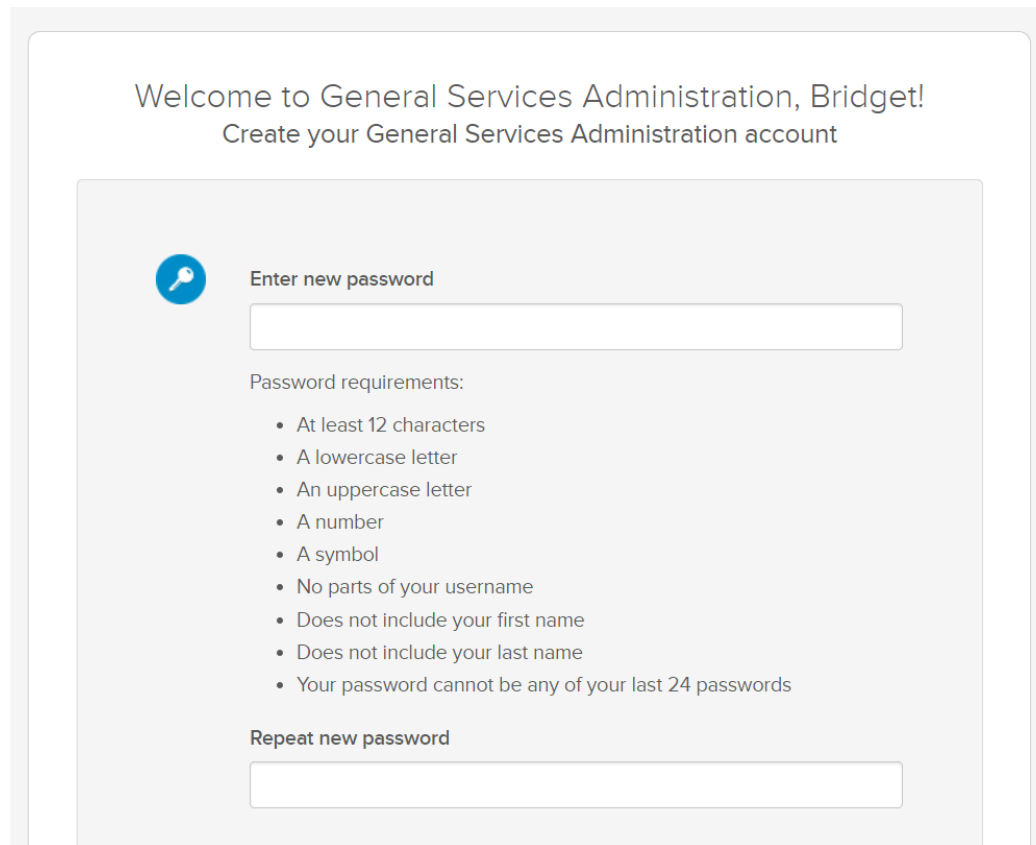
Step 2:

Enter the password you wish to use.


Note: *Your Vendor Portal password must meet the following requirements:*

- 12 characters
- 1 uppercase letter
- 1 lowercase letter
- 1 number
- One symbol
- Does not contain part of username
- Does not contain first name
- Does not contain last name
- Different from last 24 Vendor Portal passwords

You will also be prompted to select a security image. Click “Create My Account” when finished.



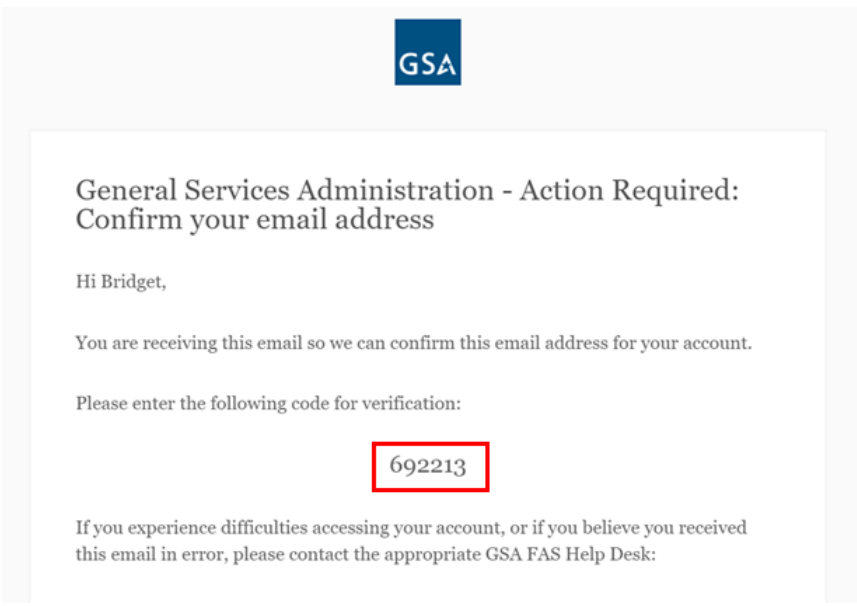
>Welcome to General Services Administration, Bridget!
Create your General Services Administration account

 Enter new password

Password requirements:

- At least 12 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 24 passwords

Repeat new password

<p>Step 3: Users are redirected to the Multi Factor Authentication page. Select “Email Authentication”. This will send an email with an OTP (One Time Passcode) to the email address submitted as part of your registration request.</p>	
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Step 4:

Copy the code provided in your email into the OKTA Verification window and click 'Verify'.

Note: *If you wish to check the box for "Do not challenge me on this device for the next 60 minutes", do so.*

If you do not receive the verification email, click the 'Send Again' link.

Verify with Email Authentication

A verification code was sent to B..y@ibm.com. Check your email and enter the code below.

Haven't received an email? [Send again](#)

Verification code

108851

Do not challenge me on this device for the next 12 hours

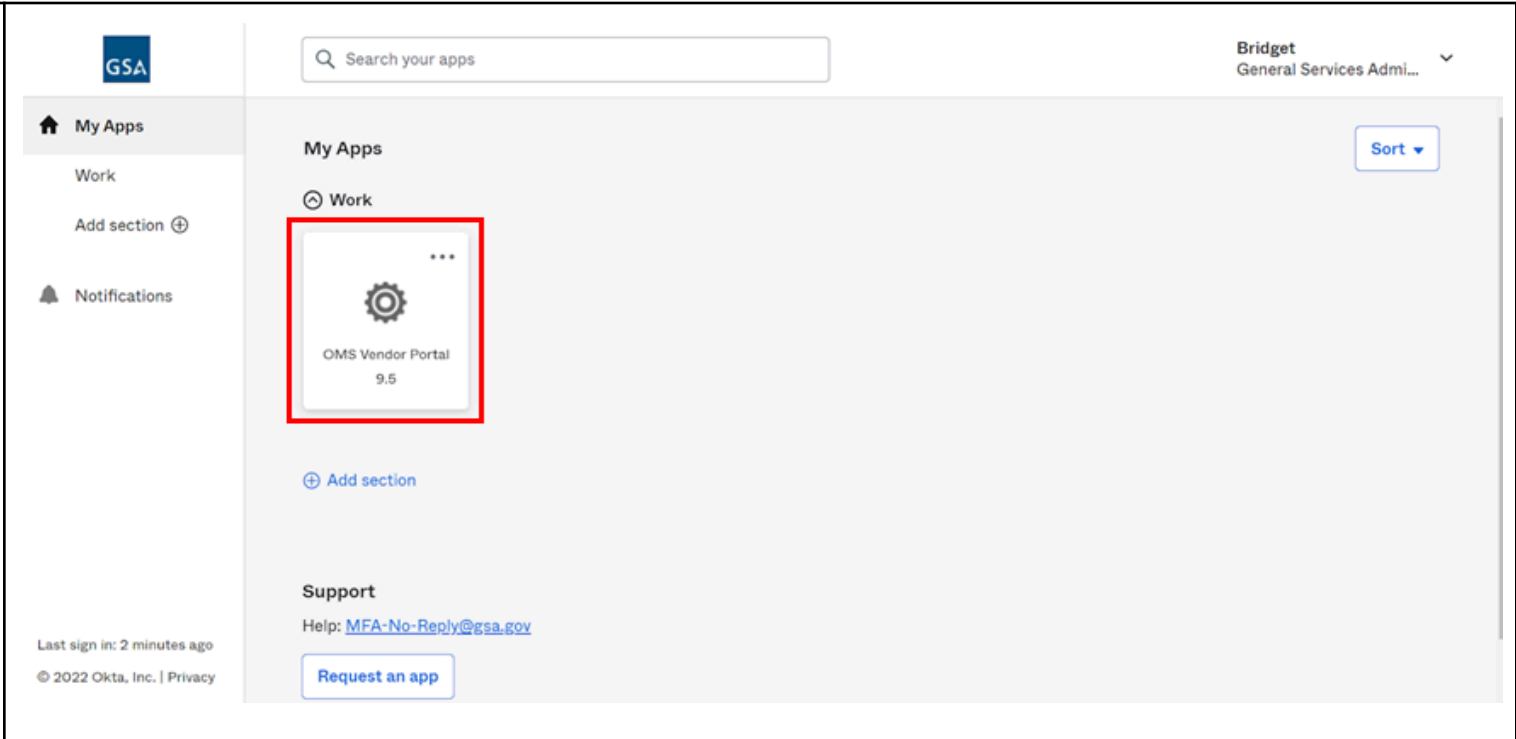
Verify

[Back to sign in](#)

Step 5:

Following verification, users are redirected to the OKTA Application Page. Registration and Activation of your Vendor Portal and OKTA account are now complete. Users can access the Vendor Portal by clicking the 'OMS Vendor Portal' widget.

Note: This OKTA dashboard will be a one-time step. After initial account set up and log in, you will not see this page again when you log in to the GSA OMS Vendor Portal



2.3 Accessing the Vendor Portal

Once account activation and setup are complete, users are able to access the OMS Vendor Portal.

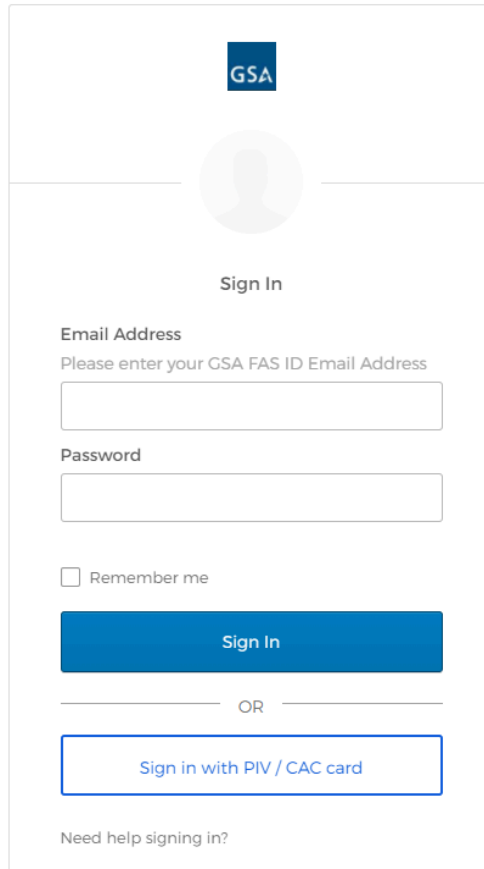
Please note: Vendor user accounts will be disabled after 90 days of inactivity. To have your account reactivated, please contact the eTools Help Desk at eToolsHelpdesk@gsa.gov

Account lockout will occur after 10 unsuccessful attempts to log in. User accounts will be unlocked after 30 minutes of initial lockout.

Step 1:

In a web browser, access the GSA OMS Vendor Portal link at:

<https://www.orders-vp.fas.gsa.gov/vp-landing>

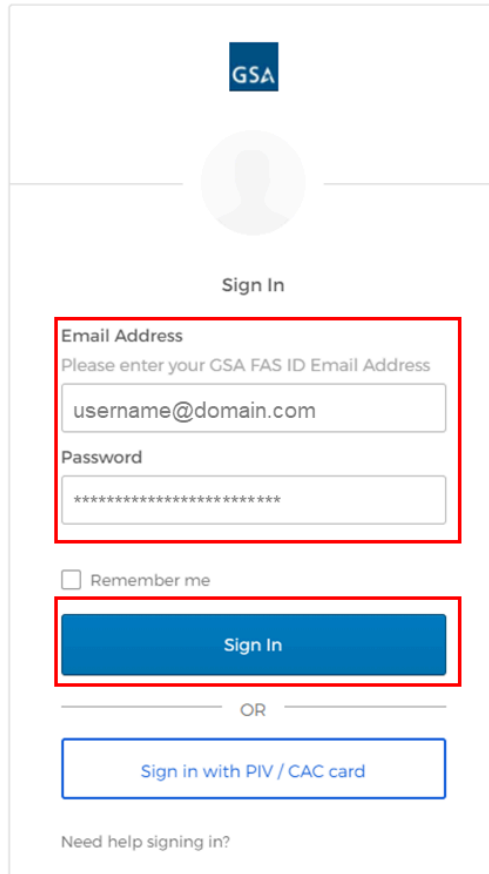



The screenshot shows the sign-in interface for the GSA OMS Vendor Portal. At the top, there is the GSA logo and a placeholder for a user profile picture. Below this is the text "Sign In". The form contains two input fields: "Email Address" with the instruction "Please enter your GSA FAS ID Email Address" and "Password". There is a checkbox labeled "Remember me". A solid blue "Sign In" button is positioned below the password field. Below the button is the word "OR" flanked by horizontal lines. Underneath is a button with a blue border and text that reads "Sign in with PIV / CAC card". At the bottom of the form, there is a link that says "Need help signing in?"


Step 2:

Enter your email address registered with the GSA OMS Vendor Portal, along with the password previously configured in OKTA.

Click "Sign In" to continue.







Sign In

Email Address
Please enter your GSA FAS ID Email Address

username@domain.com

Password

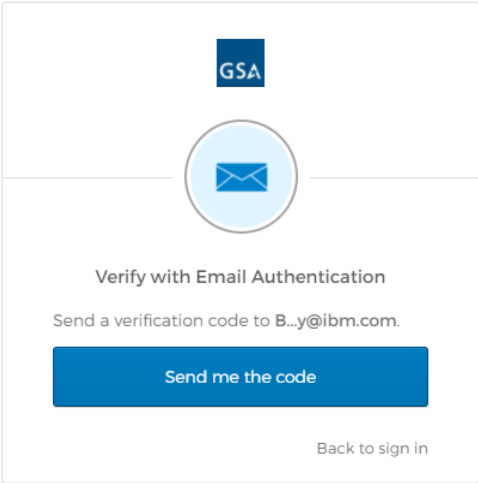

Remember me

Sign In

OR

Sign in with PIV / CAC card

Need help signing in?

<p>Step 3: Users are prompted to dual-authenticate. Select “Send me the code”.</p>	
<p>Step 4: An email with an OTP (One Time Passcode) will be sent to the email associated with your account.</p>	

Step 5:

Copy the code provided in your email into the OKTA Verification window and click Verify

Note: If you wish to check the box for “Do not challenge me on this device for the next 60 minutes”, do so.

If you do not receive the verification email, click the ‘Send Again’ link.

The screenshot shows the 'Verify with Email Authentication' page. At the top is the GSA logo and an envelope icon. Below the title, it says 'A verification code was sent to B...y@ibm.com. Check your email and enter the code below.' There is a yellow warning box with a triangle icon and the text 'Haven't received an email? Send again'. A text input field labeled 'Verification code' contains the number '108851'. Below this is a checkbox labeled 'Do not challenge me on this device for the next 12 hours'. A large blue button labeled 'Verify' is at the bottom, and a link 'Back to sign in' is at the very bottom.

Step 6:
You are now logged into the GSA OMS Vendor Portal.

Welcome SarahABartels [Log Out](#)

GSA U.S. General Services Administration

Vendor Management Purchase Order Management

Vendor Search

Search Criteria

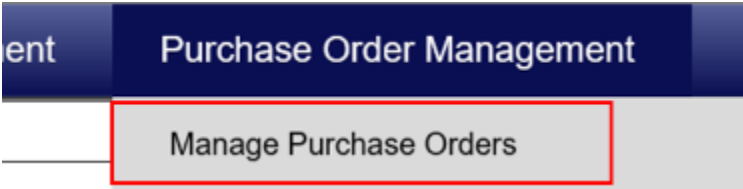
Vendor Name: CAGE Code:
Vendor ID: Contract #:

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution. Viewing documents on this site requires [Adobe Acrobat Reader](#).

[Privacy/Security](#) | [Accessibility](#) | [Contact Us](#)

3 Search/Review Purchase Orders

Vendor Portal users have enhanced search capabilities. The default search parameters include searching by the Amend Date range. This function was put into place to draw attention to Purchase Order modifications (price changes, PO instructions, etc.) which may occur on Purchase Orders in statuses such as Shipped or Invoiced. However, users are able to conduct searches using alternative parameters as well. This section guides users on how to search for a Purchase Order and review the associated order information.

<p>Step 1: From the menu ribbon, navigate to Purchase Order Management > Manage Purchase Orders</p>	 <p>The screenshot shows a dark blue menu ribbon with the text 'Purchase Order Management' in white. Below this ribbon, a light gray button labeled 'Manage Purchase Orders' is highlighted with a red rectangular border. A thin white line points from the left side of the text box to the left edge of the 'Manage Purchase Orders' button.</p>
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<p>Step 2: In the 'Search Criteria' panel, users may enter the appropriate parameters to conduct their purchase order search. The default parameters are 'Amend Date From' and 'Amend Date To.'</p> <p>To search by Purchase Order number, clear the 'Amend Date' fields and enter the order number directly into the 'Purchase Order #' field.</p> <p>Click 'Update Search' to execute the search.</p>	<div style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 10px;"> Purchase Order Search File Upload </div> <h3 style="margin: 0;">Search Criteria</h3> <p>Purchase Order #: <input type="text"/></p> <p>Item ID/NSN: <input type="text"/></p> <p>Order Date Range: (MM/DD/YYYY)</p> <p>Order Date From: <input type="text"/></p> <p>Order Date To: <input type="text"/></p> <p>Amend Date Range: (MM/DD/YYYY)</p> <p>Amend Date From: <input type="text" value="07/03/2023"/></p> <p>Amend Date To: <input type="text" value="07/10/2023"/></p> <p>Purchase Order Contract #: <input type="text"/></p> <p>Purchase Order Status: <input style="border: none; background-color: #f0f0f0; padding: 2px 5px; border-bottom: 1px solid #ccc;" type="text" value="All"/> ▾</p> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Update Search"/> </div> </div>																
<p>Step 3: The relevant search results display in the 'Search Results' panel. To view the details for a specific Purchase Order, click the 'PO Number' link</p>	<div style="border: 1px solid black; padding: 10px;"> <h3 style="margin: 0;">Search Results</h3> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <input type="button" value="Acknowledge P.O."/> <input type="button" value="Download PO 3186"/> <input type="button" value="Download PO CSV"/> <input type="button" value="Ship POs"/> </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #333; color: white;"> <th style="width: 5%;"></th> <th style="width: 20%;">PO Number</th> <th style="width: 15%;">PO Date</th> <th style="width: 15%;">PO Status</th> <th style="width: 15%;">PO Value</th> <th style="width: 15%;">Amend Date</th> <th style="width: 15%;">Transaction Type</th> <th style="width: 20%;">Contract Number</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;"><input type="checkbox"/></td> <td style="text-align: left; border: 2px solid red;">JMNJA632U3J</td> <td>Jul 10, 2023</td> <td>Sent To Vendor</td> <td>\$348.30</td> <td></td> <td>New</td> <td>47QSCC18D0001</td> </tr> </tbody> </table> </div>		PO Number	PO Date	PO Status	PO Value	Amend Date	Transaction Type	Contract Number	<input type="checkbox"/>	JMNJA632U3J	Jul 10, 2023	Sent To Vendor	\$348.30		New	47QSCC18D0001
	PO Number	PO Date	PO Status	PO Value	Amend Date	Transaction Type	Contract Number										
<input type="checkbox"/>	JMNJA632U3J	Jul 10, 2023	Sent To Vendor	\$348.30		New	47QSCC18D0001										

Step 4:

The 'Purchase Order Details' screen opens. Here users can view information associated with the purchase orders, including header, line item, and footer details.

Purchase Order: JMNJA632U3J

Purchase Order Status: Sent To Vendor

- Acknowledge P.O.
- Print PDF
- Ship P.O.
- Refresh

Header Details

<p>Date of Order: Jul 10, 2023</p> <p>Order Number: JMNJA632U3J</p> <p>From Address: GSS INTERNAL AND EMERGENCY ACQUISIT 1800 F ST. NW WASHINGTON DC 20405</p> <p>Administration By: <input type="checkbox"/> Above Office <input checked="" type="checkbox"/> 1</p> <p>Vendor Will: <input checked="" type="checkbox"/> Deliver <input type="checkbox"/> Ship</p> <p>Deliver By: Jul 15, 2023 <input checked="" type="checkbox"/> Or Sooner <input type="checkbox"/> See Note in Description</p> <p>Ship To/ Required Marking: 0012 AV HHC SSA KATTERBACH KATTERBACH KASERNE SSA BLDG 9007 AWCF SSF ANSBACH DE 91522 ANSBACH, 00000</p> <p>Consignee: WK4GF3</p> <p>Mark For: PROJ: PRI: 08 RDD:</p> <p>Trnsp Cntrl No: WK4GF33191929GXXX</p> <p>TAC:</p>	<p>Inspection/Acceptance: <input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin By Region</p> <p><input checked="" type="checkbox"/> Acceptance By 7 (days after delivery)</p> <p>Modification No.: 0</p> <p>FOB: <input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin <input type="checkbox"/> Inside Delivery <input checked="" type="checkbox"/> Tailgate Delivery</p> <p>GBL Number:</p> <p>To Contractor: (YLE5AAYNVPK6) <input type="checkbox"/> Remittance address differs NOBLE SALES CO., INC. 302 WEYMOUTH ST ROCKLAND, MA 02370-1171</p> <p>Contract Number: 47QSCC18D0001</p> <p>Store:</p> <p>Purchase Order Notes Instructions:</p> <div style="border: 1px solid gray; padding: 5px; font-size: small;"> If the total weight is 10,000 lbs or the volume is 800 cu ft, please call 817-850-8484 or email R71611requests@gsa.gov on all orders beginning with FMN. For all other orders contact 212-264-0568 or email seavans.newyork@gsa.gov. </div>
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Line Item Details

4 Order Modifications

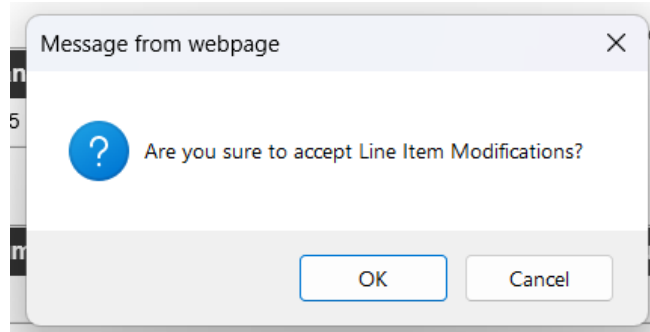
Vendors have the capability to accept or reject every modification that is made to a Purchase Order in Vendor Portal. Modification rejections will require that the vendors provide an explanation as to why they rejected the change as well as discussion with the Contracting Officer.

Note: Modifications made at the line level will be viewed in the Line Level section after selecting that specific line.

<p>Step 1: Open the Purchase Order associated with the modification.</p> <p>In the 'Header Modifications' section, view the amendment made by the GSA CO.</p>	<p>AUGUSTA ME 04333 AUGUSTA, ME 04333</p> <p>Consignee: 121214</p> <p>Mark For: PROJ:CJ9 PRI: 13 RDD:</p> <p>Trnsp Cntrl No: 1212140710SK97XXX</p> <p>TAC:</p> <p>Invoice created with details - InvoiceNo[NMNJAD52B3N], PO[NMNJAD52B3N], Invoiced [\$1.76] Shipment '100002297' was created. (by user 'StevenLKroeger') CO approves flat charge of \$2.14</p> <table border="1"> <thead> <tr> <th>Modification Number</th> <th>Modified Field</th> <th>Old Value</th> <th>New Value</th> <th>Modification Date</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>Instruction Text</td> <td></td> <td>CO approves flat charge of \$2.14</td> <td>07/10/2023 1:41:47 PM</td> </tr> </tbody> </table> <p>Header Modifications Acknowledgment Note: (To Reject a modification, please contact your Contracting Office.)</p> <p>ACCEPT</p>	Modification Number	Modified Field	Old Value	New Value	Modification Date	3	Instruction Text		CO approves flat charge of \$2.14	07/10/2023 1:41:47 PM
Modification Number	Modified Field	Old Value	New Value	Modification Date							
3	Instruction Text		CO approves flat charge of \$2.14	07/10/2023 1:41:47 PM							
<p>Step 2: In the 'Header Modification Acknowledgement Note' field, add any vendor notes related to the amendment.</p> <p>To accept the modification, simply click the 'Accept' button.</p> <p>To reject the modification, vendors should contact the Contracting Officer directly.</p>	<p>Header Modifications:</p> <table border="1"> <thead> <tr> <th>Modification Number</th> <th>Modified Field</th> <th>Old Value</th> <th>New Value</th> <th>Modification Date</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>Instruction Text</td> <td></td> <td>CO approves flat charge of \$2.14</td> <td>07/10/2023 1:41:47 PM</td> </tr> </tbody> </table> <p>Header Modifications Acknowledgment Note: (To Reject a modification, please contact your Contracting Office.)</p> <p>ACCEPT</p>	Modification Number	Modified Field	Old Value	New Value	Modification Date	3	Instruction Text		CO approves flat charge of \$2.14	07/10/2023 1:41:47 PM
Modification Number	Modified Field	Old Value	New Value	Modification Date							
3	Instruction Text		CO approves flat charge of \$2.14	07/10/2023 1:41:47 PM							

Step 3:
If accepting the order modifications, users are prompted to confirm acceptance. Click 'OK' to proceed.

A green confirmation will then appear at the top of the Purchase Order Details screen indicating acceptance has been processed.



Purchase Order: MMNJAW75K2M

Purchase Order St

• **Info - Amendments Acknowledgement has been successfully processed.**

Acknowledge P.O.

Print PDF

Ship P.O.

5 Purchase Order Download

Vendor Portal users can download either the PO 3186 PDF or multiple Purchase Orders in the Vendor Portal User Interface (UI). For downloading multiple Purchase Orders, a checkbox will populate next to each Purchase Order on the Purchase Order List page and users will have the ability to select multiple Purchase Orders to download by clicking either the 'Download PO 3186' or 'Download PO CSV' button on the list page. For the CSV files, the number of CSV files to be downloaded is based on the number of records on the page, which is limited to 60 records maximum. The vendor user will be unable to navigate to a new page after selecting orders to download.

Note: The download function can be accessed through Firefox, Safari, Chrome, and Edge browsers. It is not compatible with any other browsers not stated.

5.1 PO 3186 PDF

Step 1:
Search for the relevant Purchase Orders.
(See section ['Search/Review'](#) for guidance on how to search orders)

From the Search Results, select the Purchase Orders to be downloaded by marking the corresponding checkboxes, then click 'Download PO 3186'.

Search Results

Acknowledge P.O.
Download PO 3186
Download PO CSV
Ship POs

<input type="checkbox"/>	PO Number	PO Date	PO Status	PO Value	Amend Date	Transaction Type	Contract Number
<input checked="" type="checkbox"/>	JMNJA632U3J	Jul 10, 2023	Sent To Vendor	\$348.30		New	47QSCC18D0001
<input type="checkbox"/>	JMNJA632T3J	Jul 10, 2023	Sent To Vendor	\$119.77		New	47QSCC18D0001
<input checked="" type="checkbox"/>	JMNJA632S3J	Jul 10, 2023	Sent To Vendor	\$598.85		New	47QSCC18D0001
<input checked="" type="checkbox"/>	NMNJAD52C3N	Jul 10, 2023	Sent To Vendor	\$1.07		New	47QSEA20A0008

Step 2:
The user is prompted to save the PO file, which will save as a zipped folder. Click 'Save' to proceed.

The file will then be accessible on the user's device.

File name:

Save as type:

5.2 Download Multiple Purchase Orders (PO CSV)

Step 1:
Search for the relevant Purchase Orders. (See section ['Search/Review'](#) for guidance on how to search orders)

From the Search Results, select the Purchase Orders to be downloaded by marking the corresponding checkboxes, then click 'Download PO CSV'.

Search Results

Acknowledge P.O.
Download PO 3186
Download PO CSV
Ship POs

<input type="checkbox"/>	PO Number	PO Date	PO Status	PO Value	Amend Date	Transaction Type	Contract Number
<input checked="" type="checkbox"/>	JMNJA632U3J	Jul 10, 2023	Sent To Vendor	\$348.30		New	47QSCC18D0001
<input type="checkbox"/>	JMNJA632T3J	Jul 10, 2023	Sent To Vendor	\$119.77		New	47QSCC18D0001
<input checked="" type="checkbox"/>	JMNJA632S3J	Jul 10, 2023	Sent To Vendor	\$598.85		New	47QSCC18D0001
<input checked="" type="checkbox"/>	NMNJAD52C3N	Jul 10, 2023	Sent To Vendor	\$1.07		New	47QSEA20A0008

Step 2:

The user is prompted to save the PO CSV file. Click 'Save' to proceed.

The file will then be accessible on the user's device.



File name: PO_20230710155827

Save as type: Microsoft Excel Comma Separated Values File

^ Hide Folders

Save Cancel

6 Purchase Order Acknowledgement

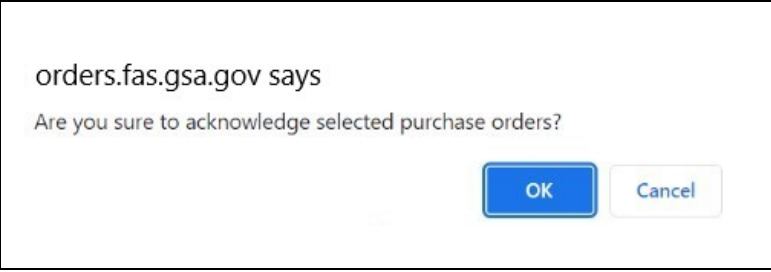
Vendor Portal users can acknowledge a single Purchase Order or multiple Purchase Orders in the Vendor Portal.

6.1 Header-Level Acknowledgement

To acknowledge and ship a single-line Purchase Order, the Vendor Portal user may do so at the header level. This section provides steps and guidance for acknowledging and shipping Purchase Orders at the header level. After acknowledgement, the vendor still must enter shipment details for the Purchase Order to complete the Purchase Order management process. Please see section '[Manage Shipment Information](#)' for guidance.

Note: Once a PO is acknowledged in Vendor Portal, the vendor cannot cancel the PO without first contacting the GSA Contracting Officer responsible for the contract. The GSA Contracting Officer will need to submit a cancellation request in OMS before the vendor can cancel the PO in the Vendor Portal.

<p>Step 1: Open the Purchase Order to be acknowledged.</p>	<div style="text-align: right;"> Purchase Order: JMNJCT66S3J Purchase Order Status: Sent To Vendor </div> <div style="text-align: center; margin-top: 10px;"> Acknowledge P.O. Print PDF Ship P.O. Refresh </div> <div style="background-color: #e0f0ff; padding: 5px; margin-top: 5px;"> <p>▼ Header Details</p> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Date of Order: Jul 20, 2023</p> <p>Order Number: JMNJCT66S3J</p> <p>From Address: GSS INTERNAL AND EMERGENCY ACQUISIT 1800 F ST. NW WASHINGTON DC 20405</p> <p>Administration By: <input type="checkbox"/> Above Office <input checked="" type="checkbox"/> 1</p> <p>Vendor Will: <input checked="" type="checkbox"/> Deliver <input type="checkbox"/> Ship</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Inspection/Acceptance: <input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin By Region <input checked="" type="checkbox"/> Acceptance By 7 (days after delivery)</p> <p>Modification No.: 0</p> <p>FOB: <input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin <input type="checkbox"/> Inside Delivery <input checked="" type="checkbox"/> Tailgate Delivery</p> <p>GBL Number:</p> <p>To Contractor: (YLE5AAYNVPK6) <input type="checkbox"/> Remittance address differs</p> </td> </tr> </table>	<p>Date of Order: Jul 20, 2023</p> <p>Order Number: JMNJCT66S3J</p> <p>From Address: GSS INTERNAL AND EMERGENCY ACQUISIT 1800 F ST. NW WASHINGTON DC 20405</p> <p>Administration By: <input type="checkbox"/> Above Office <input checked="" type="checkbox"/> 1</p> <p>Vendor Will: <input checked="" type="checkbox"/> Deliver <input type="checkbox"/> Ship</p>	<p>Inspection/Acceptance: <input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin By Region <input checked="" type="checkbox"/> Acceptance By 7 (days after delivery)</p> <p>Modification No.: 0</p> <p>FOB: <input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin <input type="checkbox"/> Inside Delivery <input checked="" type="checkbox"/> Tailgate Delivery</p> <p>GBL Number:</p> <p>To Contractor: (YLE5AAYNVPK6) <input type="checkbox"/> Remittance address differs</p>
<p>Date of Order: Jul 20, 2023</p> <p>Order Number: JMNJCT66S3J</p> <p>From Address: GSS INTERNAL AND EMERGENCY ACQUISIT 1800 F ST. NW WASHINGTON DC 20405</p> <p>Administration By: <input type="checkbox"/> Above Office <input checked="" type="checkbox"/> 1</p> <p>Vendor Will: <input checked="" type="checkbox"/> Deliver <input type="checkbox"/> Ship</p>	<p>Inspection/Acceptance: <input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin By Region <input checked="" type="checkbox"/> Acceptance By 7 (days after delivery)</p> <p>Modification No.: 0</p> <p>FOB: <input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin <input type="checkbox"/> Inside Delivery <input checked="" type="checkbox"/> Tailgate Delivery</p> <p>GBL Number:</p> <p>To Contractor: (YLE5AAYNVPK6) <input type="checkbox"/> Remittance address differs</p>		
<p>Step 2: To acknowledge the full amount of the PO, click the 'Acknowledge P.O.' button.</p>	<div style="text-align: center; margin-bottom: 10px;"> Acknowledge P.O. Print PDF </div> <div style="background-color: #e0f0ff; padding: 5px; margin-top: 5px;"> <p>▼ Header Details</p> </div>		

<p>Step 3: Click 'OK' on the pop-up to confirm acknowledgement of the Purchase Order.</p>	
<p>Step 4: A green message will appear at the top of the screen confirming the acknowledgement. Purchase Order Status will also display 'Acknowledged by Vendor'.</p>	<p>Purchase Order: JMNJCT66S3J Purchase Order Status: Acknowledged By Vendor</p> <ul style="list-style-type: none"> • Info - Acknowledge Purchase Order Successful. <p> <input type="button" value="Acknowledge P.O."/> <input type="button" value="Print PDF"/> <input type="button" value="Ship P.O."/> <input type="button" value="Refresh"/> </p>

6.2 Line-Level Acknowledgement

To acknowledge and ship a partial quantity or one line of a multi-line PO, the Vendor Portal user may do so at the line level. This section provides steps and guidance for acknowledging and shipping Purchase Orders at the line level.

Note: After acknowledgement, the vendor still must enter shipment details for the Purchase Order to complete the Purchase Order management process. Please see section '[Manage Shipment Information](#)' for guidance.

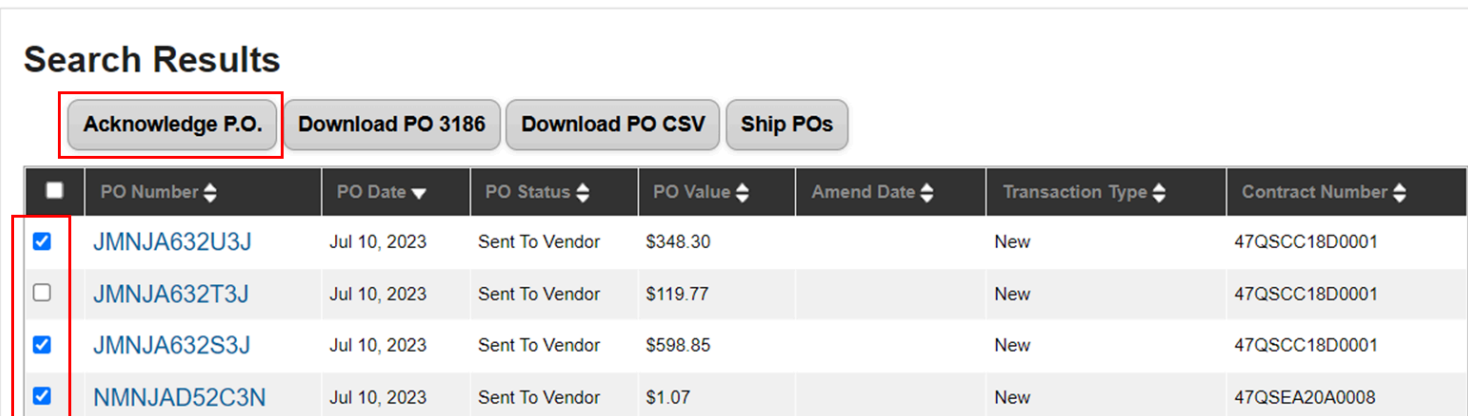
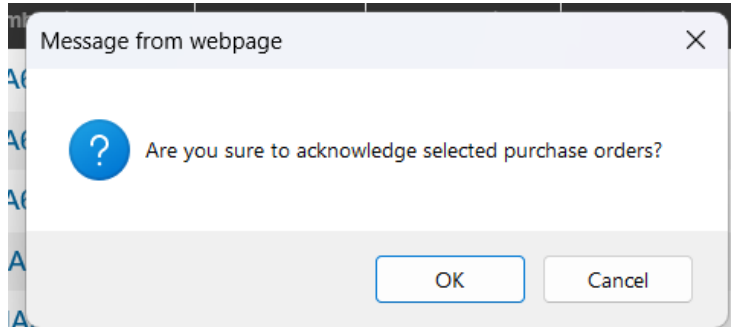
<p>Step 1: Open the PO for which you would like to create a shipment at the line level.</p>	<p>Purchase Order: NMNJM640A3N Purchase Order Status: Sent To Vendor</p> <p style="text-align: center;"> Acknowledge P.O. Print PDF Ship P.O. Refresh </p> <p>▼ Header Details</p> <p> Date of Order: Jul 25, 2023 Order Number: NMNJM640A3N From Address: GSA FAS 2QFA ONE WORLD TRADE CENTER 55TH FLOOR R </p> <p> Inspection/Acceptance: <input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin By Region <input checked="" type="checkbox"/> Acceptance By 7 (days after delivery) </p> <p>Modification No.: 0</p>
<p>Step 2: Scroll down to the 'Line-Item Details' section. In the 'Line Item Actions' field, select 'Acknowledge' from the drop down menu.</p> <p><i>Note: A vendor may also partially acknowledge at the line level by selecting 'Partial Acknowledge' in the 'Line-Item Actions' field. This will display a text field for the vendor to specify the desired quantity to acknowledge.</i></p>	<p>▼ Line Item Details</p> <p> Line Item Actions: - Select - Requisition Num - Select - Sta Acknowledge Quan Partial Acknowledge Cancel Partial Cancel Reject Cancellation </p>
<p>Step 3: Click 'Update Line Item'</p>	<p style="text-align: center;">UPDATE LINE ITEM</p> <p>r Ultimate Consignee: N62478</p>

<p>Step 4: Confirm 'Line-Item Details', and then click the 'Acknowledge' button.</p>	<div style="display: flex; justify-content: space-between;"> Purchase Order: NMNJM640A3N Purchase Order Status: Sent To Vendor </div> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="background-color: #e0f0ff; padding: 5px; margin-bottom: 10px;"> Line Item Details </div> <div style="text-align: center; margin-bottom: 10px;"> <h3>Acknowledge Item # - 7045014064663</h3> <p>Acknowledged Quantity: 5</p> <div style="display: flex; justify-content: center; gap: 20px;"> CLOSE ACKNOWLEDGE </div> </div> <hr style="border-top: 1px dashed #000;"/> <div style="display: flex; justify-content: space-between; font-size: small;"> <div style="width: 30%;"> <p>Requisition Number: N6247832060Z1G</p> <p>Status: Sent To Vendor</p> <p>Quantity: 5</p> <p>Original Quantity: 5</p> <p>Unit Price: \$513.00</p> <p>Amount: \$2,565.00</p> </div> <div style="width: 30%;"> <p>Item Number: 7045014064663</p> <p>Supplier Item ID:</p> <p>Unit: EA</p> <p>Quantity Remain to Ship: 5</p> <p>Quantity Shipped: 0</p> <p>Total Weight: 6.50 LBS</p> <p>Total Cube: 0.65</p> </div> <div style="width: 30%;"> <p>Label for Ultimate Consignee: N62478 NAVFAC ENGINEERING COMMAND HAWAII CODE AQ3 SUPPLY BLDG 44 400 MARSHALL RD PEARL HARBOR HI 96860-3139 PEARL HARBOR, HI 96860 US</p> </div> </div> <p>Line Item Description: Part Number: WR420LE Mfr: 3M Item: Tilt-adjustable keyboard platform w/ gel wrist rest.</p> <p>Status Details:</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #333; color: white;"> <th>Status</th> <th>Quantity</th> <th>Estimated Ship Date</th> </tr> </thead> <tbody> <tr> <td>Sent To Vendor</td> <td>5</td> <td>Aug 9, 2023</td> </tr> </tbody> </table> <p>Instruction: No Line Item Instructions Available.</p> </div>	Status	Quantity	Estimated Ship Date	Sent To Vendor	5	Aug 9, 2023
Status	Quantity	Estimated Ship Date					
Sent To Vendor	5	Aug 9, 2023					
<p>Step 5: In the Purchase Order Details screen, a green message indicates successful acknowledgement. Purchase Order Status updates to 'Acknowledged by Vendor'.</p>	<div style="display: flex; justify-content: space-between;"> Purchase Order: NMNJM640A3N Purchase Order Status: Acknowledged By Vendor </div> <div style="margin-top: 10px;"> <ul style="list-style-type: none"> <li style="color: green; font-weight: bold;">• Info - Acknowledge Line Item Successful <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 20%; background-color: #eee; padding: 5px; border: 1px solid #ccc;">Acknowledge PO</div> <div style="width: 20%; background-color: #eee; padding: 5px; border: 1px solid #ccc;">Print PDF</div> <div style="width: 20%; background-color: #eee; padding: 5px; border: 1px solid #ccc;">Ship PO</div> <div style="width: 20%; background-color: #eee; padding: 5px; border: 1px solid #ccc;">Default</div> </div> </div>						

<p>Step 6: Confirm the 'Purchase Order Notes Instructions' field states 'PO was acknowledged'.</p>	<p>Purchase Order Notes Instructions:</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>PO was acknowledged. (By user 'SarahABartels')</p> <p>If the total weight is 10,000 lbs or the volume is 800 cu ft, please call 817-850-8484 or email R71611requests@gsa.gov on all orders beginning with FMN. For all other orders contact 212-264-0568 or email seavans.newyork@gsa.gov.</p> </div>						
<p>Step 7: In the Line Item Details section, Confirm 'Status' updates to 'Acknowledged by Vendor'.</p> <p><i>Note: If the PO was partially Acknowledged, the Status will indicate 'Partial Acknowledged by Vendor'. The status of the SO and PO in OMS will also update to 'Partial Acknowledged by Vendor'.</i></p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p>Line Item Details</p> <p>Line Item Actions: - Select -</p> <p>Requisition Number: N6247832060Z1G Iter</p> <p>Status: Acknowledged By Vendor Suppli</p> <p>Quantity: 5</p> <p>Original Quantity: 5 Quantity Rema</p> <p>Unit Price: \$513.00 Quantit</p> <p>Amount: \$2,565.00 To</p> <p>1</p> <p>Line Item Description:</p> <p>Part Number: WR420LE Mfr: 3M Item: Tilt-adjustable keyboard platform w/ gel wri</p> <p>Status Details:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #333; color: white;">Status</th> <th style="background-color: #333; color: white;">Quantity</th> <th style="background-color: #333; color: white;">Estimated Ship Date</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid #ccc;">Acknowledged By Vendor</td> <td style="text-align: center;">5</td> <td style="text-align: center;">Aug 9, 2023</td> </tr> </tbody> </table> </div>	Status	Quantity	Estimated Ship Date	Acknowledged By Vendor	5	Aug 9, 2023
Status	Quantity	Estimated Ship Date					
Acknowledged By Vendor	5	Aug 9, 2023					

6.3 Apply Multiple Acknowledgements

For acknowledging, a checkbox will populate next to each Purchase Order on the PO List page and users will select the button that says 'Acknowledge Orders' to trigger the process for the chosen PO's. It is not possible to partially acknowledge multiple shipments using this procedure.

<p>Step 1: Search for the relevant Purchase Orders. (See section ‘Search/Review’ for guidance on how to search orders)</p> <p>From the Search Results, select the Purchase Orders to be acknowledged by marking the corresponding checkboxes, then click ‘Acknowledge P.O.’</p>	 <p>Search Results</p> <p>Acknowledge P.O. Download PO 3186 Download PO CSV Ship POs</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>PO Number</th> <th>PO Date</th> <th>PO Status</th> <th>PO Value</th> <th>Amend Date</th> <th>Transaction Type</th> <th>Contract Number</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>JMNJA632U3J</td> <td>Jul 10, 2023</td> <td>Sent To Vendor</td> <td>\$348.30</td> <td></td> <td>New</td> <td>47QSCC18D0001</td> </tr> <tr> <td><input type="checkbox"/></td> <td>JMNJA632T3J</td> <td>Jul 10, 2023</td> <td>Sent To Vendor</td> <td>\$119.77</td> <td></td> <td>New</td> <td>47QSCC18D0001</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>JMNJA632S3J</td> <td>Jul 10, 2023</td> <td>Sent To Vendor</td> <td>\$598.85</td> <td></td> <td>New</td> <td>47QSCC18D0001</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>NMNJAD52C3N</td> <td>Jul 10, 2023</td> <td>Sent To Vendor</td> <td>\$1.07</td> <td></td> <td>New</td> <td>47QSEA20A0008</td> </tr> </tbody> </table>	<input type="checkbox"/>	PO Number	PO Date	PO Status	PO Value	Amend Date	Transaction Type	Contract Number	<input checked="" type="checkbox"/>	JMNJA632U3J	Jul 10, 2023	Sent To Vendor	\$348.30		New	47QSCC18D0001	<input type="checkbox"/>	JMNJA632T3J	Jul 10, 2023	Sent To Vendor	\$119.77		New	47QSCC18D0001	<input checked="" type="checkbox"/>	JMNJA632S3J	Jul 10, 2023	Sent To Vendor	\$598.85		New	47QSCC18D0001	<input checked="" type="checkbox"/>	NMNJAD52C3N	Jul 10, 2023	Sent To Vendor	\$1.07		New	47QSEA20A0008
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<p>Step 2: A pop up window appears, prompting the user to confirm the acknowledgement. Click ‘OK’ to proceed.</p>	 <p>Message from webpage</p> <p>Are you sure to acknowledge selected purchase orders?</p> <p>OK Cancel</p>																																								

Step 3:
A green confirmation message will display at the top of the page confirming the acknowledgement, and the acknowledged orders will display status 'Acknowledged by Vendor'

• Info - Purchase Orders Acknowledged Successfully.

Purchase Order Search
File Upload

Search Criteria

Purchase Order #:

Item ID/NSN:

Order Date Range: (MM/DD/YYYY)

Order Date From:

Order Date To:

Amend Date Range: (MM/DD/YYYY)

Amend Date From:

Amend Date To:

Search Results

Acknowledge P.O.
Download PO 3186
Download PO CSV
Ship POs

	PO Number	PO Date	PO Status	PO Value	Amend Date
<input type="checkbox"/>	JMNJA632U3J	Jul 10, 2023	Acknowledged By Vendor	\$348.30	
<input type="checkbox"/>	JMNJA632S3J	Jul 10, 2023	Acknowledged By Vendor	\$598.85	
<input type="checkbox"/>	NMNJAD52C3N	Jul 10, 2023	Acknowledged By Vendor	\$1.07	

6.4 Mass Upload Acknowledgements

Vendors are able to upload a flat CSV file within the vendor portal in order to mass submit purchase order acknowledgments. Each Purchase Order line in the upload csv file must have a specific acknowledgement to be part of the mass acknowledgement process.

6.4.1 Data Requirements

Users may refer to the following table when acknowledging multiple Purchase Orders via file upload.

Column Title	User Entry	Format/Notes
Action	Acknowledge	Action values are not case sensitive. <i>*Mandatory for each order line being updated</i>
AckQty		Whole integers only; no decimals accepted.

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		Must be less than or equal to value in the "Quantity" column.
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6.4.2 Mass Upload Process

<p>Step 1: Begin by downloading the Purchase Orders they wish to update. (See section ‘Download Multiple Purchase Orders’ for download instructions)</p> <p>The downloaded file contains a number of leading columns in which the desired updates will be entered. For acknowledgement, users will populate the ‘Action’ and ‘AckQty’ columns.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Action</th> <th>AckQty</th> <th>BackOrderDate</th> <th>Carrier</th> <th>TrackingNo</th> <th>ActualShipmentDate</th> <th>Order Number</th> <th>Date of Order</th> <th>Order Status</th> <th>Reporting Office</th> <th>Administration By</th> <th>Inspection/Acc</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>GMN-K-AR80</td><td>7/10/22</td><td>Sent To Vendor</td><td>D430-ADRS1 D430-ADRS2</td><td>Reporting Office</td><td>Destination/7c</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>GMN-K-AR80</td><td>7/10/22</td><td>Sent To Vendor</td><td>D430-ADRS1 D430-ADRS2</td><td>Reporting Office</td><td>Destination/7c</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>GMN-K-AR80</td><td>7/10/22</td><td>Sent To Vendor</td><td>D430-ADRS1 D430-ADRS2</td><td>Reporting Office</td><td>Destination/7c</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>GMN-K-AR79</td><td>7/9/22</td><td>Sent To Vendor</td><td>D430-ADRS1 D430-ADRS2</td><td>Reporting Office</td><td>Destination/7c</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>GMN-K-AR79</td><td>7/9/22</td><td>Sent To Vendor</td><td>D430-ADRS1 D430-ADRS2</td><td>Reporting Office</td><td>Destination/7c</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>GMN-K-AR79</td><td>7/9/22</td><td>Sent To Vendor</td><td>D430-ADRS1 D430-ADRS2</td><td>Reporting Office</td><td>Destination/7c</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>GMN-K-AR79</td><td>7/9/22</td><td>Sent To Vendor</td><td>D430-ADRS1 D430-ADRS2</td><td>Reporting Office</td><td>Destination/7c</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>GMN-K-AR74</td><td>7/6/22</td><td>Sent To Vendor</td><td>D430-ADRS1 D430-ADRS2</td><td>Reporting Office</td><td>Destination/7c</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>GMN-K-AR74</td><td>7/6/22</td><td>Sent To Vendor</td><td>D430-ADRS1 D430-ADRS2</td><td>Reporting Office</td><td>Destination/7c</td></tr> </tbody> </table>	Action	AckQty	BackOrderDate	Carrier	TrackingNo	ActualShipmentDate	Order Number	Date of Order	Order Status	Reporting Office	Administration By	Inspection/Acc							GMN-K-AR80	7/10/22	Sent To Vendor	D430-ADRS1 D430-ADRS2	Reporting Office	Destination/7c							GMN-K-AR80	7/10/22	Sent To Vendor	D430-ADRS1 D430-ADRS2	Reporting Office	Destination/7c							GMN-K-AR80	7/10/22	Sent To Vendor	D430-ADRS1 D430-ADRS2	Reporting Office	Destination/7c							GMN-K-AR79	7/9/22	Sent To Vendor	D430-ADRS1 D430-ADRS2	Reporting Office	Destination/7c							GMN-K-AR79	7/9/22	Sent To Vendor	D430-ADRS1 D430-ADRS2	Reporting Office	Destination/7c							GMN-K-AR79	7/9/22	Sent To Vendor	D430-ADRS1 D430-ADRS2	Reporting Office	Destination/7c							GMN-K-AR79	7/9/22	Sent To Vendor	D430-ADRS1 D430-ADRS2	Reporting Office	Destination/7c							GMN-K-AR74	7/6/22	Sent To Vendor	D430-ADRS1 D430-ADRS2	Reporting Office	Destination/7c							GMN-K-AR74	7/6/22	Sent To Vendor	D430-ADRS1 D430-ADRS2	Reporting Office	Destination/7c
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<p>Step 2: Enter updates to the applicable fields for each order line, then save the file.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Action</th> <th>AckQty</th> <th>BackOrderDate</th> <th>Carrier</th> <th>TrackingNo</th> <th>ActualShipmentDate</th> <th>Order Number</th> <th>Date of Order</th> <th>Order Status</th> <th>Reporting Office</th> <th>Administration By</th> <th>Inspection/Acc</th> </tr> </thead> <tbody> <tr><td>Acknowledge</td><td>35</td><td></td><td></td><td></td><td></td><td>GMN-K-AR80</td><td>7/10/22</td><td>Sent To Vendor</td><td>D430-ADRS1</td><td>Reporting Office</td><td>Destination/7d</td></tr> <tr><td>Acknowledge</td><td>3</td><td></td><td></td><td></td><td></td><td>GMN-K-AR80</td><td>7/10/22</td><td>Sent To Vendor</td><td>D430-ADRS1</td><td>Reporting Office</td><td>Destination/7d</td></tr> <tr><td>Acknowledge</td><td>2</td><td></td><td></td><td></td><td></td><td>GMN-K-AR80</td><td>7/10/22</td><td>Sent To Vendor</td><td>D430-ADRS1</td><td>Reporting Office</td><td>Destination/7d</td></tr> <tr><td>Acknowledge</td><td>1</td><td></td><td></td><td></td><td></td><td>GMN-K-AR79</td><td>7/9/22</td><td>Sent To Vendor</td><td>D430-ADRS1</td><td>Reporting Office</td><td>Destination/7d</td></tr> <tr><td>Acknowledge</td><td>13</td><td></td><td></td><td></td><td></td><td>GMN-K-AR79</td><td>7/9/22</td><td>Sent To Vendor</td><td>D430-ADRS1</td><td>Reporting Office</td><td>Destination/7d</td></tr> <tr><td>Acknowledge</td><td>3</td><td></td><td></td><td></td><td></td><td>GMN-K-AR79</td><td>7/9/22</td><td>Sent To Vendor</td><td>D430-ADRS1</td><td>Reporting Office</td><td>Destination/7d</td></tr> <tr><td>Acknowledge</td><td>30</td><td></td><td></td><td></td><td></td><td>GMN-K-AR79</td><td>7/9/22</td><td>Sent To Vendor</td><td>D430-ADRS1</td><td>Reporting Office</td><td>Destination/7d</td></tr> <tr><td>Acknowledge</td><td>1</td><td></td><td></td><td></td><td></td><td>GMN-K-AR74</td><td>7/6/22</td><td>Sent To Vendor</td><td>D430-ADRS1</td><td>Reporting Office</td><td>Destination/7d</td></tr> <tr><td>Acknowledge</td><td>1</td><td></td><td></td><td></td><td></td><td>GMN-K-AR74</td><td>7/6/22</td><td>Sent To Vendor</td><td>D430-ADRS1</td><td>Reporting Office</td><td>Destination/7d</td></tr> </tbody> </table>	Action	AckQty	BackOrderDate	Carrier	TrackingNo	ActualShipmentDate	Order Number	Date of Order	Order Status	Reporting Office	Administration By	Inspection/Acc	Acknowledge	35					GMN-K-AR80	7/10/22	Sent To Vendor	D430-ADRS1	Reporting Office	Destination/7d	Acknowledge	3					GMN-K-AR80	7/10/22	Sent To Vendor	D430-ADRS1	Reporting Office	Destination/7d	Acknowledge	2					GMN-K-AR80	7/10/22	Sent To Vendor	D430-ADRS1	Reporting Office	Destination/7d	Acknowledge	1					GMN-K-AR79	7/9/22	Sent To Vendor	D430-ADRS1	Reporting Office	Destination/7d	Acknowledge	13					GMN-K-AR79	7/9/22	Sent To Vendor	D430-ADRS1	Reporting Office	Destination/7d	Acknowledge	3					GMN-K-AR79	7/9/22	Sent To Vendor	D430-ADRS1	Reporting Office	Destination/7d	Acknowledge	30					GMN-K-AR79	7/9/22	Sent To Vendor	D430-ADRS1	Reporting Office	Destination/7d	Acknowledge	1					GMN-K-AR74	7/6/22	Sent To Vendor	D430-ADRS1	Reporting Office	Destination/7d	Acknowledge	1					GMN-K-AR74	7/6/22	Sent To Vendor	D430-ADRS1	Reporting Office	Destination/7d
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Note: For guidance on field entries, refer to section [6.4.1](#) of this document

Step 3:
Return to the Purchase Order Management screen and select the "Upload File" tab.

Select the updated csv file and click "Upload."

Note: Consolidation of multiple downloaded csv files into a single upload file is **not** recommended

Purchase Order Management

Vendor ID: DBQGN324ULK3
Vendor Name: STAPLES, INC.

Purchase Order Search | **File Upload**

Upload PO Data File

File Path: PO_20220712103038.csv
Comments:

[Download Template File](#)

Process Status

File Name	Date	
PO_20220701_03.csv	07/01/2022 11:11:36	Nidf
PO_20220701_02.csv	07/01/2022 11:06:35	Nidf

7 Purchase Order Cancellations

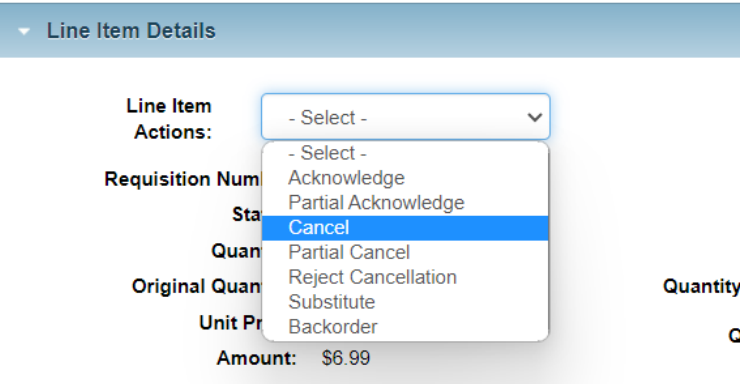

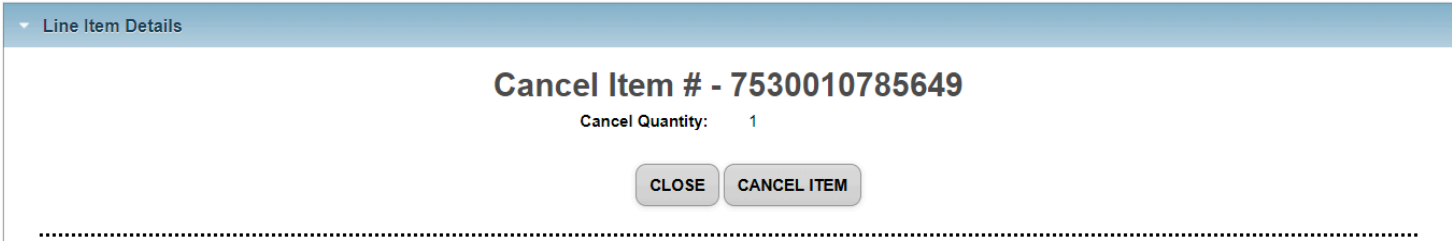
If the vendor determines they cannot satisfy a full or partial amount of a PO, then they can send a notification to GSA (and ultimately the customer) that they will fully or partially cancel the PO.

If a customer determines they no longer wish to have an item fully or partially fulfilled by a vendor, then they can submit a cancellation request. This may only be done if the vendor has not yet shipped the requested items and may require consultation with a GSA Contracting Officer. The customer cancellation request will be generated through OMS and will be uploaded to the Vendor Portal. The status of the PO will then indicate 'Cancel Requested' or 'Partial Cancel Requested' (the status may have originally indicated 'Sent to Vendor' or 'Acknowledged by Vendor'). If the status of the PO indicates 'Cancel Requested' or 'Partial Cancel', then the vendor will need to accept the request using the Vendor Portal. The same steps and guidance presented in this section will be used to accept the cancellation request.

Note: Vendors cannot cancel purchase orders in status of 'Invoiced'. If it is necessary to do so, please contact your Contracting Officer to have them execute a hard cancellation on the purchase order.

7.1 Full Cancellation

<p>Step 1: Open the Purchase Order to be canceled. (See section 'Search/Review' for details on how to search for an order)</p>	<div style="text-align: right;"> <p>Purchase Order: NMNJAD52E3N</p> <p>Purchase Order Status: Sent To Vendor</p> </div> <div style="text-align: center; margin-bottom: 10px;"> Acknowledge P.O. Print PDF Ship P.O. Refresh </div> <div style="border: 1px solid gray; padding: 5px;"> <p>Header Details</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Date of Order:</td> <td style="width: 30%;">Jul 10, 2023</td> <td style="width: 20%;">Inspection/Acceptance:</td> <td style="width: 20%;"> <input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin By Region </td> </tr> <tr> <td>Order Number:</td> <td>NMNJAD52E3N</td> <td></td> <td><input checked="" type="checkbox"/> Acceptance By 7 (days after delivery)</td> </tr> <tr> <td>From Address:</td> <td>GSA FAS 2QFA ONE WORLD TRADE CENTER 55TH FLOOR R NEW YORK, NY 100072140</td> <td>Modification No.:</td> <td>0</td> </tr> <tr> <td></td> <td></td> <td>FOB:</td> <td> <input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin <input type="checkbox"/> Inside Delivery <input checked="" type="checkbox"/> Tailgate Delivery </td> </tr> </table> </div>	Date of Order:	Jul 10, 2023	Inspection/Acceptance:	<input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin By Region	Order Number:	NMNJAD52E3N		<input checked="" type="checkbox"/> Acceptance By 7 (days after delivery)	From Address:	GSA FAS 2QFA ONE WORLD TRADE CENTER 55TH FLOOR R NEW YORK, NY 100072140	Modification No.:	0			FOB:	<input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin <input type="checkbox"/> Inside Delivery <input checked="" type="checkbox"/> Tailgate Delivery
Date of Order:	Jul 10, 2023	Inspection/Acceptance:	<input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin By Region														
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		FOB:	<input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin <input type="checkbox"/> Inside Delivery <input checked="" type="checkbox"/> Tailgate Delivery														

<p>Step 2: Scroll down to the 'Line-Item Details' section and select 'Cancel' from the Line-Item Actions drop down menu.</p>	 <p>The screenshot shows the 'Line Item Details' section. A dropdown menu is open under the 'Line Item Actions:' label. The menu options are: '- Select -', 'Acknowledge', 'Partial Acknowledge', 'Cancel' (highlighted in blue), 'Partial Cancel', 'Reject Cancellation', 'Substitute', and 'Backorder'. Other visible text includes 'Requisition Num', 'Sta', 'Quan', 'Original Quan', 'Unit Pr', 'Amount: \$6.99', and 'Quantity C'.</p>
<p>Step 3: Click 'Update Line Item'</p>	 <p>The screenshot shows a single button labeled 'UPDATE LINE ITEM'.</p>
<p>Step 4: On the next screen, click the 'Cancel Item' button.</p>	 <p>The screenshot shows a confirmation screen titled 'Cancel Item # - 7530010785649'. Below the title, it says 'Cancel Quantity: 1'. At the bottom, there are two buttons: 'CLOSE' and 'CANCEL ITEM'.</p>

<p>Step 5: A green confirmation message appears to confirm the cancellation. The Purchase Order Status updates to 'Canceled'.</p> <p>Note: <i>The status of the Purchase Order and Sales Order in OMS will also update to 'Cancelled'.</i></p>	<div style="display: flex; justify-content: space-between;"> Purchase Order: NMNJAD52E3N Purchase Order Status: Cancelled </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <ul style="list-style-type: none"> • Info - Cancel Line Item Successful </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Acknowledge P.O. Print PDF Ship P.O. Refresh </div> <div style="background-color: #e1f5fe; padding: 5px; margin-top: 5px;"> <p>▼ Header Details</p> </div>
<p>Step 6: (Optional) Scroll down to the 'Line-Item Details' to confirm the line 'Status' updates to 'Cancelled'.</p>	<div style="background-color: #e1f5fe; padding: 5px; margin-top: 5px;"> <p>▼ Line Item Details</p> </div> <div style="margin-top: 10px;"> <p>Requisition Number: 47K3AA31911884</p> <p>Status: Cancelled</p> <p>Quantity: 0</p> </div>

7.2 Partial Cancellation

<p>Step 1: Open the Purchase Order to be canceled. (See section ‘Search/Review’ for details on how to search for an order)</p>	<p style="text-align: right;">Purchase Order Status: Sent To Vendor</p> <p>Purchase Order: FMNJAG09B3F</p> <p style="text-align: center;"> Acknowledge P.O. Print PDF Ship P.O. Refresh </p> <p>Header Details</p> <p> Date of Order: Jul 10, 2023 Order Number: FMNJAG09B3F From Address: SOUTHWEST SUPPLY AND ACQ CTR 819 TAYLOR ST, RM 7A37 FORT WORTH, TX 76102 </p> <p> Inspection/Acceptance: <input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin By Region <input checked="" type="checkbox"/> Acceptance By 7 (days after delivery) </p> <p>Modification No.: 0</p>
<p>Step 2: Scroll down to the ‘Line-Item Details’ section and select ‘Partial Cancel’ from the Line-Item Actions drop down menu.</p>	<p>Line Item Details</p> <p> Line Item Actions: - Select - Requisition Num - Select - Sta Acknowledge Quan Partial Acknowledge Original Quan Partial Cancel Unit Pr Reject Cancellation Substitute Backorder Amount: \$27,548.38 </p>
<p>Step 3: Click ‘Update Line Item’</p>	<p style="text-align: center;">UPDATE LINE ITEM</p>

<p>Step 4: In the text field, specify the desired quantity to cancel. Then, click the 'Partial Cancel Item' button.</p> <p>Note: <i>If a customer requested the PO be canceled, the status of the PO will indicate 'Cancel Requested'. If the vendor agrees to cancel the PO, then they will follow the steps in Accept Cancellation Request. If they request to cancel, then they will follow the steps in Reject Cancellation Request.</i></p>	<p>Purchase Order: FMNJAG09B3F Purchase Order Status: Sent To Vendor</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Line Item Details</p> <p style="text-align: center;">Partially Cancel Item # - FJSAPR007</p> <p style="text-align: center; color: red; font-size: small;">*Indicates required field.</p> <p>Cancel Quantity *: <input style="width: 60px;" type="text" value="311"/></p> <p style="text-align: center;"> CLOSE PARTIAL CANCEL ITEM </p> </div>
<p>Step 5: A green confirmation message displays at the top of the screen to confirm the partial cancellation.</p>	<p>Purchase Order: FMNJAG09B3F Purchase Order Status: Sent To Vendor</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p style="border: 1px solid #ccc; padding: 2px; color: green; font-weight: bold;">• Info - Partial Cancel Line Item Successful</p> <p style="text-align: center; margin-top: 10px;"> Acknowledge PO Print PDF Ship PO Refresh </p> </div>

Step 6: (Optional)
 Scroll down to the 'Line-Item Details', and confirm the line item 'Status' updates to reflect the partially canceled quantity.

Line Item Details

Line Item Actions: - Select -

Requisition Number: W81B9W319191WG

Status: Sent To Vendor

Quantity: 311

Original Quantity: 622

Unit Price: \$44.29

Amount: \$13,774.19

Item Number: FJSAPR007

Supplier Item ID:

Unit: EA

Quantity Remain to Ship: 311

Quantity Shipped: 0

Total Weight: 0.00 LBS

Total Cube:

Line Item Description:
 Offset Subbase Dust Hood For Mfr No...

Status Details:

Status	Quantity	Estimated Ship Date
Sent To Vendor	311	Jul 25, 2023
Cancelled	311	Jul 25, 2023

Instruction: No Line Item

7.3 Accept Cancellation Request

A vendor can accept a cancellation request in the Vendor Portal if a Purchase Order is in 'Cancel Requested' status. To accept a purchase order cancellation request, vendors should follow the steps outlined in section '[Full Cancellation](#)'.

7.4 Reject Cancellation Request

If a customer determines they no longer wish to have an item fully or partially fulfilled by a vendor, then they can submit a cancellation request. This may only be done if the vendor has not yet shipped the requested items and may require consultation with a GSA Contracting Officer. The customer cancellation request will be generated through OMS and will be uploaded to the Vendor Portal. The status of the PO will then indicate 'Cancel Requested' or 'Partial Cancel Requested' (the status may have originally indicated 'Sent to Vendor' or 'Acknowledged by Vendor'). If the status of the PO indicates 'Cancel Requested' or 'Partial Cancel Requested', then the vendor can reject the request using the Vendor Portal. This section provides steps and guidance for rejecting a cancellation request in the Vendor Portal.

<p>Step 1: Open the Purchase Order with 'Cancel Requested' status.</p>	<p>Purchase Order: JMNJA598P3J Purchase Order Status: Cancel Requested</p> <p style="text-align: center;"> <input type="button" value="Acknowledge P.O."/> <input type="button" value="Print PDF"/> <input type="button" value="Ship P.O."/> <input type="button" value="Refresh"/> </p> <p>▼ Header Details</p>
<p>Step 2: Scroll down to 'Line-Item Details' and select 'Reject Cancellation' from the drop-down menu.</p>	<p>▼ Line Item Details</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px;"> <p>Line Item Actions: ▼</p> <ul style="list-style-type: none"> - Select - Acknowledge Partial Acknowledge Cancel Partial Cancel <li style="background-color: #0070c0; color: white;">Reject Cancellation Substitute Backorder </div>
<p>Step 3: Click 'Update Line Item'</p>	<p style="text-align: center;"><input type="button" value="UPDATE LINE ITEM"/></p>

<p>Step 4: Confirm the 'Line-Item Details' are correct, and click the 'Reject Cancellation' button.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #e0f0ff; padding: 5px; margin-bottom: 10px;"> Line Item Details </div> <div style="text-align: center; margin-bottom: 10px;"> <h3>Reject Cancellation Request Item # - 7530013352623</h3> </div> <div style="text-align: center; margin-bottom: 10px;"> CLOSE REJECT CANCELLATION </div> <hr style="border-top: 1px dashed #000;"/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Requisition Number: WK4GF330227N04</p> <p>Status: Cancel Requested</p> <p>Quantity: 5</p> <p>Original Quantity: 5</p> <p>Unit Price: \$58.05</p> <p>Amount: \$290.25</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Item Number: 7530013352623</p> <p>Supplier Item ID:</p> <p>Unit: BX</p> <p>Quantity Remain to Ship: 5</p> <p>Quantity Shipped: 0</p> <p>Total Weight: 250.00 LBS</p> <p>Total Cube: 5.50</p> </td> </tr> </table> <p><small>Line Item Description:</small></p> </div>	<p>Requisition Number: WK4GF330227N04</p> <p>Status: Cancel Requested</p> <p>Quantity: 5</p> <p>Original Quantity: 5</p> <p>Unit Price: \$58.05</p> <p>Amount: \$290.25</p>	<p>Item Number: 7530013352623</p> <p>Supplier Item ID:</p> <p>Unit: BX</p> <p>Quantity Remain to Ship: 5</p> <p>Quantity Shipped: 0</p> <p>Total Weight: 250.00 LBS</p> <p>Total Cube: 5.50</p>
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<p>Step 5: A green confirmation message appears at the top of the screen indicating successful rejection.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> Purchase Order: JMNJA598P3J Purchase Order Status: Acknowledged By Vendor </div> <div style="margin-bottom: 10px;"> <ul style="list-style-type: none"> • Info - Reject Cancellation Line Item Successful </div> <div style="display: flex; justify-content: space-between;"> Acknowledge P.O. Print PDF Ship P.O. Refresh </div> </div>		

8 Submit Backorder Request

If the vendor determines they cannot satisfy a full or partial quantity by the PO Deliver By/Ship By date, then they can send a notification to GSA (and ultimately the customer) that they wish to fill the order later (i.e., generate a Back Order request).

Note: On receipt of a valid backorder request, the new PO Estimated Ship Date will be communicated to the customer. The actual PO Deliver/Ship By date will not be updated through the use of a backorder request. A valid backorder means that the backorder date is a date past the PO Deliver/Ship by date and for the same quantity which is on the PO.

This section provides steps and guidance for using the Vendor Portal to generate a backorder request and shows the full backorder process. A vendor can also choose to partially backorder line items.

<p>Step 1: Open the relevant Purchase Order</p>	<p>Purchase Order: MMNJAZ78B4M Purchase Order Status: Sent To Vendor</p> <p style="text-align: center;"> <input type="button" value="Acknowledge P.O."/> <input type="button" value="Print PDF"/> <input type="button" value="Ship P.O."/> <input type="button" value="Refresh"/> </p> <p>▼ Header Details</p>
<p>Step 2: Scroll down to the 'Line-Item Details' section.</p> <p>In the 'Line Item Actions' field, select 'Backorder' from the drop-down menu.</p>	<p>▼ Line Item Details</p> <p>Line Item Actions:</p> <ul style="list-style-type: none"> - Select - Acknowledge Partial Acknowledge Cancel Partial Cancel Reject Cancellation Substitute Backorder <p>Requisition Number: 1212140528JJ06</p>
<p>Step 3: Click 'Update Line Item'</p>	<p style="text-align: center;"><input type="button" value="UPDATE LINE ITEM"/></p>

<p>Step 4: In the 'Back Order Quantity' field, enter the desired quantity to be backordered (this can be the full amount of the line or a partial amount).</p> <p>In the 'Estimated Ship Date' field, enter the new estimated ship date (Date Format = MM/DD/YYYY).</p> <p>Note: If the user is requesting a backorder, the date provided must be <u>after</u> the PO Deliver/Ship By date.</p>	<div style="border: 1px solid black; padding: 10px;"> <div style="background-color: #e1f5fe; padding: 5px; margin-bottom: 10px;"> Line Item Details </div> <h3 style="text-align: center; margin: 0;">Request to Back Order Item # - 5180015848643</h3> <p style="text-align: center; font-size: 0.8em; color: red;">*Indicates required field.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">Back Order Quantity *:</div> <input style="width: 20%; border: 1px solid #ccc;" type="text" value="30"/> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">Estimated Ship Date *:</div> <input style="width: 20%; border: 1px solid #ccc;" type="text" value="06/13/2024"/> </div> </div>
<p>Step 5: Click 'Request Backorder' button.</p>	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <div style="background-color: #a1887f; color: white; padding: 10px 20px; border-radius: 5px; display: inline-block; cursor: pointer;">REQUEST BACKORDER</div> </div>
<p>Step 6: A green confirmation message displays to confirm the backorder request submission and the order status updates.</p>	<div style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div>Purchase Order: MMNJAZ78B4M</div> <div>Purchase Order Status: Partially Acknowledged By Vendor</div> </div> <div style="margin-bottom: 10px;"> <ul style="list-style-type: none"> <li style="color: green; font-size: 0.9em;">• Info - Backorder Line Item Successful </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 22%; background-color: #a1887f; color: white; padding: 5px; text-align: center; border-radius: 5px;">Acknowledge P.O.</div> <div style="width: 22%; background-color: #a1887f; color: white; padding: 5px; text-align: center; border-radius: 5px;">Print PDF</div> <div style="width: 22%; background-color: #a1887f; color: white; padding: 5px; text-align: center; border-radius: 5px;">Ship P.O.</div> <div style="width: 22%; background-color: #a1887f; color: white; padding: 5px; text-align: center; border-radius: 5px;">Refresh</div> </div> </div>

Step 7: (Optional)

View 'Purchase Order Notes Instructions' to confirm the backorder request was received by GSA.

Note: In this example the note displayed in the screenshot indicates that the backorder request has been received and accepted.

Header Details			
Date of Order:	May 30, 2024		
Order Number:	MMNJAZ78B4M		
From Address:	ACQUISITION DIVISION 2300 Main Street, 6th floor KANSAS CITY MO 641082416		
Administration By:	<input type="checkbox"/> Above Office	<input checked="" type="checkbox"/> 5	
Vendor Will:	<input checked="" type="checkbox"/> Deliver	<input type="checkbox"/> Ship	
Deliver By:	<input checked="" type="checkbox"/> Jun 7, 2024 Or Sooner	<input type="checkbox"/> See Note in Description	
Ship To/ Required Marking:	USDA FOREST SERVICE MAINE FOREST SERVICE STATE HOUSE 22 AMHI COMPLEX HARLOW BLDG RM 202 AUGUSTA ME 04333 AUGUSTA, ME 04333		
Consignee:	121214		
Mark For:	PROJ:0	PRI: 08	RDD: 2
Inspection/Acceptance:	<input checked="" type="checkbox"/> Destination	<input type="checkbox"/> Origin By Region	
	<input checked="" type="checkbox"/> Acceptance By 7 (days after delivery)		
Modification No.:	0		
FOB:	<input checked="" type="checkbox"/> Destination	<input type="checkbox"/> Origin	
	<input type="checkbox"/> Inside Delivery	<input checked="" type="checkbox"/> Tailgate Delivery	
GBL Number:			
To Contractor:	(SJL9Q452QBL5) IDSC HOLDINGS LLC 2801 80TH ST KENOSHA, WI 53143-5656		
	<input type="checkbox"/> Remittance address differs		
Contract Number:	47QSHA18C0002		
Store:			
Purchase Order Notes Instructions:	Backorder request was received and accepted. By user 'SarahABartels') MARKING IAW MIL-STD 129 IS REQUIRED.		

Step 8: (Optional)
 Scroll down to 'Line-Item Details', and confirm the Status Details have been updated with the new Estimated Ship Date for the backordered quantity.

***Note:** The vendor still must acknowledge the Purchase Order and enter shipment details for the Purchase Order to complete the Purchase Order management process. If the backorder request is rejected, the Status will be 'Canceled'*

Line Item Details

Line Item Actions: - Select -

Requisition Number: 1212140528JJ06

Status: Partially Acknowledged By Vendor

Quantity: 102

Original Quantity: 102

Unit Price: \$1.47

Amount: \$149.94

Line Item Description: FRS P/N FRS Tool Load

Status Details:

Status	Quantity	Estimated Ship Date
Sent To Vendor	72	Jun 12, 2024
Acknowledged By Vendor	30	Jun 13, 2024

Item Supply

Quantity Remain

Quantity Total

In:


8.1 Mass Backorder Submission

Vendor Portal allows vendors to enter multiple backorders in a single process using the file upload functionality. The below steps will guide vendors through the mass backorder process.

Step 1:
 Select the "Purchase Order Management" tab from the menu ribbon

Purchase Order Management

<p>Step 2: Use the 'Search Criteria' panel to enter the appropriate search criteria for the purchase orders to be backordered, then click "Update Search"</p>	<h3 style="margin-top: 0;">Search Criteria</h3> <p>Purchase Order #: <input type="text"/></p> <p>Item ID/NSN: <input type="text"/></p> <p>Order Date Range: (MM/DD/YYYY)</p> <p>Order Date From: <input type="text"/></p> <p>Order Date To: <input type="text"/></p> <p>Amend Date Range: (MM/DD/YYYY)</p> <p>Amend Date From: <input type="text"/></p> <p>Amend Date To: <input type="text"/></p> <p>Purchase Order Contract #: <input type="text"/></p> <p>Purchase Order Status: <input type="text" value="Sent to Vendor"/></p> <p style="text-align: center; margin-top: 10px;">Update Search</p>																														
<p>Step 3: Under the search results, mark the boxes for the purchase orders which backorders will be entered against. Then, click "Download PO CSV"</p> <p>Note: Users can select up to one full page of orders (60) to be downloaded in the CSV.</p>	<div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> Acknowledge P.O. Download PO 3186 Download PO CSV Ship POs </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #333; color: white;"> <th style="width: 30px;"><input type="checkbox"/></th> <th style="width: 20%;">PO Number</th> <th style="width: 15%;">PO Date</th> <th style="width: 15%;">PO Status</th> <th style="width: 15%;">PO Value</th> <th style="width: 5%;">Amend</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>NMNJM927X4N</td> <td>Dec 12, 2023</td> <td>Sent To Vendor</td> <td>\$2,327.80</td> <td></td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>NMNJM929A4N</td> <td>Dec 12, 2023</td> <td>Sent To Vendor</td> <td>\$205.80</td> <td></td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>NMNJM928Z4N</td> <td>Dec 12, 2023</td> <td>Sent To Vendor</td> <td>\$29.80</td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>NMNJM928Y4N</td> <td>Dec 12, 2023</td> <td>Sent To Vendor</td> <td>\$8.64</td> <td></td> </tr> </tbody> </table>	<input type="checkbox"/>	PO Number	PO Date	PO Status	PO Value	Amend	<input checked="" type="checkbox"/>	NMNJM927X4N	Dec 12, 2023	Sent To Vendor	\$2,327.80		<input checked="" type="checkbox"/>	NMNJM929A4N	Dec 12, 2023	Sent To Vendor	\$205.80		<input checked="" type="checkbox"/>	NMNJM928Z4N	Dec 12, 2023	Sent To Vendor	\$29.80		<input type="checkbox"/>	NMNJM928Y4N	Dec 12, 2023	Sent To Vendor	\$8.64	
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<input type="checkbox"/>	NMNJM928Y4N	Dec 12, 2023	Sent To Vendor	\$8.64																											

<p>Step 4: The user is prompted to save the PO CSV file. Click 'Save' to proceed.</p> <p>The file will then be accessible on the user's device.</p>																																																																							
<p>Step 5: Within the CSV, enter updates to the Action, AckQty and BackOrderDate fields for each order line that a backorder will be submitted for. Please ensure your date formats are MM/DD/YYYY. Save the file once complete.</p> <p>See section Data Requirements (8.1.1) for csv data requirements.</p>	<table border="1"> <thead> <tr> <th>Action</th> <th>AckQty</th> <th>BackOrderDate</th> <th>Carrier</th> <th>TrackingNo</th> <th>ActualShipmentDate</th> <th>Order Number</th> </tr> </thead> <tbody> <tr> <td>Backorder</td> <td>5</td> <td>12/26/2023</td> <td></td> <td></td> <td></td> <td>NMN-J-M927X-4N</td> </tr> <tr> <td>Backorder</td> <td>4</td> <td>12/26/2023</td> <td></td> <td></td> <td></td> <td>NMN-J-M927X-4N</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>NMN-J-M927X-4N</td> </tr> <tr> <td>Backorder</td> <td>5</td> <td>12/18/2023</td> <td></td> <td></td> <td></td> <td>NMN-J-M927X-4N</td> </tr> <tr> <td>Backorder</td> <td>3</td> <td>12/21/2023</td> <td></td> <td></td> <td></td> <td>NMN-J-M929A-4N</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>NMN-J-M929A-4N</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>NMN-J-M928Z-4N</td> </tr> <tr> <td>Backorder</td> <td>8</td> <td>12/18/2023</td> <td></td> <td></td> <td></td> <td>NMN-J-M928W-4N</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>NMN-J-M928W-4N</td> </tr> </tbody> </table>	Action	AckQty	BackOrderDate	Carrier	TrackingNo	ActualShipmentDate	Order Number	Backorder	5	12/26/2023				NMN-J-M927X-4N	Backorder	4	12/26/2023				NMN-J-M927X-4N							NMN-J-M927X-4N	Backorder	5	12/18/2023				NMN-J-M927X-4N	Backorder	3	12/21/2023				NMN-J-M929A-4N							NMN-J-M929A-4N							NMN-J-M928Z-4N	Backorder	8	12/18/2023				NMN-J-M928W-4N							NMN-J-M928W-4N
Action	AckQty	BackOrderDate	Carrier	TrackingNo	ActualShipmentDate	Order Number																																																																	
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Backorder	8	12/18/2023				NMN-J-M928W-4N																																																																	
						NMN-J-M928W-4N																																																																	

Step 6:
Return to the Purchase Order Management screen and select the "Upload File" tab.
Select the updated csv file and click "Upload."

Note: Consolidation of multiple downloaded csv files into a single upload file is **not** recommended

8.1.1 Data Requirements

Column Title	Accepted Values	Format/Notes
Action	Ship Acknowledge Cancel Backorder Substitute	Action values are not case sensitive. <i>*Mandatory for each order line being updated</i>
AckQty		Whole integers only; no decimals accepted. Must be less than or equal to value in the "Quantity" column. <i>*Required for ALL Actions</i>
BackOrderDate		Must be the current or future date.

		<p>Must use one of the following date formats:</p> <ul style="list-style-type: none">• MM/DD/YYYY• M/DD/YYYY• YYYY-MM-DD <p><i>*Only required for "backorder" action</i></p>
--	--	--

9 Submit Substitution Request

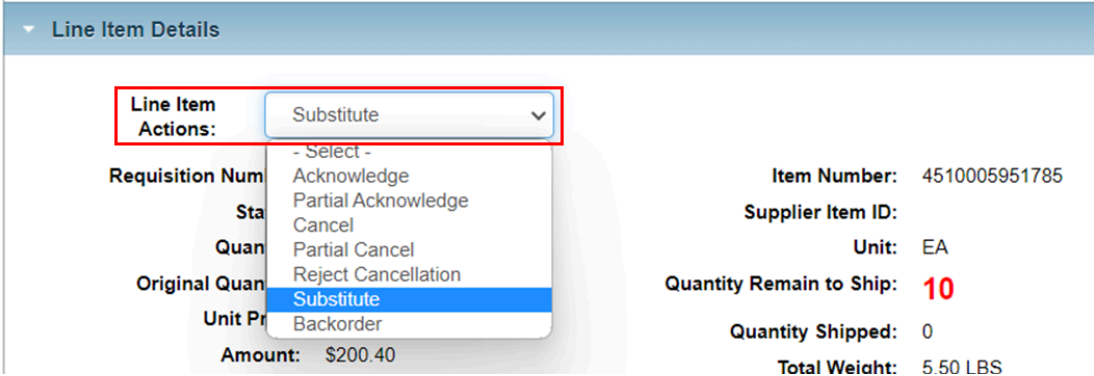

If the vendor determines they cannot satisfy a full or partial amount of a PO with the item requested by the customer, then they can send a notification to GSA (and ultimately the customer) that they wish to fill the order with a substitute item.

Note: If the PO includes a GSA Advice Code indicating the vendor may not fulfill the PO with a substitute item, then after the vendor generates the substitution request the PO will automatically cancel. If there is no such Advice Code appearing on the PO, then the request will result in an Alert (or notification) being sent to a GSA Contracting Officer who will review the request and either accept or reject it. If the request is accepted, the PO can be filled with the substitute item and the vendor will need to acknowledge the PO and enter shipment details within the required dates; if the request is rejected, the PO will be canceled. Vendors may only request substitute items if their contract with GSA allows.

This section provides steps and guidance for using the Vendor Portal to generate a substitute item request.

Do NOT use a substitution request to reflect an increase in cost. Vendors must contact their Contracting Officer on the PO to discuss any modifications concerning price, item availability or shipping concerns.

<p>Step 1: Open the relevant Purchase Order</p>	<div style="display: flex; justify-content: space-between;"> Purchase Order: JMNJCT67J3J Purchase Order Status: Sent To Vendor </div> <div style="display: flex; justify-content: center; margin-top: 10px;"> Acknowledge P.O. Print PDF Ship P.O. Refresh </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="background-color: #e0f0ff; padding: 2px;">Header Details</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Date of Order:</td> <td style="width: 30%;">Jul 20, 2023</td> <td style="width: 30%;">Inspection/Acceptance:</td> <td style="width: 10%;"><input checked="" type="checkbox"/> Destination</td> <td style="width: 10%;"><input type="checkbox"/> Origin By Region</td> </tr> <tr> <td>Order Number:</td> <td>JMNJCT67J3J</td> <td></td> <td><input checked="" type="checkbox"/> Acceptance By 7 (days after delivery)</td> <td></td> </tr> <tr> <td>From Address:</td> <td>GSS INTERNAL AND EMERGENCY ACQUISIT 1800 F ST. NW</td> <td>Modification No.:</td> <td>0</td> <td></td> </tr> </table> </div>	Date of Order:	Jul 20, 2023	Inspection/Acceptance:	<input checked="" type="checkbox"/> Destination	<input type="checkbox"/> Origin By Region	Order Number:	JMNJCT67J3J		<input checked="" type="checkbox"/> Acceptance By 7 (days after delivery)		From Address:	GSS INTERNAL AND EMERGENCY ACQUISIT 1800 F ST. NW	Modification No.:	0	
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From Address:	GSS INTERNAL AND EMERGENCY ACQUISIT 1800 F ST. NW	Modification No.:	0													

<p>Step 2: Scroll down to the 'Line-Item Details' section. In the 'Line Item Actions' field, select 'Substitute' from the drop-down menu.</p> <p><i>Note: Confirm that the the correct line is being displayed. Purchase Orders may have one or multiple lines. This scenario illustrates a PO with one line. Step 3 is not necessary for a single line order.</i></p>	
<p>Step 3: Click 'Update Line Item'</p>	

<p>Step 4: In the 'Supplier Item ID#' field, enter the Item ID of the item or product which will be used as a substitute for the original item.</p> <p>In the 'Substitute Quantity' field, enter the 'Substitute Quantity' (this can be the full amount of the line or a partial amount).</p>	<p>Purchase Order: JMNJCT67J3J Purchase Order Status: Sent To Vendor</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Line Item Details</p> <p style="text-align: center;">Request to Substitute Item # - 4510005951785</p> <p style="text-align: center;"><small>*Indicates required field.</small></p> <div style="border: 2px solid red; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Supplier Item ID# *: <input type="text" value="654321123"/></p> <p>Substitute Quantity *: <input type="text" value="10"/></p> </div> <p style="text-align: center;"> <input type="button" value="CLOSE"/> <input type="button" value="SUBSTITUTE"/> </p> </div>
<p>Step 5: Click the 'Substitute' button</p>	<div style="text-align: center; margin-top: 20px;"> <input type="button" value="SUBSTITUTE"/> </div>

Step 6:

Users are redirected to the Purchase Order Detail screen, where a green message appears at the top of the screen indicating the substitute request was processed successfully.

Users may also view 'Purchase Order Notes Instructions' to confirm the substitute item request was received by GSA and an alert was created for manual review.

Note: The substitute item request will be reviewed by a GSA Contracting Officer and either accepted or rejected. If the request is approved, a new entry will appear in the 'Purchase Order Notes Instructions' box. If the request is rejected, a message indicating this will appear in the same field, and the 'Purchase Order Status' will indicate 'Canceled' (i.e., the PO will be canceled by the Contracting Officer).

Purchase Order: JMNJCT67J3J

Purchase Order Status: Sent To Vendor

• Info - Substitute Line Item Successful

Acknowledge P.O.

Print PDF

Ship P.O.

Refresh

Header Details

Date of Order: Jul 20, 2023	Inspection/Acceptance: <input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin By Region
Order Number: JMNJCT67J3J	<input checked="" type="checkbox"/> Acceptance By 7 (days after delivery)
From Address: GSS INTERNAL AND EMERGENCY ACQUISIT 1800 F ST. NW WASHINGTON DC 20405	Modification No.: 0
Administration By: <input type="checkbox"/> Above Office <input checked="" type="checkbox"/> 1	FOB: <input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin
Vendor Will: <input checked="" type="checkbox"/> Deliver <input type="checkbox"/> Ship	<input type="checkbox"/> Inside Delivery <input checked="" type="checkbox"/> Tailgate Delivery
Deliver By: Jul 25, 2023 <input checked="" type="checkbox"/> Or Sooner <input type="checkbox"/> See Note in Description	GBL Number:
Ship To/ Required Marking: EURO IFMS FLEET FIELD SUPPOT OFC STUTTART-ROBINSON BARRACKS HEIDLOCH STRASSE, BLDG 193 70376 STUTTART DE STUTTART, 00000	To Contractor: (YLE5AAYNVPK6) <input type="checkbox"/> Remittance address differs NOBLE SALES CO., INC. 302 WEYMOUTH ST ROCKLAND, MA 02370-1171
Consignee: 47K4A6	Contract Number: 47QSCC18D0001
Mark For: PROJ:MP5 PRI: 14 RDD:	Store:

Purchase Order Notes Instructions:

Substitution request was received for PO line #1, Requisition #47K4A623072042, Item #4510005951785, UOM #EA and alert was created for manual review. (By user 'SarahABartels')
If the total weight is 10,000 lbs or the volume is 800 cu ft, please call 817-850-8484 or email

After confirming the 'Supplier Item ID' field is correctly populated in the Line Item Details section, users may proceed with the Acknowledgement and Shipment processes noted in the earlier sections of this Guide.

The vendor still must acknowledge the PO and enter shipment details for the PO to complete the PO management process

10 Manage Shipment Information

Vendor Portal users can mark one or multiple Purchase Orders currently in an Acknowledged by Vendor status as shipped in the Vendor Portal


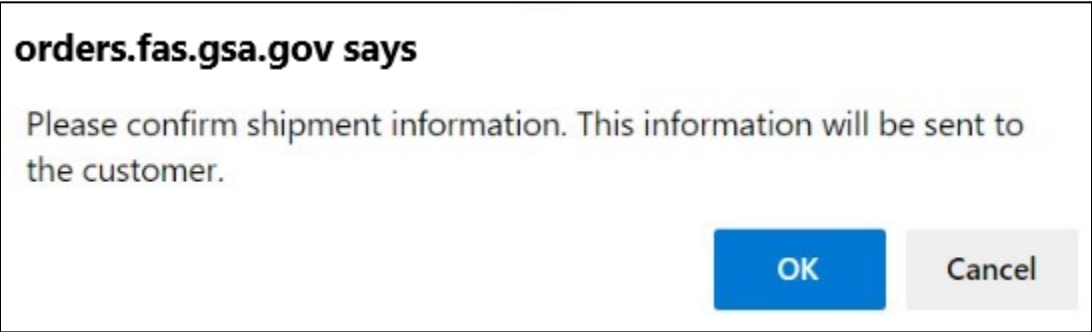
Note: Vendor Portal users can move the status of orders to 'Shipped' without having to first acknowledge these orders.

Vendors do not need to enter the shipment details immediately after acknowledging the PO. However, it is expected the vendor will enter the shipment details within at least 24 hours of the RDD (if not sooner). If the vendor cannot meet the RDD, then they may generate a Backorder request (see the "[Submit Backorder Request](#)" section of this Guide). If the vendor cannot fulfill the PO with the requested item, they may generate a Substitute Item request (see the "[Submit Substitution Request](#)" section of this Guide).

10.1 Enter Shipment Information for Single Order

<p>Step 1: Open the Purchase Order for which you wish to add shipment information.</p>	<div style="text-align: right;"> Purchase Order: JMNJCT66S3J Purchase Order Status: Acknowledged By Vendor </div> <div style="text-align: center; margin-top: 10px;"> Acknowledge P.O. Print PDF Ship P.O. Refresh </div> <div style="background-color: #e6f2ff; padding: 5px; margin-top: 5px;"> Header Details </div> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 30%;">Date of Order:</td> <td style="width: 30%;">Jul 20, 2023</td> <td style="width: 20%;">Inspection/Acceptance:</td> <td style="width: 20%;"> <input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin By Region </td> </tr> <tr> <td>Order Number:</td> <td>JMNJCT66S3J</td> <td></td> <td><input checked="" type="checkbox"/> Acceptance By 7 (days after delivery)</td> </tr> <tr> <td>From Address:</td> <td>GSS INTERNAL AND EMERGENCY ACQUISIT</td> <td>Modification No.:</td> <td>0</td> </tr> </table>	Date of Order:	Jul 20, 2023	Inspection/Acceptance:	<input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin By Region	Order Number:	JMNJCT66S3J		<input checked="" type="checkbox"/> Acceptance By 7 (days after delivery)	From Address:	GSS INTERNAL AND EMERGENCY ACQUISIT	Modification No.:	0
Date of Order:	Jul 20, 2023	Inspection/Acceptance:	<input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin By Region										
Order Number:	JMNJCT66S3J		<input checked="" type="checkbox"/> Acceptance By 7 (days after delivery)										
From Address:	GSS INTERNAL AND EMERGENCY ACQUISIT	Modification No.:	0										
<p>Step 2: Next, click 'Purchase Order Shipments' to enter shipment information.</p>	<div style="border: 1px solid gray; padding: 10px; margin-top: 10px;"> <p style="margin: 0;">Back to Search Results</p> <p style="margin: 0;">Purchase Order Details</p> <p style="margin: 0; border: 2px solid red; padding: 2px;">Purchase Order Shipments</p> <p style="margin: 0;">Purchase Order Events</p> </div>												

<p>Step 3: The 'Purchase Order Shipments' page will open. Click 'Create New Shipment'.</p> <p><i>Note: If this is the first time entering a shipment for the PO, a warning message will appear. Once a shipment is entered, this message will no longer appear.</i></p>	<p>Purchase Order: JMNJCT66S3J Purchase Order Status: Acknowledged By Vendor</p> <ul style="list-style-type: none"> Warning - Purchase Order Shipments not Found. <hr/> <p>Shipments</p> <table border="1"> <thead> <tr> <th>Shipment Number</th> <th>ESD</th> <th>Ship Date</th> <th>Shipment Type</th> <th>Carrier</th> <th>TCN</th> <th>Tracking Number</th> <th>Shipment Status</th> </tr> </thead> <tbody> <tr> <td colspan="8" style="text-align: right;"> <input type="button" value="Create New Shipment"/> </td> </tr> </tbody> </table>	Shipment Number	ESD	Ship Date	Shipment Type	Carrier	TCN	Tracking Number	Shipment Status	<input type="button" value="Create New Shipment"/>							
Shipment Number	ESD	Ship Date	Shipment Type	Carrier	TCN	Tracking Number	Shipment Status										
<input type="button" value="Create New Shipment"/>																	
<p>Step 4: On the 'Create New Shipment' screen, populate the required fields with shipment information.</p> <p>(The 'TCN #' field will default with the number formatted to include the Requisition Number + XXX)</p>	<p>Create New Shipment</p> <p>*Indicates required field.</p> <p>Actual Ship Date (ASD) *: <input type="text"/></p> <p>Carrier *: <input type="text"/></p> <p>TCN # *: <input type="text" value="47K4A623072028XXX"/></p> <p>Tracking Number *: <input type="text"/></p>																
<p>Step 5: Check the box next to the appropriate lines that are included in the shipment, and enter the quantity to be</p>	<table border="1"> <thead> <tr> <th></th> <th>REQ #</th> <th>ITEM ID#</th> <th>Description</th> <th>Quantity</th> <th>Ship Qty</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>47K4A623072028</td> <td>4510005951785</td> <td>FAUCET SINGLE CL 2 (DRUMAND BARREL) P/N 272080</td> <td>10</td> <td><input type="text" value="10"/></td> </tr> </tbody> </table>		REQ #	ITEM ID#	Description	Quantity	Ship Qty	<input checked="" type="checkbox"/>	47K4A623072028	4510005951785	FAUCET SINGLE CL 2 (DRUMAND BARREL) P/N 272080	10	<input type="text" value="10"/>				
	REQ #	ITEM ID#	Description	Quantity	Ship Qty												
<input checked="" type="checkbox"/>	47K4A623072028	4510005951785	FAUCET SINGLE CL 2 (DRUMAND BARREL) P/N 272080	10	<input type="text" value="10"/>												

<p>shipped in the 'Quantity Shipped' field.</p>	
<p>Step 6: Click 'Create Shipment'.</p> <p><i>Note: If a vendor ships a purchase order in two or more shipments, the quantity shipped can be updated accordingly (i.e., the first shipment includes two and the second shipment includes the remaining three). This will change the status of the SO and PO in OMS to Partial Shipped.</i></p>	
<p>Step 7: A popup will appear before the shipment successfully processes to confirm the entered shipment information is correct. Click 'OK' to proceed.</p>	 <p>orders.fas.gsa.gov says</p> <p>Please confirm shipment information. This information will be sent to the customer.</p> <p>OK Cancel</p>

<p>Step 8: A green message will appear at the top of the screen confirming the shipment confirmation has been processed. The 'Purchase Order Status' and 'Shipment Status' fields will also indicate 'Shipped'.</p>	<p>Purchase Order: JMNJCT66S3J Purchase Order Status: Shipped</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <ul style="list-style-type: none"> • Info - Entry of the Purchase Order Shipment Confirmation has been successfully processed. </div> <p>Shipments</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Shipment Number</th> <th>ESD</th> <th>Ship Date</th> <th>Shipment Type</th> <th>Carrier</th> <th>TCN</th> <th>Tracking Number</th> <th>Shipment Status</th> </tr> </thead> <tbody> <tr> <td>100175534</td> <td>Sep 30, 2023</td> <td>Jul 27, 2023</td> <td></td> <td>USPS</td> <td>47K4A623072028XXX</td> <td>9400100000000000000000</td> <td>Shipped</td> </tr> </tbody> </table>	Shipment Number	ESD	Ship Date	Shipment Type	Carrier	TCN	Tracking Number	Shipment Status	100175534	Sep 30, 2023	Jul 27, 2023		USPS	47K4A623072028XXX	9400100000000000000000	Shipped
Shipment Number	ESD	Ship Date	Shipment Type	Carrier	TCN	Tracking Number	Shipment Status										
100175534	Sep 30, 2023	Jul 27, 2023		USPS	47K4A623072028XXX	9400100000000000000000	Shipped										
<p>Step 9: (Optional) Users may also review and confirm the actions taken on the Purchase Order by viewing the 'Purchase Order Events' page.</p>	<div style="border: 1px solid gray; padding: 10px; margin-bottom: 10px;"> <p>Back to Search Results</p> <p>Purchase Order Details</p> <p>Purchase Order Shipments</p> <p style="border: 2px solid red; padding: 2px;">Purchase Order Events</p> </div> <p>Purchase Order: JMNJCT66S3J Purchase Order Status: Shipped</p> <p>Events</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Event Type</th> </tr> </thead> <tbody> <tr> <td>Jul 24, 2023</td> <td>8:12:36 PM</td> <td>PO was acknowledged (By user 'SarahABartels')</td> </tr> <tr style="border: 2px solid red;"> <td>Jul 28, 2023</td> <td>9:48:42 PM</td> <td>Shipment '100175534' was created. (by user 'SarahABartels')</td> </tr> </tbody> </table>	Date	Time	Event Type	Jul 24, 2023	8:12:36 PM	PO was acknowledged (By user 'SarahABartels')	Jul 28, 2023	9:48:42 PM	Shipment '100175534' was created. (by user 'SarahABartels')							
Date	Time	Event Type															
Jul 24, 2023	8:12:36 PM	PO was acknowledged (By user 'SarahABartels')															
Jul 28, 2023	9:48:42 PM	Shipment '100175534' was created. (by user 'SarahABartels')															

10.2 Enter Shipment Information for Multiple Orders

Vendor Portal users can add shipment information for multiple purchase orders using the 'Create Shipment' button on the Purchase Order List page via the Vendor Portal UI. A Purchase Order eligible for shipment must be in an open status state (any status before Shipped or Invoiced). Users can input the same shipment information across multiple purchase orders and can also input either the same or different information for multiple lines within a purchase order via checkboxes on the UI.

<p>Step 1: When searching Purchase Orders, click the checkboxes next to the Purchase Orders you wish to enter shipment information for, then click 'Ship POs'.</p>	<h4>Search Results</h4> <p> <input type="button" value="Acknowledge P.O."/> <input type="button" value="Download PO 3186"/> <input type="button" value="Download PO CSV"/> <input checked="" type="button" value="Ship POs"/> </p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>PO Number</th> <th>PO Date</th> <th>PO Status</th> <th>PO Value</th> <th>Amend Date</th> <th>Transacti</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>FMNJHV47B3F</td> <td>Jun 23, 2023</td> <td>Sent To Vendor</td> <td>\$50.00</td> <td></td> <td>New</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>FMNJHV47A3F</td> <td>Jun 22, 2023</td> <td>Sent To Vendor</td> <td>\$112.50</td> <td></td> <td>New</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>GMNKG257W3G</td> <td>Jun 22, 2023</td> <td>Sent To Vendor</td> <td>\$184.99</td> <td></td> <td>New</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>NMNJM639K3N</td> <td>Jun 22, 2023</td> <td>Sent To Vendor</td> <td>\$3.21</td> <td></td> <td>New</td> </tr> <tr> <td><input type="checkbox"/></td> <td>JMNJCT38T3J</td> <td>Jun 22, 2023</td> <td>Sent To Vendor</td> <td>\$243.60</td> <td></td> <td>New</td> </tr> </tbody> </table>	<input type="checkbox"/>	PO Number	PO Date	PO Status	PO Value	Amend Date	Transacti	<input checked="" type="checkbox"/>	FMNJHV47B3F	Jun 23, 2023	Sent To Vendor	\$50.00		New	<input checked="" type="checkbox"/>	FMNJHV47A3F	Jun 22, 2023	Sent To Vendor	\$112.50		New	<input checked="" type="checkbox"/>	GMNKG257W3G	Jun 22, 2023	Sent To Vendor	\$184.99		New	<input checked="" type="checkbox"/>	NMNJM639K3N	Jun 22, 2023	Sent To Vendor	\$3.21		New	<input type="checkbox"/>	JMNJCT38T3J	Jun 22, 2023	Sent To Vendor	\$243.60		New
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<p>Step 2: In the Purchase Order Bulk Shipment screen, select the relevant lines to be updated by marking the corresponding checkboxes.</p>	<h4>Create Shipments</h4> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>PO Number</th> <th>Line #</th> <th>REQ #</th> <th>ITEM ID#</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>FMNJHV47B3F</td> <td>1</td> <td>W55AFR0623JJ01</td> <td>REG003AATESTITEM</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>FMNJHV47A3F</td> <td>1</td> <td>W55AFR0622JJ01</td> <td>REG003AATESTITEM</td> </tr> <tr> <td><input type="checkbox"/></td> <td>GMNKG257W3G</td> <td>1</td> <td>FB206503062201</td> <td>TL3A0000Z85912039PT68</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>NMNJM639K3N</td> <td>1</td> <td>W908G731730YBG</td> <td>7530013352623</td> </tr> </tbody> </table>	<input type="checkbox"/>	PO Number	Line #	REQ #	ITEM ID#	<input checked="" type="checkbox"/>	FMNJHV47B3F	1	W55AFR0623JJ01	REG003AATESTITEM	<input checked="" type="checkbox"/>	FMNJHV47A3F	1	W55AFR0622JJ01	REG003AATESTITEM	<input type="checkbox"/>	GMNKG257W3G	1	FB206503062201	TL3A0000Z85912039PT68	<input checked="" type="checkbox"/>	NMNJM639K3N	1	W908G731730YBG	7530013352623																	
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<input checked="" type="checkbox"/>	NMNJM639K3N	1	W908G731730YBG	7530013352623																																							

<p>Step 3: Update the 'Carrier' and 'Tracking' fields for each selected line.</p>	<table border="1"> <thead> <tr> <th>Carrier</th> <th>Tracking Number</th> </tr> </thead> <tbody> <tr> <td>USPS</td> <td>940010000000000000</td> </tr> <tr> <td>FedEx</td> <td>92612999910998342</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>FedEx</td> <td>92748999910998359</td> </tr> </tbody> </table>	Carrier	Tracking Number	USPS	940010000000000000	FedEx	92612999910998342			FedEx	92748999910998359
Carrier	Tracking Number										
USPS	940010000000000000										
FedEx	92612999910998342										
FedEx	92748999910998359										
<p>Step 4: Save the information by clicking 'Create Shipment'.</p>	<p style="text-align: center;">Create Shipment</p>										
<p>Step 5: A popup will appear before the shipment successfully processes to confirm the entered shipment information is correct. Click 'OK' to proceed.</p>	<div style="border: 1px solid black; padding: 10px;"> <p>orders.fas.gsa.gov says</p> <p>Please confirm shipment information. This information will be sent to the customer.</p> <p style="text-align: right;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>										

Step 6:

A green confirmation message will appear at the top of the screen and PO statuses for the selected orders will show 'Shipped'

• Info - Shipments have been successfully processed.

Purchase Order Search

File Upload

Search Criteria

Purchase Order #:

Item ID/NSN:

Order Date Range: (MM/DD/YYYY)

Order Date From:

Order Date To:

Amend Date Range: (MM/DD/YYYY)

Amend Date From:

Search Results

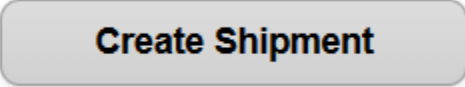
Acknowledge P.O.
Download PO 3186
Download PO CSV
Ship POs

	PO Number	PO Date	PO Status	PO Value	Amend Date	Trans
<input type="checkbox"/>	FMNJHV47B3F	Jun 23, 2023	Shipped	\$50.00		New
<input type="checkbox"/>	FMNJHV47A3F	Jun 22, 2023	Shipped	\$112.50		New
<input type="checkbox"/>	NMNJM639K3N	Jun 22, 2023	Shipped	\$3.21		New

10.3 Store Pickup Functionality

Retail Store orders in either Sent to Vendor or Acknowledged by Vendor status can utilize the Store Pickup button in the Vendor Portal. If a Retail Store order is in Sent to Vendor status, then the Purchase Order must be acknowledged by a vendor first before proceeding. For Retail Store Items, fulfillment methods cannot be mixed. For example, if the total Retail Store order has a quantity of 20, then Carrier Number and Tracking Number information cannot be added for a quantity of 10, while the remaining quantity of 10 is to be picked up in store. This section provides steps and guidance for using the Store Pickup button in the Vendor Portal. If you have questions about whether an order assigned to you is a Retail Store order or not, please contact your GSA Contracting Officer.

<p>Step 1: When searching Purchase Orders, select the relevant orders by marking the corresponding checkboxes, then click 'Ship POs'.</p> <p><i>Note: Purchase Orders in 'Sent to Vendor' status will need to be acknowledged by the vendor before proceeding.</i></p>	<h3>Search Results</h3> <p> <input type="button" value="Acknowledge P.O."/> <input type="button" value="Download PO 3186"/> <input type="button" value="Download PO CSV"/> <input type="button" value="Ship POs"/> </p> <table border="1"> <thead> <tr> <th><input checked="" type="checkbox"/></th> <th>PO Number</th> <th>PO Date</th> <th>PO Status</th> <th>PO Value</th> <th>Amend Date</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>GMNCAD11J2G</td> <td>Oct 26, 2021</td> <td>Acknowledged By Vendor</td> <td>\$157.05</td> <td></td> </tr> </tbody> </table>	<input checked="" type="checkbox"/>	PO Number	PO Date	PO Status	PO Value	Amend Date	<input checked="" type="checkbox"/>	GMNCAD11J2G	Oct 26, 2021	Acknowledged By Vendor	\$157.05	
<input checked="" type="checkbox"/>	PO Number	PO Date	PO Status	PO Value	Amend Date								
<input checked="" type="checkbox"/>	GMNCAD11J2G	Oct 26, 2021	Acknowledged By Vendor	\$157.05									
<p>Step 2: In the Purchase Order Bulk Shipment screen, check the boxes next to the Purchase Orders you would like to mark for Store Pickup.</p>	<h3>Create Shipments</h3> <table border="1"> <thead> <tr> <th><input checked="" type="checkbox"/></th> <th>PO Number</th> <th>Line #</th> <th>REQ #</th> <th>ITEM ID#</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>GMNCAD11J2G</td> <td>1</td> <td>N400851280X044</td> <td>TL3A22JM44</td> </tr> </tbody> </table>	<input checked="" type="checkbox"/>	PO Number	Line #	REQ #	ITEM ID#	<input checked="" type="checkbox"/>	GMNCAD11J2G	1	N400851280X044	TL3A22JM44		
<input checked="" type="checkbox"/>	PO Number	Line #	REQ #	ITEM ID#									
<input checked="" type="checkbox"/>	GMNCAD11J2G	1	N400851280X044	TL3A22JM44									
<p>Step 4: Check the box under 'Store Pickup'. The Carrier and Tracking Number information will automatically populate to 'STORE' and 'PICK'.</p>	<table border="1"> <thead> <tr> <th>Date</th> <th>Carrier</th> <th>Tracking Number</th> <th>Store Pickup</th> </tr> </thead> <tbody> <tr> <td>022</td> <td>STORE</td> <td>PICK</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Date	Carrier	Tracking Number	Store Pickup	022	STORE	PICK	<input checked="" type="checkbox"/>				
Date	Carrier	Tracking Number	Store Pickup										
022	STORE	PICK	<input checked="" type="checkbox"/>										

<p>Note: <i>If the Purchase Order is not a Retail Store order, then the 'Store Pickup' checkbox will be disabled for users to choose.</i></p>	
<p>Step 5: Click 'Create Shipment'.</p>	
<p>Step 6: A popup will appear before the shipment successfully processes to confirm the entered shipment information is correct. Click 'OK' to proceed.</p>	<div data-bbox="527 651 1612 980" style="border: 1px solid black; padding: 10px;"> <p>orders.fas.gsa.gov says</p> <p>Please confirm shipment information. This information will be sent to the customer.</p> <div style="text-align: right;"> OK Cancel </div> </div>

Step 7:
A green confirmation message will display at the top of the screen.

The Purchase Order status will change to 'Shipped' when successfully processed.

- Info - Shipments have been successfully processed.

Search Criteria

Purchase Order #:

Item ID/NSN:

Order Date Range: (MM/DD/YYYY)

Order Date From:

Order Date To:

Search Results

Acknowledge P.O. Download PO 3186 Download PO CSV Ship POs

	PO Number	PO Date	PO Status	PO Value	Amend Date
<input type="checkbox"/>	GMNCAD11J2G	Oct 26, 2021	Shipped	\$157.05	

10.4 Update Shipment Information

Vendor Portal users can update previously submitted shipment information, such as the tracking number and carrier information for an existing shipment, for purchase orders with "shipped" status in the Vendor Portal User Interface (UI). This section details the steps for modifying individual shipments (see next section for mass updates).

Step 1:
Open the relevant Purchase Order and click the "Purchase Order Shipments" quick link.

Purchase Order Details

Vendor ID:
Vendor Name:

[Back to Search Results](#)

[Purchase Order Details](#)

[Purchase Order Shipments](#)

[Purchase Order Events](#)

Purchase Order: GMNKG271W4G

Acknowledge P.O. Print PDF

June 24, 2024

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<p>Step 2: In the Shipments section, click the shipment number of the order to be updated.</p>	<p>Shipments</p> <table border="1"> <thead> <tr> <th>Shipment Number</th> <th>ESD</th> <th>Ship Date</th> <th>Shipment Type</th> <th>Carrier</th> <th>TCN</th> <th>Tracking Number</th> <th>Shipment Status</th> </tr> </thead> <tbody> <tr> <td>100175690</td> <td>Jun 17, 2024</td> <td>Jun 17, 2024</td> <td></td> <td>UPS</td> <td>FB20650616JJ12XXX</td> <td>3385037618SFERRH</td> <td>Shipped</td> </tr> </tbody> </table>	Shipment Number	ESD	Ship Date	Shipment Type	Carrier	TCN	Tracking Number	Shipment Status	100175690	Jun 17, 2024	Jun 17, 2024		UPS	FB20650616JJ12XXX	3385037618SFERRH	Shipped
Shipment Number	ESD	Ship Date	Shipment Type	Carrier	TCN	Tracking Number	Shipment Status										
100175690	Jun 17, 2024	Jun 17, 2024		UPS	FB20650616JJ12XXX	3385037618SFERRH	Shipped										
<p>Step 3: In the Shipment Details section, click the “Edit Shipment” button.</p>	<p>Shipment Details</p> <p>Shipment: 100175690</p> <table> <tr> <td> <p>Ship From: 100, GRAINGER PARKWAY LAKE FOREST, IL 60045-5202</p> </td> <td> <p>Ship To: shipping address 450 FIRST ST BLDG 169 ROBINS AFB, GA 31098</p> </td> <td> <p>Carrier Name: UPS Tracking Number: 1234567890SGEWRG</p> </td> </tr> </table> <p>Edit Shipment</p>	<p>Ship From: 100, GRAINGER PARKWAY LAKE FOREST, IL 60045-5202</p>	<p>Ship To: shipping address 450 FIRST ST BLDG 169 ROBINS AFB, GA 31098</p>	<p>Carrier Name: UPS Tracking Number: 1234567890SGEWRG</p>													
<p>Ship From: 100, GRAINGER PARKWAY LAKE FOREST, IL 60045-5202</p>	<p>Ship To: shipping address 450 FIRST ST BLDG 169 ROBINS AFB, GA 31098</p>	<p>Carrier Name: UPS Tracking Number: 1234567890SGEWRG</p>															
<p>Step 4: The “Carrier Name” and “Tracking Number” fields become editable. Update the appropriate field(s) and click “Save” to apply the changes.</p>	<p>Carrier Name: <input type="text" value="UPS"/></p> <p>Tracking Number: <input type="text" value="3385037618SFERRH"/></p> <p>Cancel Save</p>																
<p>Step 5: A green confirmation message appears at the top of the screen and the Shipment Details are updated to display the new field values.</p>	<ul style="list-style-type: none"> • Info - Shipment has been successfully updated. 																

	<p>Shipment Details</p> <div style="background-color: #333; color: white; padding: 2px;">Shipment: 100175690</div> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <p>Ship From: 100, GRAINGER PARKWAY LAKE FOREST, IL 60045-5202</p> </td> <td style="width: 50%; border: none;"> <p>Ship To: shipping address 450 FIRST ST BLDG 169 ROBINS AFB, GA 31098</p> </td> </tr> </table> <div style="border: 1px solid red; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Carrier Name: UPS Tracking Number: 3385037618SFERRH</p> </div> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Edit Shipment"/> </div>	<p>Ship From: 100, GRAINGER PARKWAY LAKE FOREST, IL 60045-5202</p>	<p>Ship To: shipping address 450 FIRST ST BLDG 169 ROBINS AFB, GA 31098</p>
<p>Ship From: 100, GRAINGER PARKWAY LAKE FOREST, IL 60045-5202</p>	<p>Ship To: shipping address 450 FIRST ST BLDG 169 ROBINS AFB, GA 31098</p>		

10.5 Mass Update Shipment Information

10.5.1 Data Requirements

Column Title	Accepted Values	Format/Notes
Action	Ship Acknowledge Cancel Backorder Substitute	Action values are not case sensitive. <i>*Mandatory for each order line being updated</i>
AckQty		Whole integers only; no decimals accepted. Must be less than or equal to value in the "Quantity" column. <i>*Required for ALL Actions</i>
BackOrderDate		MM/DD/YYYY M/DD/YYYY YYYY-MM-DD

		<p>Must be the current or future date.</p> <p><i>*Only required for "backorder" action</i></p>
Carrier		<p>Freeform text field</p> <p><i>*Required for "Ship" action</i></p>
TrackingNo		<p>Freeform text field</p> <p><i>*Required for "Ship" action</i></p>
ActualShipmentDate		<p>MM/DD/YYYY YYYY-MM-DD</p> <p>Must be the current or past date.</p> <p><i>*Required for "Ship" action</i></p>
Supplier Item ID		<p>Freeform text field</p> <p><i>*Only required for "Substitute" action</i></p>

10.5.2 Mass Upload Process

<p>Step 1: Begin by downloading the Purchase Orders to be updated. (See section ‘Download Multiple Purchase Orders’ for download instructions)</p> <p>The downloaded file contains a number of leading columns in which the desired updates will be entered, including ‘Action’, ‘AckQty’, ‘BackOrderDate’, ‘Carrier’, ‘TrackingNo’ and ‘ActualShipmentDate’.</p>	<table border="1"> <thead> <tr> <th>Action</th> <th>AckQty</th> <th>BackOrderDate</th> <th>Carrier</th> <th>TrackingNo</th> <th>ActualShipmentDate</th> <th>Order Num</th> <th>Date of Order</th> <th>Order</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>GMN-K-AR86</td><td>7/10/22</td><td>Ser</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>GMN-K-AR86</td><td>7/10/22</td><td>Ser</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>GMN-K-AR86</td><td>7/10/22</td><td>Ser</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>GMN-K-AR79</td><td>7/9/22</td><td>Ser</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>GMN-K-AR79</td><td>7/9/22</td><td>Ser</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>GMN-K-AR79</td><td>7/9/22</td><td>Ser</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>GMN-K-AR79</td><td>7/9/22</td><td>Ser</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>GMN-K-AR79</td><td>7/9/22</td><td>Ser</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>GMN-K-AR74</td><td>7/6/22</td><td>Ser</td></tr> </tbody> </table>	Action	AckQty	BackOrderDate	Carrier	TrackingNo	ActualShipmentDate	Order Num	Date of Order	Order							GMN-K-AR86	7/10/22	Ser							GMN-K-AR86	7/10/22	Ser							GMN-K-AR86	7/10/22	Ser							GMN-K-AR79	7/9/22	Ser							GMN-K-AR79	7/9/22	Ser							GMN-K-AR79	7/9/22	Ser							GMN-K-AR79	7/9/22	Ser							GMN-K-AR79	7/9/22	Ser							GMN-K-AR74	7/6/22	Ser
Action	AckQty	BackOrderDate	Carrier	TrackingNo	ActualShipmentDate	Order Num	Date of Order	Order																																																																																			
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<p>Step 2: Enter updates to the applicable fields for each order line, then save the file.</p> <p>For guidance on field entries, refer to the previous section.</p>	<table border="1"> <thead> <tr> <th>Action</th> <th>AckQty</th> <th>BackOrderDate</th> <th>Carrier</th> <th>TrackingNo</th> <th>ActualShipmentDate</th> <th>Order Num</th> <th>Date of Order</th> <th>Order</th> </tr> </thead> <tbody> <tr><td>Ship</td><td>35</td><td></td><td>FedEx</td><td>61299991099834284833</td><td>2022-07-08</td><td>GMN-K-AR86</td><td>7/10/22</td><td>Sent</td></tr> <tr><td>Ship</td><td>3</td><td></td><td>FedEx</td><td>61299738917740284829</td><td>2022-07-12</td><td>GMN-K-AR86</td><td>7/10/22</td><td>Sent</td></tr> <tr><td>Ship</td><td>2</td><td></td><td></td><td>74899991099835941441</td><td>2022-07-12</td><td>GMN-K-AR86</td><td>7/10/22</td><td>Sent</td></tr> <tr><td>Backorder</td><td>2</td><td>2022-07-19</td><td></td><td></td><td></td><td>GMN-K-AR79</td><td>7/9/22</td><td>Sent</td></tr> <tr><td>Backorder</td><td>13</td><td>2022-07-22</td><td></td><td></td><td></td><td>GMN-K-AR79</td><td>7/9/22</td><td>Sent</td></tr> <tr><td>Ship</td><td>3</td><td></td><td>USPS</td><td>9400183504727759206011</td><td>2022-07-07</td><td>GMN-K-AR79</td><td>7/9/22</td><td>Sent</td></tr> <tr><td>Ship</td><td>30</td><td></td><td>FedEx</td><td>61291359870102156349</td><td>2022-07-12</td><td>GMN-K-AR79</td><td>7/9/22</td><td>Sent</td></tr> <tr><td>Ship</td><td>1</td><td></td><td>FedEx</td><td>74893825780134530317</td><td>2022-07-18</td><td>GMN-K-AR74</td><td>7/6/22</td><td>Sent</td></tr> </tbody> </table>	Action	AckQty	BackOrderDate	Carrier	TrackingNo	ActualShipmentDate	Order Num	Date of Order	Order	Ship	35		FedEx	61299991099834284833	2022-07-08	GMN-K-AR86	7/10/22	Sent	Ship	3		FedEx	61299738917740284829	2022-07-12	GMN-K-AR86	7/10/22	Sent	Ship	2			74899991099835941441	2022-07-12	GMN-K-AR86	7/10/22	Sent	Backorder	2	2022-07-19				GMN-K-AR79	7/9/22	Sent	Backorder	13	2022-07-22				GMN-K-AR79	7/9/22	Sent	Ship	3		USPS	9400183504727759206011	2022-07-07	GMN-K-AR79	7/9/22	Sent	Ship	30		FedEx	61291359870102156349	2022-07-12	GMN-K-AR79	7/9/22	Sent	Ship	1		FedEx	74893825780134530317	2022-07-18	GMN-K-AR74	7/6/22	Sent									
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Step 3:

Return to the Purchase Order Management screen and select the "Upload File" tab.

Select the updated csv file and click "Upload."

Note: Consolidation of multiple downloaded csv files into a single upload file is **not** recommended

Purchase Order Management

Vendor ID: DBQGN324ULK3
Vendor Name: STAPLES, INC.

Purchase Order Search

File Upload

Upload PO Data File

File Path: Choose File PO_20220712103038.csv

Comments:

Upload

[Download Template File](#)

Process Status

File Name	Date	
PO_20220701_03.csv	07/01/2022 11:11:36	NidT
PO_20220701_02.csv	07/01/2022 11:06:35	NidT

11 Customer Contact Information

In addition to the customer contact information provided via the Mark-For and Ship To sections of the Purchase Order, some Purchase orders may also include additional customer contact information. This may include an Information Contact, as well as an Authorized Representative, if provided by the customer on the requisition. An example of what this looks like on the Purchase Order Line Item detail screen in Vendor Portal, as well as on the PO 3186 form (Block 12) is below.

▼ Line Item Details

Line Item Actions: - Select -

Requisition Number: FB23001111118

Status: Sent To Vendor

Quantity: 5

Original Quantity: 5

Unit Price: \$75.00

Excise Tax: \$10.00

Amount: \$385.00

Line Item Description:
ELECTRIC, PENCIL SHARPENER - COLOR:BLACK.

Status Details:

Status	Quantity	Estimated Ship Date
Sent To Vendor	5	May 24, 2023

Item Number: 7520012414229

Supplier Item ID:

Unit: EA

Quantity Remain to Ship: **5**

Quantity Shipped: 0

Total Weight: 5.00 LBS

Total Cube: 0.40

Instruction:

Number	Type	Instruction
1	REQ_NOTE	CAUTION: THE ABOVE NAMED MATERIAL MUST COMPLY WITH THE TRANSPORTATION ACT (49 CFR PARTS 170-177)

InformationContact:

Info Contact
7154623535
hello@gsa.gov

UPDATE LINE ITEM



3186 Form 1 / 1 100%

ADMINISTRATION BY <input checked="" type="checkbox"/> A. ABOVE OFFICE <input type="checkbox"/> B.		7. FOB		8. GBL NUMBER	
9A. VENDOR WILL <input type="checkbox"/> DELIVER <input checked="" type="checkbox"/> SHIP		9B. BY 05/24/2023 <input checked="" type="checkbox"/> OR SOONER <input checked="" type="checkbox"/> SEE NOTE IN ITEM 12		<input checked="" type="checkbox"/> A. DESTINATION <input type="checkbox"/> B. ORIGIN	
				<input type="checkbox"/> C. INSIDE DELIVERY <input checked="" type="checkbox"/> D. TAILGATE DELIVERY	
10. SHIP TO/REQUIRED MARKING (CONSIGNEE FB2300) FB2300 88LRS LGRMCSD CP 937 257 2084 5236 CHASE ST BLDG 257 WRIGHT PATTERSON AFB OH 45433-5501 US			11. TO CONTRACTOR (Remittance address differs) DL92XLEBJHE1 DL92XLEBJHE1 OFFICE DEPOT INC. 6304 WOODSIDE CT STE 1 COLUMBIA, MD 210463217 US		
Mark For TRNSP CNTRL NO ▶ FB23001111118XXX (INCLUDE REQUISITION NUMBER(S) AS SHOWN IN ITEM 12)			STORE ▶		
			CONTRACT NUMBER ▶ VC0183-08-398131131		
12. REQUISITION NO., ITEM/STOCK NO. AND DESCRIPTION		13. QUANTITY	14. UNIT	15. COST	
				A. UNIT PRICE	B. AMOUNT
InformationContact: Info Contact 7154623535 hello@gsa.gov		5	EA	75.00	375.00
# 1 ITEM ID: 7520012414229					
REQ NO: FB23001111118					
ITEM DESC: ELECTRIC, PENCIL SHARPENER - COLOR:BLACK.					
SUPP ITEM:					
TOTAL WEIGHT: 5.000 TOTAL CUBE: 0.40					
ADVICE CODE:					
CAUTION: THE ABOVE NAMED MATERIAL MUST COMPLY WITH THE TRANSPORTATION ACT (49 CFR PARTS 170-177)					
CAUTION: THE ABOVE NAMED MATERIAL MUST COMPLY WITH THE TRANSPORTATION ACT (49 CFR PARTS 170-177)					
NON MERCHANDISE CHARGES:					
Excise Tax					10.00
SUBMIT INVOICES VIA THE INTERNET FREE @ HTTP://FEDPAY.GSA.GOV					

12 Email Notifications

To request changes to email notification options and email addresses on file for your Vendor ID/Organization, please submit a ticket to the GSA eTools Help Desk. Please provide the following information:

- Organization Name
- Vendor ID Number
- Up to 3 email addresses to receive purchase order-related notifications

Users can submit tickets via e-mail or phone:

- Email: eToolsHelpdesk@gsa.gov
- Phone: (866) 472-9114 - Option 7

Availability: Weekdays from 8:00 AM to 7:00 PM ET, excluding Federal holidays.