GSA OMS User Guide
OMS Vendor Portal Guide

Version 7.1

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	Sarah Bartels
7.1	12/29/2023	8.1	Added details for mass backorder submission	Sarah Bartels

Table of Contents

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.
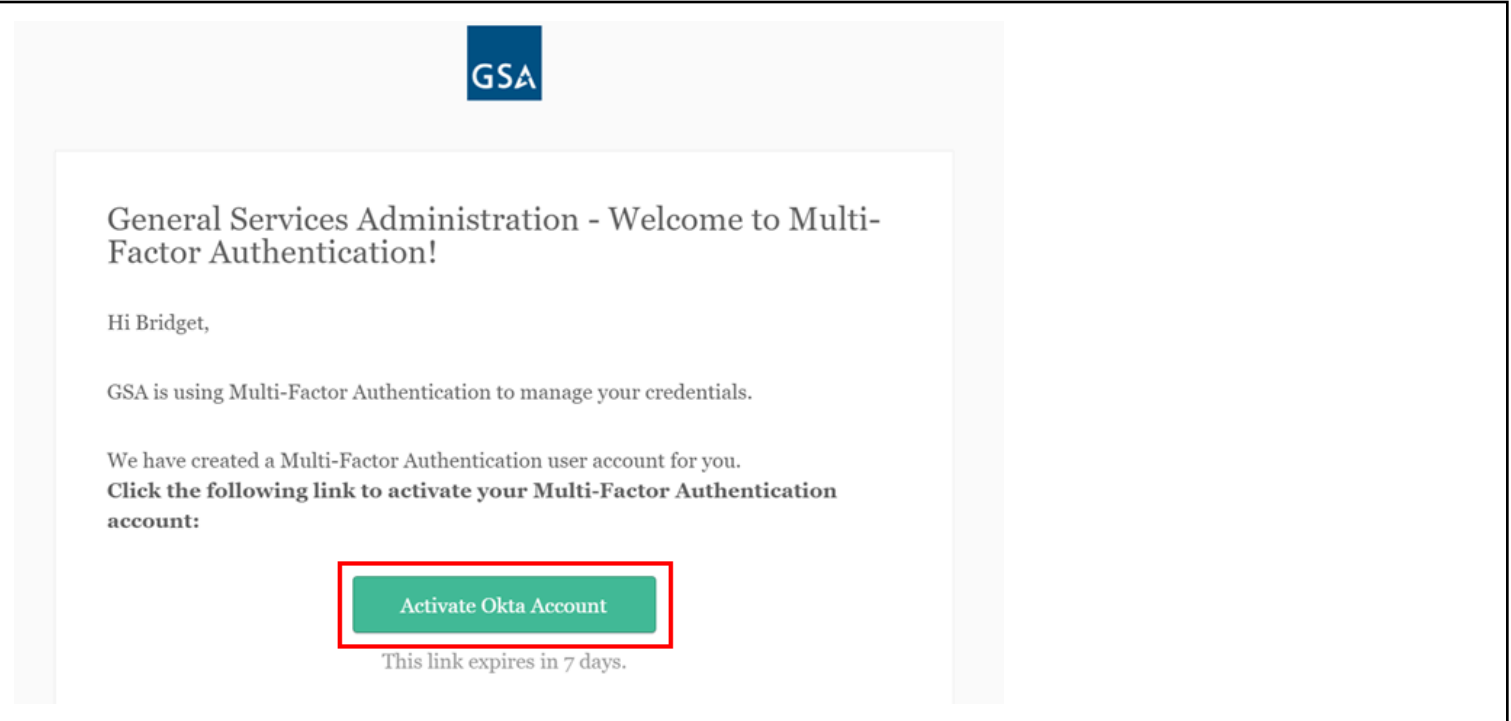
2.2   Account Activation

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.	**GSA** General Services Administration - Welcome to Multi-Factor Authentication! Hi Bridget, GSA is using Multi-Factor Authentication to manage your credentials. We have created a Multi-Factor Authentication user account for you. **Click the following link to activate your Multi-Factor Authentication account:** Activate Okta Account This link expires in 7 days.

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
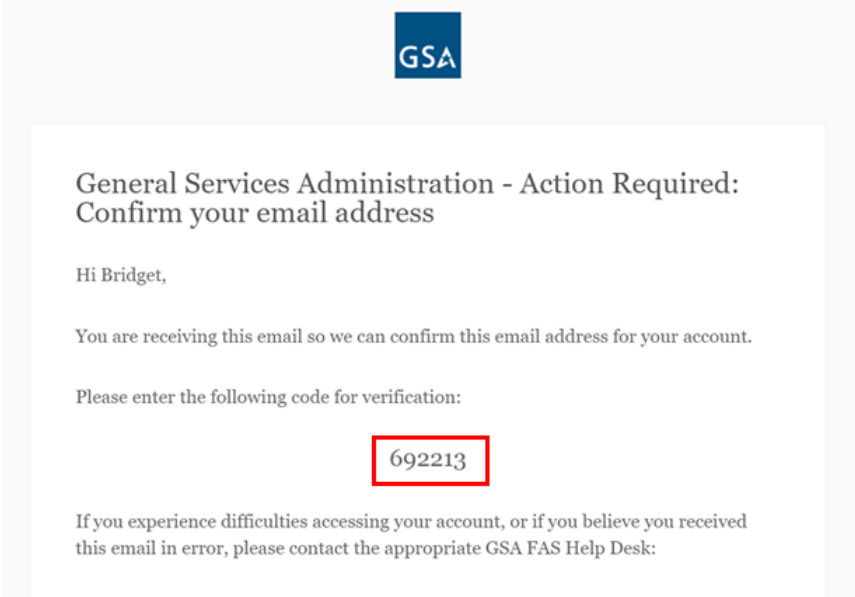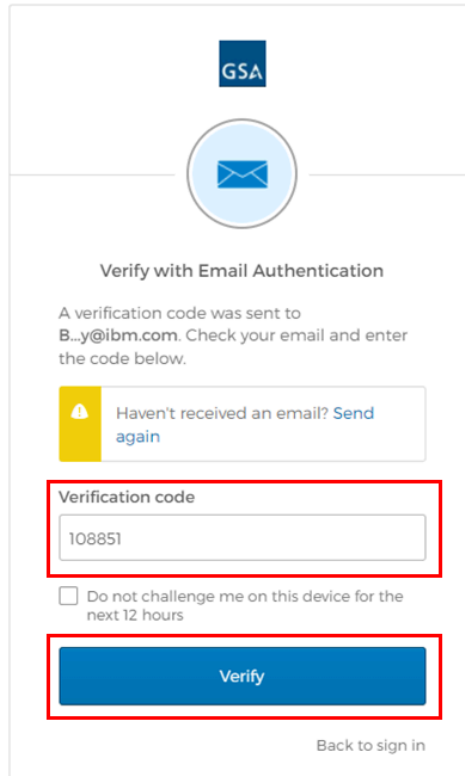
Step 3: Users are redirected to the Multi Factor Authentication page. Select "Email Authentication". This will send an email with an OTP (One Time Code) to the email address submitted as part of your registration request.	**GSA** General Services Administration - Action Required: Confirm your email address Hi Bridget, You are receiving this email so we can confirm this email address for your account. Please enter the following code for verification: 692213 If you experience difficulties accessing your account, or if you believe you received this email in error, please contact the appropriate GSA FAS Help Desk:

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.*	GSA ✉️ 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
	GSA Q Search your apps Bridget
	General Services Admi...
	
	🏠 My Apps
	   Work
	   Add section ⊕
	🔔 Notifications
	
	My Apps Sort ▾
	
	⊙ **Work**
	
	⋯
	⚙️
	OMS Vendor Portal
	9.5
	
	⊕ Add section
	
	Support
	Help: MFA-No-Reply@gsa.gov
	
	Last sign in: 2 minutes ago **Request an app**
	© 2022 Okta, Inc.
		Privacy
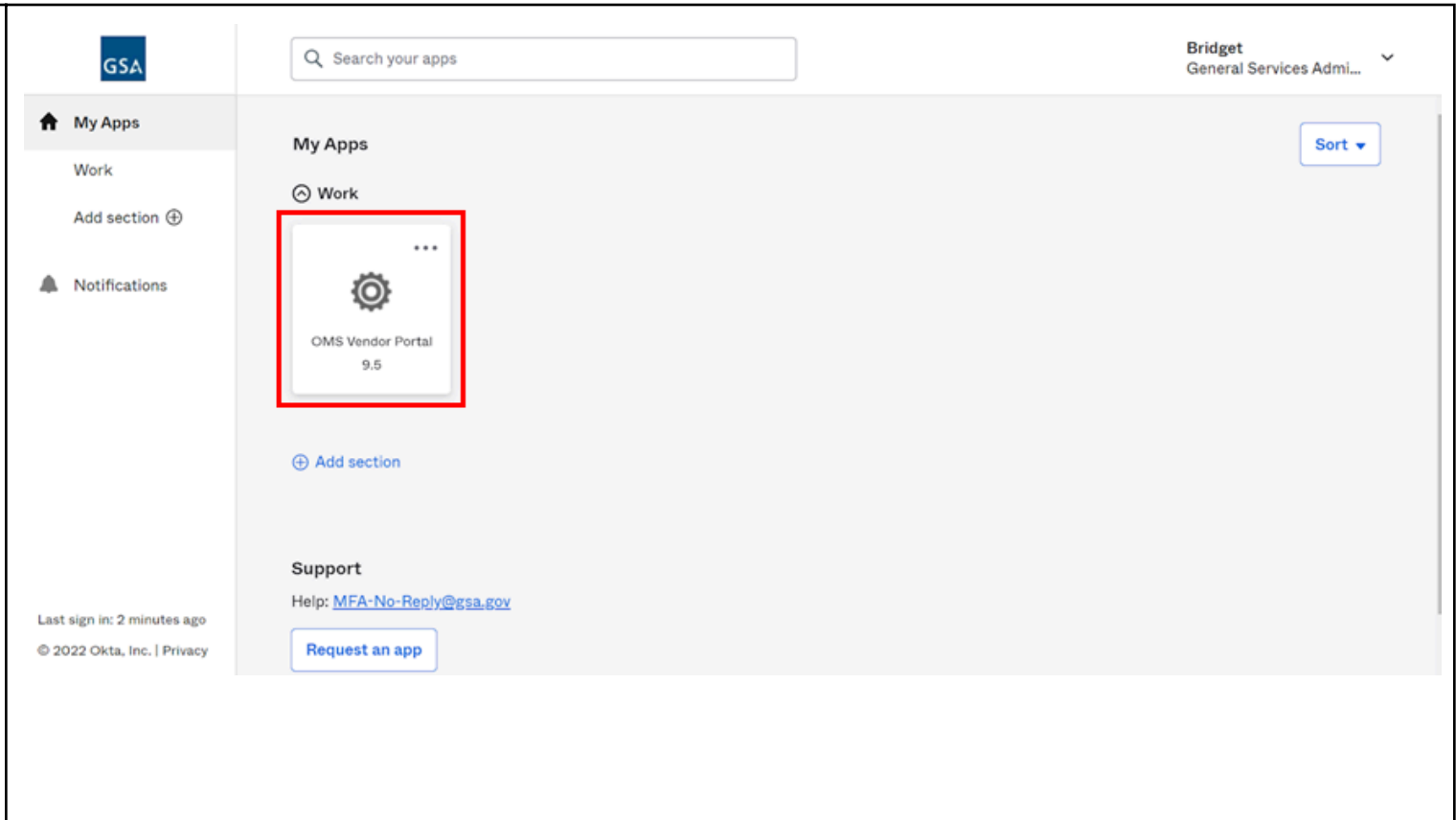
2.3   Accessing the Vendor Portal

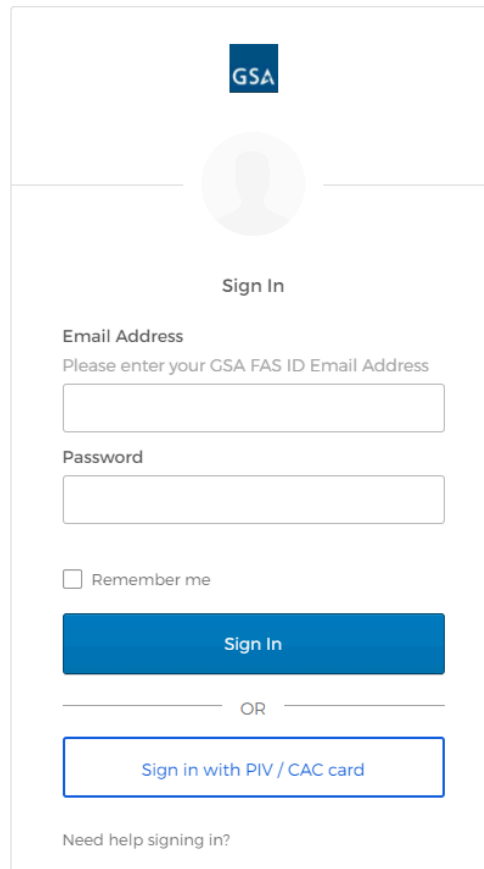Once account activation and setup are complete, users are able to access the OMS Vendor Portal.

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	GSA
	Sign In
	Email Address
	Please enter your GSA FAS ID Email Address
	Password
	☐ Remember me
	Sign In
	———— OR ————
	Sign in with PIV / CAC card
	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.	**GSA** 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?
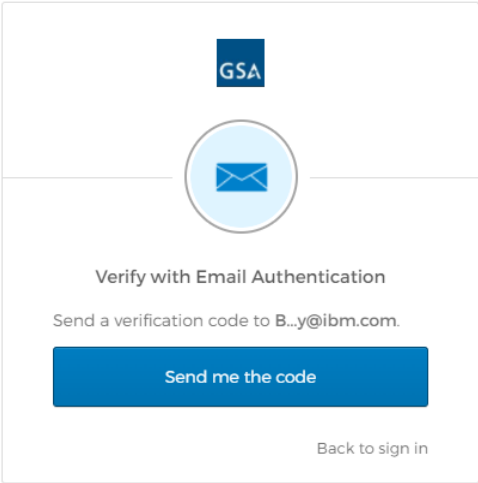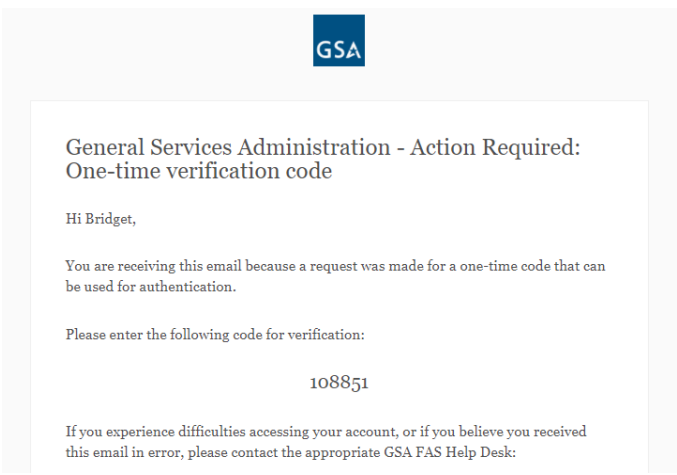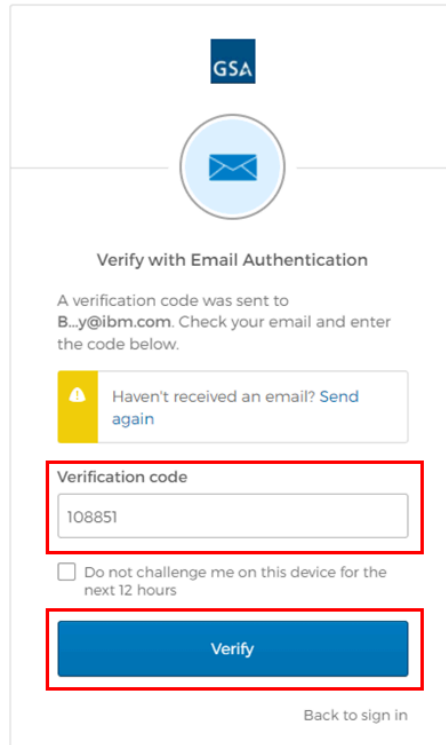
Step 3: Users are prompted to dual-authenticate. Select "Send me the code".	**GSA** Verify with Email Authentication Send a verification code to B...y@ibm.com. **Send me the code** Back to sign in
Step 4: An email with an OTP (One Time Code) will be sent to the email associated with your account.	**GSA** General Services Administration - Action Required: One-time verification code Hi Bridget, You are receiving this email because a request was made for a one-time code that can be used for authentication. Please enter the following code for verification: 108851 If you experience difficulties accessing your account, or if you believe you received this email in error, please contact the appropriate GSA FAS Help Desk:

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.*	**GSA** ✉ 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 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 #: [   ]
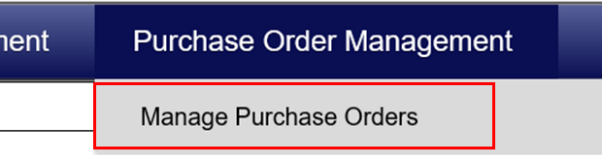
SEARCH   CANCEL

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.

Step 1: From the menu ribbon, navigate to Purchase Order Management > Manage Purchase Orders	Purchase Order Management Manage Purchase Orders
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 To' and 'Amend Date From'. To search by Purchase Order number, clear the 'Amend Date' fields and enter the order number directly into the 'Purchase Order #' field.	

Click 'Update Search' to execute the search.	**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: [07/03/2023] Amend Date To: [07/10/2023] Purchase Order Contract #: [ ] Purchase Order Status: [All ▾] **Update Search**
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	**Search Results** Acknowledge P.O. Download PO 3186 Download PO CSV Ship POs | ☐	PO Number ⬍	PO Date ▾	PO Status ⬍	PO Value ⬍	Amend Date ⬍	Transaction Type ⬍	Contract Number ⬍
---	---	---	---	---	---	---	---
☐	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

Date of Order:	Jul 10, 2023	**Inspection/Acceptance:**	☑ Destination	☐ Origin By Region
Order Number:	JMNJA632U3J		☑ Acceptance By 7 (days after delivery)	
From Address:	GSS INTERNAL AND EMERGENCY ACQUISIT 1800 F ST. NW WASHINGTON DC 20405	**Modification No.:**	0	
		FOB:	☑ Destination	☐ Origin
			☐ Inside Delivery	☑ Tailgate Delivery
Administration By:	☐ Above Office ☑ 1	**GBL Number:**		
Vendor Will:	☑ Deliver ☐ Ship	**To Contractor:**	(YLE5AAYNVPK6) ☐ Remittance address differs NOBLE SALES CO., INC. 302 WEYMOUTH ST ROCKLAND, MA 02370-1171	
Deliver By:	Jul 15, 2023 ☑ Or Sooner ☐ See Note in Description			
Ship To/ Required Marking:	0012 AV HHC SSA KATTERBACH KATTERBACH KASERNE SSA BLDG 9007 AWCF SSF ANSBACH DE 91522 ANSBACH, 00000	**Contract Number:**	47QSCC18D0001	
		Store:		
Consignee:	WK4GF3			
Mark For:	**PROJ:** **PRI:** 08 **RDD:**			
Trnsp Cntrl No:	WK4GF33191929GXXX			
TAC:				

Purchase Order Notes Instructions:

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.
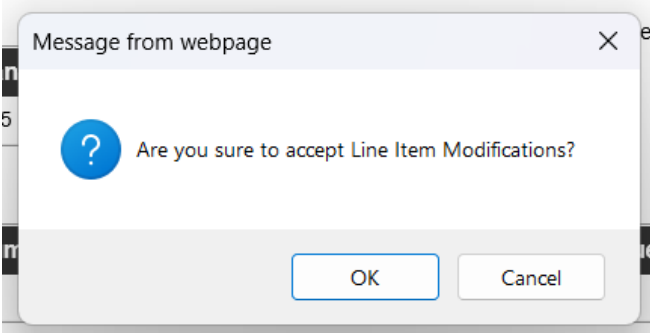
▼ Line Item Details

Line Item

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.

Step 1: Open the Purchase Order associated with the modification. In the 'Header Modifications' section, view the amendment made by the GSA CO.	AUGUSTA ME 04333 AUGUSTA, ME 04333 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 Consignee: 121214 Mark For: PROJ:CJ9 PRI: 13 RDD: Trnsp Cntrl No: 1212140710SK97XXX TAC: **Header Modifications:** | 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	 **Header Modifications Acknowledgment Note:** (To Reject a modification, please contact your Contracting Office.) ACCEPT
Step 2: In the 'Header Modification Acknowledgement Note' field, add any vendor notes related to the amendment. To accept the modification, simply click the 'Accept' button. To reject the modification, vendors should contact the Contracting Officer directly.	**Header Modifications:** | 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	 **Header Modifications Acknowledgment Note:** (To Reject a modification, please contact your Contracting Office.) ACCEPT

Step 3: If accepting the order modifications, users are prompted to confirm acceptance. Click 'OK' to proceed.	**Message from webpage** ✕ ? Are you sure to accept Line Item Modifications? OK Cancel
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
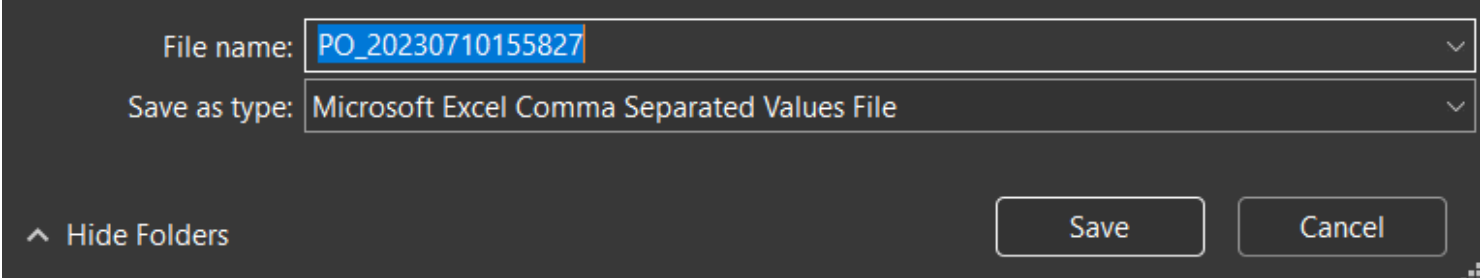
Step 1: Search for the relevant Purchase Orders. *(See section 'Search/Review' for guidance on how to search orders)* From the Search Results, select the Purchase Orders to be downloaded by marking the corresponding checkboxes, then click 'Download PO 3186'.	**Search Results** [Acknowledge P.O.] [**Download PO 3186**] [Download PO CSV] [Ship POs] | ☐	PO Number ⇕	PO Date ▼	PO Status ⇕	PO Value ⇕	Amend Date ⇕	Transaction Type ⇕	Contract Number ⇕
---	---	---	---	---	---	---	---
☑	JMNJA632U3J	Jul 10, 2023	Sent To Vendor	$348.30		New	47QSCC18D0001
☐	JMNJA632T3J	Jul 10, 2023	Sent To Vendor	$119.77		New	47QSCC18D0001
☑	JMNJA632S3J	Jul 10, 2023	Sent To Vendor	$598.85		New	47QSCC18D0001
☑	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: Form3186_20230710155218

Save as type: Compressed (zipped) Folder

e Folders   Save   Cancel |

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 | **Search Results**

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

☑	PO Number ⇕	PO Date ▼	PO Status ⇕	PO Value ⇕	Amend Date ⇕	Transaction Type ⇕	Contract Number ⇕
☑	JMNJA632U3J	Jul 10, 2023	Sent To Vendor	$348.30		New	47QSCC18D0001
☐	JMNJA632T3J	Jul 10, 2023	Sent To Vendor	$119.77		New	47QSCC18D0001
☑	JMNJA632S3J	Jul 10, 2023	Sent To Vendor	$598.85		New	47QSCC18D0001
☑	NMNJAD52C3N	Jul 10, 2023	Sent To Vendor	$1.07		New	47QSEA20A0008	

marking the corresponding checkboxes, then click 'Download PO CSV'.	
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.

Step 1: Open the Purchase Order to be acknowledged.	**Purchase Order:** JMNJCT66S3J **Purchase Order Status:** Sent To Vendor

Purchase Order: JMNJCT66S3J   **Purchase Order Status:** Sent To Vendor

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

Header Details

Date of Order:	Jul 20, 2023	Inspection/Acceptance:	☑ Destination	☐ Origin By Region
Order Number:	JMNJCT66S3J		☑ Acceptance By 7 (days after delivery)	
From Address:	GSS INTERNAL AND EMERGENCY ACQUISIT 1800 F ST. NW WASHINGTON DC 20405	Modification No.:	0	
		FOB:	☑ Destination	☐ Origin
			☐ Inside Delivery	☑ Tailgate Delivery
Administration By:	☐ Above Office ☑ 1	GBL Number:		
Vendor Will:	☑ Deliver ☐ Ship	To Contractor:	(YLE5AAYNVPK6) ☐ Remittance address differs	

Step 2: To acknowledge the full amount of the PO, click the 'Acknowledge P.O.' button.	**Purchase Order: JMNJCT66S3J** [Acknowledge P.O.] [Print PDF] ▾ Header Details
Step 3: Click 'OK' on the pop-up to confirm acknowledgement of the Purchase Order.	orders.fas.gsa.gov says Are you sure to acknowledge selected purchase orders? [OK] [Cancel]
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'.	**Purchase Order: JMNJCT66S3J** **Purchase Order Status:** Acknowledged By Vendor • **Info - Acknowledge Purchase Order Successful.** [Acknowledge P.O.] [Print PDF] [Ship P.O.] [Refresh]

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.

Step 1: Open the PO for which you would like to create a shipment at the line level.	**Purchase Order:** NMNJM640A3N **Purchase Order Status:** Sent To Vendor Acknowledge P.O. Print PDF Ship P.O. Refresh **Header Details** Date of Order: Jul 25, 2023 Inspection/Acceptance: ☑ Destination ☐ Origin By Region Order Number: NMNJM640A3N ☑ Acceptance By 7 (days after delivery) From Address: GSA FAS 2QFA Modification No.: 0 ONE WORLD TRADE CENTER 55TH FLOOR R
Step 2: Scroll down to the 'Line-Item Details' section. In the 'Line Item Actions' field, select 'Acknowledge' from the drop down menu. *Note: A vendor may also partially acknowledge at the line level by selecting 'Partial Acknowledge' in the 'Line-Item Actions' field.*	**Line Item Details** Line Item Actions: - Select - ⌄ - Select - Acknowledge Partial Acknowledge Cancel Partial Cancel Reject Cancellation

This will display a text field for the vendor to specify the desired quantity to acknowledge.	
Step 3: Click 'Update Line Item'	UPDATE LINE ITEM r Ultimate Consignee: N62478
Step 4: Confirm 'Line-Item Details', and then click the 'Acknowledge' button.	**Purchase Order:** NMNJM640A3N **Purchase Order Status:** Sent To Vendor Line Item Details **Acknowledge Item # - 7045014064663** Acknowledged Quantity: 5 CLOSE ACKNOWLEDGE Requisition Number: N6247832060Z1G Item Number: 7045014064663 Label for Ultimate Consignee: N62478 Status: Sent To Vendor Supplier Item ID: NAVFAC ENGINEERING COMMAND HAWAII CODE AQ3 SUPPLY BLDG 44 Quantity: 5 Unit: EA 400 MARSHALL RD Original Quantity: 5 Quantity Remain to Ship: **5** PEARL HARBOR HI 96860-3139 Unit Price: $513.00 Quantity Shipped: 0 PEARL HARBOR, HI 96860 Amount: $2,565.00 Total Weight: 6.50 LBS US Total Cube: 0.65 **Line Item Description:** Part Number: WR420LE Mfr: 3M Item: Tilt-adjustable keyboard platform w/ gel wrist rest. **Status Details:** Instruction: No Line Item Instructions Available. | Status	Quantity	Estimated Ship Date
---	---	---
Sent To Vendor	5	Aug 9, 2023	

Step 5: In the Purchase Order Details screen, a green message indicates successful acknowledgement. Purchase Order Status updates to 'Acknowledged by Vendor'.	**Purchase Order:** NMNJM640A3N **Purchase Order Status:** Acknowledged By Vendor • **Info - Acknowledge Line Item Successful**
Step 6: Confirm the 'Purchase Order Notes Instructions' field states 'PO was acknowledged'.	**Purchase Order Notes Instructions:** PO was acknowledged. (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 R71611requests@gsa.gov on all orders beginning with FMN. For all other orders contact 212-264-0568 or email seavans.newyork@gsa.gov.

Step 7: In the Line Item Details section, Confirm 'Status' updates to 'Acknowledged by Vendor'. *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'.*	**Line Item Details** Line Item Actions: - Select - Requisition Number: N6247832060Z1G Item Status: Acknowledged By Vendor Suppli Quantity: 5 Original Quantity: 5 Quantity Rema Unit Price: $513.00 Quantit Amount: $2,565.00 To **Line Item Description:** Part Number: WR420LE Mfr: 3M Item: Tilt-adjustable keyboard platform w/ gel wri **Status Details:** | 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. Partial acknowledgements are not available to vendor users via the Vendor Portal UI.

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 acknowledged by marking the corresponding checkboxes, then click 'Acknowledge P.O.'	**Search Results** [Acknowledge P.O.] [Download PO 3186] [Download PO CSV] [Ship POs] <table><tr><td>☐</td><td>PO Number ⬍</td><td>PO Date ▼</td><td>PO Status ⬍</td><td>PO Value ⬍</td><td>Amend Date ⬍</td><td>Transaction Type ⬍</td><td>Contract Number ⬍</td></tr><tr><td>☑</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>☐</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>☑</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>☑</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></table>
Step 2: A pop up window appears, prompting the user to confirm the acknowledgement. Click 'OK" to proceed.	**Message from webpage** ✕ ❓ Are you sure to acknowledge selected purchase orders? [OK] [Cancel]
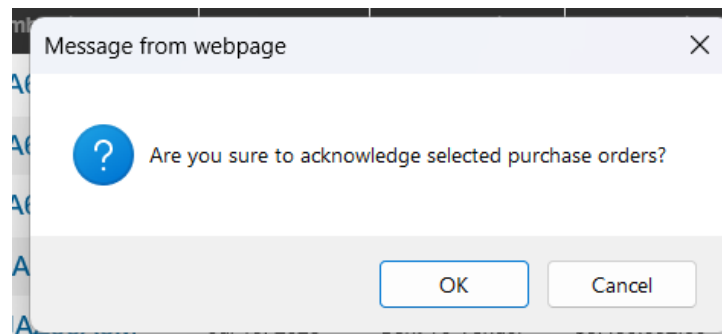
Step 3: A green confirmation message will display at the top of the page confirming the acknowledgement, and the acknowledged orders will display status 'Acknowledged by Vendor'	

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. *Mandatory for each order line being updated
AckQty		Whole integers only; no decimals accepted. Must be less than or equal to value in the "Quantity" column.

6.4.2 Mass Upload Process

Step 1: Begin by downloading the Purchase Orders they wish to update. *(See section 'Download Multiple Purchase Orders' for download instructions)* 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.	<table><tr><td>Action</td><td>AckQty</td><td>BackOrderDate</td><td>Carrier</td><td>TrackingNo</td><td>ActualShipmentDate</td><td>Order Number</td><td>Date of Order</td><td>Order Status</td><td>Reporting Office</td><td>Administration By</td><td>Inspection/Acc</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/7</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/7</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/7</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/7</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/7</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/7</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/7</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/7</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/7</td></tr></table>
Step 2: Enter updates to the applicable fields for each order line, then save the file. ***Note***: *For guidance on field entries, refer to section 5.1.1 of this document*	<table><tr><td>Action</td><td>AckQty</td><td>BackOrderDate</td><td>Carrier</td><td>TrackingNo</td><td>ActualShipm</td><td>Order Numb</td><td>Date of Order</td><td>Order Status</td><td>Reporting Of</td><td>Administration By</td><td>Inspection/Acc</td></tr><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></table>

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** **Process Status** File Path: Choose File PO_20220712103038.csv Comments: **Upload** Download Template File File Name / Date PO_20220701_03.csv 07/01/2022 11:11:36 Nidh PO_20220701_02.csv 07/01/2022 11:06:35 Nidh

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

Step 1: Open the Purchase Order to be canceled. *(See section 'Search/Review' for details on how to search for an order)*	

Step 2: Scroll down to the 'Line-Item Details' section and select 'Cancel' from the Line-Item Actions drop down menu.	**Line Item Details** Line Item Actions: - Select - - Select - Acknowledge Partial Acknowledge **Cancel** Partial Cancel Reject Cancellation Substitute Backorder Requisition Num Sta Quan Original Quan Quantity Unit Pr Amount: $6.99
Step 3: Click 'Update Line Item'	**UPDATE LINE ITEM**
Step 4: On the next screen, click the 'Cancel Item' button.	**Line Item Details** Cancel Item # - 7530010785649 Cancel Quantity: 1 CLOSE CANCEL ITEM

Step 5: A green confirmation message appears to confirm the cancellation. The Purchase Order Status updates to 'Canceled'. ***Note**: The status of the Purchase Order and Sales Order in OMS will also update to 'Cancelled'.*	**Purchase Order:** NMNJAD52E3N **Purchase Order Status:** Cancelled • **Info - Cancel Line Item Successful** [Acknowledge P.O.] [Print PDF] [Ship P.O.] [Refresh] ▼ Header Details
Step 6: (Optional) Scroll down to the 'Line-Item Details' to confirm the line 'Status' updates to 'Cancelled'.	▼ **Line Item Details** **Requisition Number:** 47K3AA31911884 **Status:** Cancelled **Quantity:** 0

7.2   Partial Cancellation

Step 1: Open the Purchase Order to be canceled. *(See section* ['Search/Review'](#) *for details on how to search for an order)*	**Purchase Order:** FMNJAG09B3F **Purchase Order Status:** Sent To Vendor Acknowledge P.O. Print PDF Ship P.O. Refresh ▾ Header Details Date of Order: Jul 10, 2023 Inspection/Acceptance: ☑ Destination ☐ Origin By Region Order Number: FMNJAG09B3F ☑ Acceptance By 7 (days after delivery) From Address: SOUTHWEST SUPPLY AND ACQ CTR Modification No.: 0 819 TAYLOR ST, RM 7A37

Step 2:
Scroll down to the 'Line-Item Details' section and select 'Partial Cancel' from the Line-Item Actions drop down menu.
	▾ Line Item Details
	
	Line Item Actions: - Select - ▾
	              - Select -
	Requisition Num Acknowledge
	         Sta Partial Acknowledge
	             Cancel
	      Quan **Partial Cancel**
	Original Quan Reject Cancellation
	      Unit Pr Substitute
	            Backorder
	    Amount: $27.548.38

Step 3: Click 'Update Line Item'	UPDATE LINE ITEM

Step 4: In the text field, specify the desired quantity to cancel. Then, click the 'Partial Cancel Item' button. *Note: 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*.*	**Purchase Order:** FMNJAG09B3F **Purchase Order Status:** Sent To Vendor ▾ Line Item Details <center>**Partially Cancel Item # - FJSAPR007** *Indicates required field. Cancel Quantity *: 311 CLOSE PARTIAL CANCEL ITEM</center>
Step 5: A green confirmation message displays at the top of the screen to confirm the partial cancellation.	**Purchase Order:** FMNJAG09B3F **Purchase Order Status:** Sent To Vendor • **Info - Partial Cancel Line Item Successful** Acknowledge PO Print PDF Ship PO Refresh

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 Item Number: FJSAPR007 Status: Sent To Vendor Supplier Item ID: Quantity: 311 Unit: EA Original Quantity: 622 Quantity Remain to Ship: **311** Unit Price: $44.29 Quantity Shipped: 0 Amount: $13,774.19 Total Weight: 0.00 LBS Total Cube: Line Item Description: Offset Subbase Dust Hood For Mfr No... Instruction: No Line Item Status Details: | Status	Quantity	Estimated Ship Date
---	---	---
Sent To Vendor	311	Jul 25, 2023
Cancelled	311	Jul 25, 2023	

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.

Step 1: Open the Purchase Order with 'Cancel Requested' status.	**Purchase Order:** JMNJA598P3J **Purchase Order Status:** Cancel Requested [Acknowledge P.O.] [Print PDF] [Ship P.O.] [Refresh] ▼ Header Details
Step 2: Scroll down to 'Line-Item Details' and select 'Reject Cancellation' from the drop-down menu.	▼ Line Item Details Line Item Actions: `- Select - ⌄` Requisition Num Sta Quan Original Quan Unit Pr Dropdown: - Select - Acknowledge Partial Acknowledge Cancel Partial Cancel **Reject Cancellation** Substitute Backorder
Step 3: Click 'Update Line Item'	[UPDATE LINE ITEM]

Step 4: Confirm the 'Line-Item Details are correct, and click the 'Reject Cancellation' button.	▼ Line Item Details **Reject Cancellation Request Item # - 7530013352623** [CLOSE] [REJECT CANCELLATION] .... Requisition Number: WK4GF330227N04 Item Number: 7530013352623 Status: Cancel Requested Supplier Item ID: Quantity: 5 Unit: BX Original Quantity: 5 Quantity Remain to Ship: **5** Unit Price: $58.05 Quantity Shipped: 0 Amount: $290.25 Total Weight: 250.00 LBS Total Cube: 5.50 Line Item Description:
Step 5: A green confirmation message appears at the top of the screen indicating successful rejection.	**Purchase Order:** JMNJA598P3J **Purchase Order Status:** Acknowledged By Vendor • **Info - Reject Cancellation Line Item Successful** [Acknowledge P.O.] [Print PDF] [Ship P.O.] [Refresh]
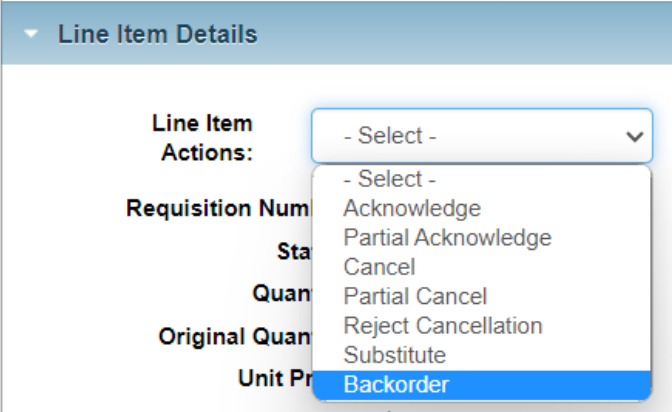
8 Submit Backorder Request

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: If the PO includes a GSA Advice Code indicating the PO may not be backordered, then after the vendor generates the 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 the request. If the request is accepted, the new PO estimated ship date will be communicated to the customer. The actual PO Deliver By/Ship By date WILL NOT be updated through the use of a backorder request. If the request is rejected, the PO will be canceled.

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

Step 1: Open the relevant Purchase Order	**Purchase Order:** JMNJA631V3J **Purchase Order Status:** Sent To Vendor Acknowledge P.O. Print PDF Ship P.O. Refresh

Step 2:
Scroll down to the 'Line-Item Details' section.
 	
In the 'Line Item Actions' field, select 'Backorder' from the drop-down menu.
	▼ Line Item Details
	
	Line Item Actions: - Select -
	  - Select -
	  Acknowledge
	  Partial Acknowledge
	  Cancel
	  Partial Cancel
	  Reject Cancellation
	  Substitute
	  Backorder

Step 3: Click 'Update Line Item'	UPDATE LINE ITEM
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). In the 'Estimated Ship Date' field, enter the new estimated ship date (Date Format = MM/DD/YYYY). **Note**: *If the user is requesting a backorder, the date provided must be <u>after</u> the PO Deliver/Ship By date.*	▼ Line Item Details **Request to Back Order Item # - 7530013352623** *Indicates required field. Back Order Quantity *: 7 Estimated Ship Date *: 07/22/2023
Step 5: Click 'Request Backorder' button.	REQUEST BACKORDER

Step 6: A green confirmation message displays to confirm the backorder request submission.	**Purchase Order:** JMNJA631V3J **Purchase** • **Info - Backorder Line Item Successful** Acknowledge BO Print PDF Ship BO
Step 7: (Optional) View 'Purchase Order Notes Instructions' to confirm the backorder request was received by GSA and an alert was created for manual review. *Note: In this example the note displayed in the screenshot indicates that the backorder request has been received and an alert created.* *The backorder item request will be reviewed by a GSA Contracting Officer and either accepted or rejected. The message appearing in the 'Purchase Order Notes*	**Header Details** **Date of Order:** Jul 3, 2023 **Order Number:** JMNJA631V3J **From Address:** GSS INTERNAL AND EMERGENCY ACQUISIT 1800 F ST. NW WASHINGTON DC 20405 **Administration By:** ☐ Above Office ☑ 1 **Vendor Will:** ☑ Deliver ☐ Ship **Deliver By:** Jul 8, 2023 ☑ Or Sooner ☐ See Note in Description **Ship To/ Required Marking:** 123 Street Anytown, VA 22192 **Consignee:** W58G0Q **Mark For:** PROJ: PRI: 11 RDD: **Trnsp Cntrl No:** W58G0Q0703SK02XXX **TAC:** AZZZ **Inspection/Acceptance:** ☑ Destination ☐ Origin By Region ☑ Acceptance By 7 (days after delivery) **Modification No.:** 0 **FOB:** ☑ Destination ☐ Origin ☐ Inside Delivery ☑ Tailgate Delivery **GBL Number:** **To Contractor:** (YLE5AAYNVPK6) ☐ Remittance address differs NOBLE SALES CO., INC. 302 WEYMOUTH ST ROCKLAND, MA 02370-1171 **Contract Number:** 47QSCC18D0001 **Store:** **Purchase Order Notes Instructions:** Backorder request was received and alert was created for manual review. (By user 'SarahABartels') The PO has not been acknowledged for 48 hours If the total weight is 10,000 lbs or the volume is 800 cu ft, please call 817-850-8484 or email

Instructions' field does not mean the request was approved. If the request is rejected, a message indicating this will appear in the 'Purchase Order Notes Instructions' field, and the 'Purchase Order Status' will indicate 'canceled' (i.e., the PO will be canceled by the Contracting Officer).	
Step 8: (Optional) Scroll down to 'Line-Item Details', and confirm the 'Estimated Ship Date' has been updated *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: N6247A20280003 Status: Partially Acknowledged By Vendor Quantity: 10 Quantity R Original Quantity: 10 Qu Unit Price: $122.36 Amount: $1,223.60 Line Item Description: (Min Qty/10).5590IN.X2.5X8IN. CBLT REAME Status Details: | Status	Quantity	Estimated Ship Date | |---|---|---| | Sent To Vendor | 3 | Feb 15, 2022 | | Acknowledged By Vendor | 7 | Feb 11, 2022 |

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

Step 2: Use the 'Search Criteria' panel to enter the appropriate search criteria for the purchase orders to be backordered, then click "Update Search"	**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: [ ] Purchase Order Contract #: [ ] Purchase Order Status: [Sent to Vendor ▾] **Update Search**
Step 3: Under the search results, mark the boxes for the purchase orders which backorders will be entered against. Then, click "Download PO CSV" *Note: Users can select up to one full page of orders (60) to be downloaded in the CSV.*	**Acknowledge P.O.** **Download PO 3186** **Download PO CSV** **Ship POs** | ☐	PO Number ⬍	PO Date ▼	PO Status ⬍	PO Value ⬍	Amend
---	---	---	---	---	---
☑	NMNJM927X4N	Dec 12, 2023	Sent To Vendor	$2,327.80	
☑	NMNJM929A4N	Dec 12, 2023	Sent To Vendor	$205.80	
☑	NMNJM928Z4N	Dec 12, 2023	Sent To Vendor	$29.80	
☐	NMNJM928Y4N	Dec 12, 2023	Sent To Vendor	$8.64		

Step 4: 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_20231213110720 Save as type: Microsoft Excel Comma Separated Values File Folders Save Cancel
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. Save the file once complete. See section Data Requirements (8.1.1) for csv data requirements.	<table><tr><th>Action</th><th>AckQty</th><th>BackOrderDate</th><th>Carrier</th><th>TrackingNo</th><th>ActualShipmentDate</th><th>Order Number</th></tr><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></table>

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*	**Purchase Order Search** **File Upload** ## Upload PO Data File Pro **File Path:** [Choose File] PO_20220712103038.csv **Comments:** [ ] PO_ [**Upload**] PO_ Download Template File

8.1.1 Data Requirements

Column Title	Accepted Values	Format/Notes

Action	Ship Acknowledge Cancel Backorder Substitute	Action values are not case sensitive. *Mandatory for each order line being updated*
AckQty		Whole integers only; no decimals accepted. Must be less than or equal to value in the "Quantity" column. *Required for ALL Actions*
BackOrderDate		Must be the current or future date. Must use one of the following date formats: ● MM/DD/YYYY ● M/DD/YYYY ● YYYY-MM-DD *Only required for "backorder" action*

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.

Step 1:
Open the relevant Purchase Order
	Purchase Order: JMNJCT67J3J **Purchase Order Status:** Sent To Vendor
	
	Acknowledge P.O. Print PDF Ship P.O. Refresh
	
	Header Details
	
	Date of Order: Jul 20, 2023 **Inspection/Acceptance:** ☑ Destination ☐ Origin By Region
	    ☑ Acceptance By 7 (days after delivery)
	Order Number: JMNJCT67J3J
	From Address: GSS INTERNAL AND EMERGENCY ACQUISIT **Modification No.:** 0
	1800 F ST. NW
	WASHINGTON DC 20405 **FOB:** ☑ Destination ☐ Origin
	    ☐ Inside Delivery ☑ Tailgate Delivery
	Administration By: ☐ Above Office ☑ 1 **GBL Number:**
	Vendor Will: ☑ Deliver ☐ Ship **To Contractor:** (YLE5AAYNVPK6) ☐ Remittance address differs
	Deliver By: Jul 25, 2023 NOBLE SALES CO., INC.
	☑ Or Sooner ☐ See Note in Description 302 WEYMOUTH ST
	    ROCKLAND, MA 02370-1171
	Ship To/ Required Marking: EURO IFMS FLEET FIELD SUPPOT OFC **Contract Number:** 47QSCC18D0001
	STUTTGART-ROBINSON BARRACKS **Store:**
	HEIDLOCH STRASSE, BLDG 193
	70376 STUTTGART DE **Purchase Order Notes Instructions:**
	STUTTGART, 00000

Step 2:
Scroll down to the 'Line-Item Details' section. In the 'Line Item Actions' field, select 'Substitute' from the drop-down menu.
 	
Note: Confirm that the
	Line Item Details
	
	Line Item Actions: Substitute
	  - Select -
	  Acknowledge
	  Partial Acknowledge
	Requisition Num Cancel **Item Number:** 4510005951785
	  Partial Cancel
	Sta Reject Cancellation **Supplier Item ID:**
	Quan Substitute **Unit:** EA
	  Backorder
	Original Quan **Quantity Remain to Ship:** **10**
	Unit Pr **Quantity Shipped:** 0
	Amount: $200.40 **Total Weight:** 5.50 LBS

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.	
Step 3: Click 'Update Line Item'	**UPDATE LINE ITEM**
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. In the 'Substitute Quantity' field, enter the 'Substitute Quantity' (this can be the full amount of the line or a partial amount).	**Purchase Order:** JMNJCT67J3J **Purchase Order Status:** Sent To Vendor ▼ Line Item Details **Request to Substitute Item # - 4510005951785** *Indicates required field. Supplier Item ID# *: 654321123 Substitute Quantity *: 10 CLOSE SUBSTITUTE

Step 5: Click the 'Substitute' button	SUBSTITUTE
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'*	**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 Order Number: JMNJCT67J3J From Address: GSS INTERNAL AND EMERGENCY ACQUISIT 1800 F ST. NW WASHINGTON DC 20405 Administration By: ☐ Above Office ☑ 1 Vendor Will: ☑ Deliver ☐ Ship Deliver By: Jul 25, 2023 ☑ Or Sooner ☐ See Note in Description Ship To/ Required Marking: EURO IFMS FLEET FIELD SUPPOT OFC STUTTGART-ROBINSON BARRACKS HEIDLOCH STRASSE, BLDG 193 70376 STUTTGART DE STUTTGART, 00000 Consignee: 47K4A6 Mark For: PROJ:MP5 PRI: 14 RDD: Inspection/Acceptance: ☑ Destination ☐ Origin By Region ☑ Acceptance By 7 (days after delivery) Modification No.: 0 FOB: ☑ Destination ☐ Origin ☐ Inside Delivery ☑ Tailgate Delivery GBL Number: To Contractor: (YLE5AAYNVPK6) ☐ Remittance address differs NOBLE SALES CO., INC. 302 WEYMOUTH ST ROCKLAND, MA 02370-1171 Contract Number: 47QSCC18D0001 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

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).

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

Step 1: Open the Purchase Order for which you wish to add shipment information.	**Purchase Order:** JMNJCT66S3J **Purchase Order Status:** Acknowledged By Vendor Acknowledge P.O. Print PDF Ship P.O. Refresh ▾ Header Details Date of Order: Jul 20, 2023 Inspection/Acceptance: ☑ Destination ☐ Origin By Region Order Number: JMNJCT66S3J ☑ Acceptance By 7 (days after delivery) From Address: GSS INTERNAL AND EMERGENCY ACQUISIT Modification No.: 0
Step 2: Next, click 'Purchase Order Shipments' to enter shipment information.	Back to Search Results Purchase Order Details Purchase Order Shipments Purchase Order Events

Step 3: The 'Purchase Order Shipments' page will open. Click 'Create New Shipment'. *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.*	**Purchase Order:** JMNJCT66S3J **Purchase Order Status:** Acknowledged By Vendor • **Warning - Purchase Order Shipments not Found.** Shipments | Shipment Number	ESD	Ship Date	Shipment Type	Carrier	TCN	Tracking Number	Shipment Status
---	---	---	---	---	---	---	---	 Create New Shipment
Step 4: On the 'Create New Shipment' screen, populate the required fields with shipment information. (The 'TCN #' field will default with the number formatted to include the Requisition Number + XXX)	Create New Shipment *Indicates required field. Actual Ship Date (ASD) *: Carrier *: TCN # *: 47K4A623072028XXX Tracking Number *:
Step 5: Check the box next to the appropriate lines that are included in the shipment,		REQ #	ITEM ID#	Description	Quantity	Ship Qty
---	---	---	---	---	---
☑	47K4A623072028	4510005951785	FAUCET SINGLE CL 2 (DRUMAND BARREL) P/N 272080	10	10	

and enter the quantity to be shipped in the 'Quantity Shipped' field.	
Step 6: Click 'Create Shipment'. *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.*	**Create Shipment**

Step 7: A popup will appear before the shipment successfully processes to confirm the entered shipment information is correct. Click 'OK' to proceed.	**orders.fas.gsa.gov says** Please confirm shipment information. This information will be sent to the customer. OK Cancel
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'.	**Purchase Order:** JMNJCT66S3J **Purchase Order Status:** Shipped • **Info - Entry of the Purchase Order Shipment Confirmation has been successfully processed.** Shipments | Shipment Number	ESD	Ship Date	Shipment Type	Carrier	TCN	Tracking Number	Shipment Status
---	---	---	---	---	---	---	---
100175534	Sep 30, 2023	Jul 27, 2023		USPS	47K4A623072028XXX	9400100000000000000000	Shipped	
Step 9: (Optional) Users may also review and confirm the actions taken on the Purchase Order by viewing the 'Purchase Order Events' page.	Back to Search Results Purchase Order Details Purchase Order Shipments Purchase Order Events

Purchase Order: JMNJCT66S3J   **Purchase Order Status:** Shipped

Events

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.

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'.	**Search Results** [Acknowledge P.O.] [Download PO 3186] [Download PO CSV] [**Ship POs**] | ☐	PO Number ⬍	PO Date ▼	PO Status ⬍	PO Value ⬍	Amend Date ⬍	Transacti
---	---	---	---	---	---	---
☑	FMNJHV47B3F	Jun 23, 2023	Sent To Vendor	$50.00		New
☑	FMNJHV47A3F	Jun 22, 2023	Sent To Vendor	$112.50		New
☑	GMNKG257W3G	Jun 22, 2023	Sent To Vendor	$184.99		New
☑	NMNJM639K3N	Jun 22, 2023	Sent To Vendor	$3.21		New
☐	JMNJCT38T3J	Jun 22, 2023	Sent To Vendor	$243.60		New	
Step 2: In the Purchase Order Bulk Shipment screen, select the relevant lines to be updated by marking the corresponding checkboxes.	**Create Shipments** 	☐	PO Number	Line #	REQ #	ITEM ID#
---	---	---	---	---
☑	FMNJHV47B3F	1	W55AFR0623JJ01	REG003AATESTITEM
☑	FMNJHV47A3F	1	W55AFR0622JJ01	REG003AATESTITEM
☐	GMNKG257W3G	1	FB206503062201	TL3A0000Z85912039PT68
☑	NMNJM639K3N	1	W908G731730YBG	7530013352623	

Step 3: Update the 'Carrier' and 'Tracking' fields for each selected line.	<table><tr><th>Carrier</th><th>Tracking Number</th></tr><tr><td>USPS</td><td>9400100000000000</td></tr><tr><td>FedEx</td><td>92612999910998342</td></tr><tr><td></td><td></td></tr><tr><td>FedEx</td><td>92748999910998359</td></tr></table>
Step 4: Save the information by clicking 'Create Shipment'.	**Create Shipment**
Step 5: A popup will appear before the shipment successfully processes to confirm the entered shipment information is correct. Click 'OK' to proceed.	**orders.fas.gsa.gov says** Please confirm shipment information. This information will be sent to the customer. OK Cancel

Step 6: A green confirmation message will appear at the top of the screen and PO statuses for the selected orders will show 'Shipped'	

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.

Step 1: When searching Purchase Orders, select the relevant orders by marking the corresponding checkboxes, then click 'Ship POs'. *Note: Purchase Orders in 'Sent to Vendor' status will need to be acknowledged by the vendor before proceeding.*	**Search Results** Acknowledge P.O. Download PO 3186 Download PO CSV Ship POs | ✓	PO Number ⬍	PO Date ▼	PO Status ⬍	PO Value ⬍	Amend Date ⬍
---	---	---	---	---	---
✓	GMNCAD11J2G	Oct 26, 2021	Acknowledged By Vendor	$157.05		
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.	**Create Shipments** 	✓	PO Number	Line #	REQ #	ITEM ID#
---	---	---	---	---
✓	GMNCAD11J2G	1	N400851280X044	TL3A22JM44	
Step 4: Check the box under 'Store Pickup'. The Carrier and Tracking Number information will		ate	Carrier	Tracking Number	Store Pickup
---	---	---	---
022	STORE	PICK	✓	

automatically populate to 'STORE' and 'PICK'. *Note*: *If the Purchase Order is not a Retail Store order, then the 'Store Pickup' checkbox will be disabled for users to choose.*	
Step 5: Click 'Create Shipment'.	**Create Shipment**
Step 6: A popup will appear before the shipment successfully processes to confirm the entered shipment information is correct. Click 'OK' to proceed.	**orders.fas.gsa.gov says** Please confirm shipment information. This information will be sent to the customer. OK Cancel

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 #: GMNCAD11J2G 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 GMNCAD11J2G — Oct 26, 2021 — Shipped — $157.05

10.4 Modify Shipment Information

Vendor Portal users can update and edit previously submitted shipment information such as the tracking number and carrier information for an existing shipment in the Vendor Portal User Interface (UI).

For this functionality, a checkbox will populate next to each Purchase Order on the Shipment Screen List page, so users can select/deselect Purchase Orders. Both the 'Carrier' and 'Tracking Number' fields are mandatory for users to populate. For the excluded lines on a Purchase Order, the 'Quantity', 'Tracking Number', and 'Carrier' fields will be disabled to update/edit.

Step 1: When searching Purchase Orders, click the checkboxes next to the purchase orders to be modified, and click 'Ship POs'	**Search Results** Acknowledge P.O. Download PO 3186 Download PO CSV **Ship POs** ☐ PO Number	PO Date	PO Status	PO Value	Ame ☐ PMNJA598J0P Jun 5, 2020 Partially Shipped $1,852.40 ☑ PMNJA595P0P Jun 5, 2020 Acknowledged By Vendor $167.09 ☑ PMNJA595K0P Jun 5, 2020 Acknowledged By Vendor $167.09 ☑ PMNJA595A0P Jun 5, 2020 Acknowledged By Vendor $167.09 ☑ PMNJA594Z0P Jun 5, 2020 Acknowledged By Vendor $167.09 ☑ PMNJA593T0P Jun 5, 2020 Acknowledged By Vendor $830.45 ☐ PMNJA593G0P Jun 5, 2020 Acknowledged By Vendor $1,670.90
Step 2: In the Purchase Order Bulk Shipment screen, mark the checkboxes for the shipments to be modified.	**Create Shipments** ☐ PO Number	Line #	REQ #	ITEM ☑ PMNJA595P0P 1 FM913301431100 71950161 ☐ PMNJA595K0P 1 FM913301431101 71950161 ☑ PMNJA595A0P 1 FM913301431093 71950161 ☑ PMNJA594Z0P 1 FM913301431092 71950161 ☑ PMNJA593T0P 1 W9058401430001 71050157

Step 3: Next, users must populate the 'Carrier' and 'Tracking Number' fields. For the excluded lines on a Purchase Order, the 'Quantity', 'Tracking Number', and 'Carrier' fields will be disabled to update/edit.	**Carrier**	**Tracking Number**
	FedEx	9274899991099835!
	UPS	1Z999999999999999!
	UPS	1Z999AA101234567
	FedEx	961013852890
Step 4: Click 'Create Shipment'	**Create Shipment**	
Step 5: A popup will appear before the shipment successfully processes to confirm the entered shipment information is correct. Click 'OK' to confirm.	**orders.fas.gsa.gov says** Please confirm shipment information. This information will be sent to the customer. OK Cancel	

Step 6: A green confirmation will appear at the top of the screen indicating that the shipments were successfully processed.	• Info - Shipments have been successfully processed.

10.5 Mass Upload 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. *Mandatory for each order line being updated*
AckQty		Whole integers only; no decimals accepted. Must be less than or equal to value in the "Quantity" column. *Required for ALL Actions*
BackOrderDate		MM/DD/YYYY M/DD/YYYY YYYY-MM-DD

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

10.5.2 Mass Upload Process

Step 1: Begin by downloading the Purchase Orders to be updated. *(See section '[Download Multiple Purchase Orders](#)' for download instructions)* 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'.	*(table image)* <table><tr><th>Action</th><th>AckQty</th><th>BackOrderDate</th><th>Carrier</th><th>TrackingNo</th><th>ActualShipmentDate</th><th>Order Numb</th><th>Date of Orde</th><th>Ord</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>GMN-K-AR8(</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-AR8(</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-AR8(</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-AR7!</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-AR7!</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-AR7!</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-AR7!</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-AR7·</td><td>7/6/22</td><td>Ser</td></tr></table>
Step 2: Enter updates to the applicable fields for each order line, then save the file. For guidance on field entries, refer to the previous section.	*(table image)* <table><tr><th>Action</th><th>AckQty</th><th>BackOrderDate</th><th>Carrier</th><th>TrackingNo</th><th>ActualShipmentDate</th><th>Order Numb</th><th>Date of Order</th><th>Orde</th></tr><tr><td>Ship</td><td>35</td><td></td><td>FedEx</td><td>61299991099834284833</td><td>2022-07-08</td><td>GMN-K-AR8(</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-AR8(</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-AR8(</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-AR7!</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-AR7!</td><td>7/9/22</td><td>Sent</td></tr><tr><td>Ship</td><td>3</td><td></td><td>USPS</td><td>94001835504727759206011</td><td>2022-07-07</td><td>GMN-K-AR7!</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-AR7!</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-AR7·</td><td>7/6/22</td><td>Sent</td></tr></table>

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** **Process Status** File Path: Choose File PO_20220712103038.csv Comments: Upload Download Template File

<table>
<tr><th>File Name</th><th>Date</th><th></th></tr>
<tr><td>PO_20220701_03.csv</td><td>07/01/2022 11:11:36</td><td>Nidh</td></tr>
<tr><td>PO_20220701_02.csv</td><td>07/01/2022 11:06:35</td><td>Nidh</td></tr>
</table>

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 - ▾			UPDATE LINE ITEM

Requisition Number:	FB23001111118	**Item Number:**	7520012414229	**InformationContact:**
Status:	Sent To Vendor	**Supplier Item ID:**		Info Contact
Quantity:	5	**Unit:**	EA	7154623535
Original Quantity:	5	**Quantity Remain to Ship:**	**5**	hello@gsa.gov
Unit Price:	$75.00	**Quantity Shipped:**	0	
Excise Tax:	$10.00	**Total Weight:**	5.00 LBS	
Amount:	$385.00	**Total Cube:**	0.40	

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

Status Details:

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

Instruction:

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

3186 Form | 1 / 1 | — 100% + | ⊡ ⟳ | ⬇ 🖨 ⋮

ADMINISTRATION BY	[X] A. ABOVE OFFICE	[ ] B.	7. FOB		8. GBL NUMBER

9A. VENDOR WILL	9B. BY 05/24/2023		[X] A. DESTINATION	[ ] B. ORIGIN	
[ ] DELIVER [X] SHIP	[X] OR SOONER	[X] SEE NOTE IN ITEM 12	[ ] C. INSIDE DELIVERY	[X] 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   PROJ   PRI   RDD
                               10
TRNSP
CNTRL ▶ FB230011111118XXX   TAC
NO
(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: FB230011111118				
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.