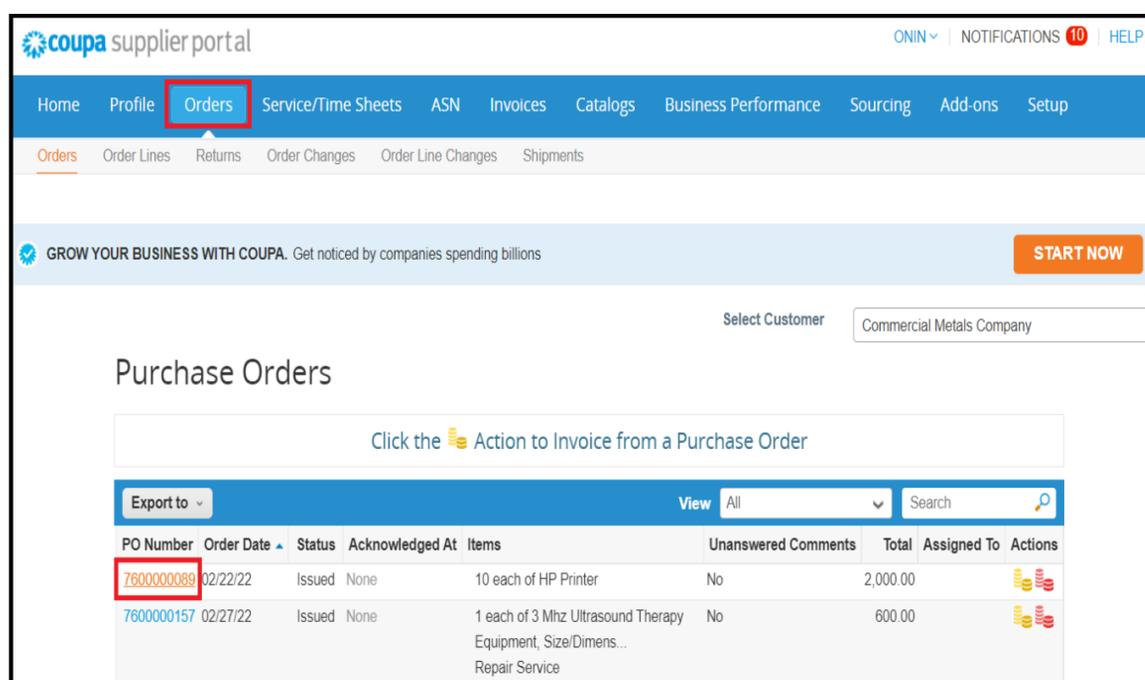


Quick Reference Guide – Acknowledging a PO

How to Acknowledge a PO

1. Once logged in, click on Orders tab.
2. Search and click on the PO number.



3. Click the Acknowledged box.

