

## **GSA OMS BR 3.0 – Managing Purchase Orders in the GSA OMS Vendor Portal Quick Guide v1.0**

This Quick Guide provides step-by-step instructions, guidance, and screenshots for vendors using the GSA OMS Vendor Portal to take actions on Purchase Orders (PO). The Vendor Portal provides vendors doing business with GSA the ability to view and manage POs associated with their DUNS or Vendor ID. This includes:

- Acknowledgements
- Entering Shipment Information
- Canceling a PO
- Accepting a Customer's Request to Cancel a PO
- Rejecting a Customer's Request to Cancel a PO
- Generating a Substitute Item Request
- Generating a Back Order Request

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. However, there may only be one designated as the primary user. The primary vendor user can register other users associated with their DUNS number. Authorized GSA users may also register vendors and provide them access to the Vendor Portal.

Vendors can only view and manage purchase orders associated with their DUNS number. 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.

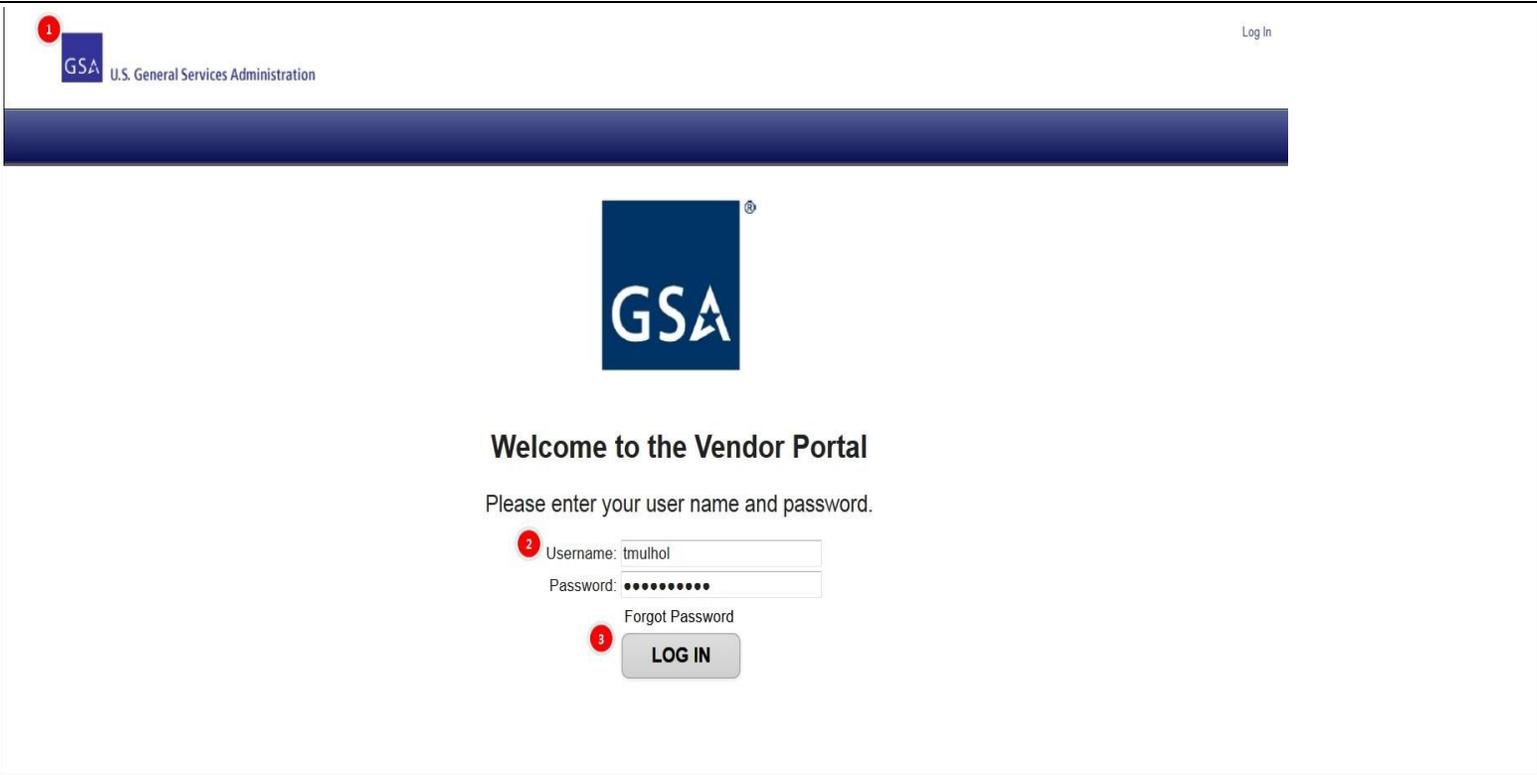
This Quick Guide contains the following sections:

- Acknowledging POs and Entering Shipment Information – Header Level
- Acknowledging POs and Entering Shipment Information – Line Level
- Cancelling a Purchase Order
- Rejecting a Cancellation Request
- Generating a Substitute Item Request
- Generating a Back Order Request

For technical assistance, Vendor Portal users can contact the GSA IT Help Desk, and select the prompt for the OMS Help Desk. Vendor Portal users may also contact their systems administrator or individual designated as the Primary Vendor User.

## **Acknowledging POs and Entering Shipment Information – Header Level**

Vendor users have 24 hours to acknowledge POs received from GSA. If they do not acknowledge the PO within 24 hours they will receive an email notification requesting they do so. If after another 24 hours the vendor has still not acknowledged the PO, an email notification will be sent to the GSA Contracting Officer (CO) responsible for the contract. Vendors are also required to ship and enter shipment information into the Vendor Portal within 24 hours of the required delivery date (RDD) indicated on the PO. If they do not enter the information they will receive an email notification requesting they do so. If after another 24 hours the vendor has still not entered the information and shipped the PO, an email notification will be sent to the GSA Contracting Officer (CO) responsible for the contract. This section provides steps and guidance for acknowledging and entering shipment information into the Vendor Portal at the header level (i.e., to fully acknowledge and enter shipment information for all quantities and lines of a PO).

	<p><b>Step 1:</b> Navigate to the Vendor Portal using the URL provided by GSA</p> <p><b>Step 2:</b> Enter username and password</p> <p><b>Step 3:</b> Click 'Log In' button</p>
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Welcome **tmulhol** [Log Out](#) [Change Password](#)

GSA U.S. General Services Administration

Purchase Order Management

### Purchase Order Search

Vendor ID: 023443864  
Vendor Name: TRAFFIC ANDPARKING CONTROL CO.,INC.

5 **Search Criteria**

Purchase Order #:

Item ID/NSN:

Purchase Order Date Range: From Date:  To Date:   
04/01/2016 04/28/2016  
04/28/2016

Purchase Order Contract #:

6 Purchase Order Status:  7

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

**Step 4:** The 'Purchase Order Search' screen will open

**Step 5:** Enter desired search criteria. All fields are optional, but a Purchase Order Status must be selected. (Date format must be MM/DD/YYYY)

**Step 6:** Select a 'Purchase Order Status' from drop down menu. If the vendor does not know the status of the desired PO, they should update the 'Purchase Order Status' to 'All'.

Purchase Order Status field will default to 'Sent to Vendor' unless changed by the user. This allows vendors to see POs which need to be acknowledged.

**Step 7:** Click 'Search'

**Notes**

Searchable PO statuses include:

- 'All'
- 'Sent to Vendor'
- 'Acknowledged by Vendor'
- 'Shipped'
- 'Cancel Requested'
- 'Purchase Order Invoiced'
- 'Cancelled'

**8 Purchase Order Search**

Vendor ID: 023443864  
Vendor Name: TRAFFIC ANDPARKING CONTROL CO.,INC.

**Search Criteria**

Purchase Order #:  Item ID/NSN:

Purchase Order Date Range: From Date:  To Date:

Purchase Order Contract #:

Purchase Order Status:

**UPDATE SEARCH**

**Search Results**

PO Number ↕	PO Date ▼	PO Status ↕	PO Value ↕	Transaction Type ↕	Contract Number ↕
<b>9</b> FMNJEM2576F	Apr 28, 2016	Sent To Vendor	\$205.92	New	GS07FBTAPS
FMNJEL2036F	Apr 23, 2016	Sent To Vendor	\$25.98	New	GS07FBTAPS
FMNJEL1156F	Apr 23, 2016	Sent To Vendor	\$8.66	New	GS07FBTAPS
FMNJEJ7986F	Apr 23, 2016	Sent To Vendor	\$165.00	New	GS07FBTAPS
FMNJEJ5996F	Apr 23, 2016	Sent To Vendor	\$8.66	New	GS07FBTAPS
FMNJEJ5296F	Apr 23, 2016	Sent To Vendor	\$165.00	New	GS07FBTAPS

**Step 8:** The 'Search Results' screen will open

**Step 9:** Click on the desired 'PO Number'

**Notes**  
The search results will initially be sorted by 'PO Date'. The vendor can optionally choose to sort the results by any of the other criteria by clicking the arrows in the applicable column heading.

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**Purchase Order Details**

Vendor ID: 023443864  
Vendor Name: TRAFFIC ANDPARKING CONTROL CO., INC.

**Step 10:** The 'Purchase Order Details' screen will open

[Back to Search Results](#)

[Purchase Order Details](#)

[Purchase Order Shipments](#)

[Purchase Order Events](#)

**Purchase Order: FMNJEM2576F**

**Purchase Order Status: Sent To Vendor**

**Acknowledge P.O.**

**Print PDF**

**Request Fax Copy**

**Request to Cancel P.O.**

**P.O. Shipments**

Header Details

Date of Order: Apr 28, 2016

Order Number: FMNJEM2576F

From Address: FAS/SOUTHWEST SUPP CTR  
819 TAYLOR ST, RM 6A00  
FORT WORTH TX 76102

Administration By:  Above Office

Vendor Will:  Deliver  Ship

Deliver By: May 13, 2016  
 Or Sooner  See Note in Description

Ship To/Required Marking: FB2300 88 MSG LGRS  
CP 937 257 2271  
5236 CHASE ST BLDG 257  
WRIGHT PATTERSON AFB OH

Inspection/Acceptance:  Destination  Origin By Region

Acceptance By 7 (days after delivery)

Amendment No.:

FOB: DESTINATION PRE-PAY/ADD TAILGATE DELIVERY

Destination  Origin

Inside Delivery  Tailgate Delivery

GBL Number:

To Contractor: ( 023443864 )  Remittance address differs  
5100 W BROWN DEER RD  
MILWAUKEE, WI 53223-2322

Contract Number: GS07FBTAPS

Purchase Order Notes Instructions:

**11**

- Purchase Order Details
- [Purchase Order Shipments](#)
- [Purchase Order Events](#)

Acknowledge P.O.
Print PDF
Request Fax Copy
Request to Cancel P.O.
P.O. Shipments

▼ Header Details

**Date of Order:** Apr 28, 2016

**Order Number:** FMNJEM2576F

**From Address:** FAS/SOUTHWEST SUPP CTR  
819 TAYLOR ST, RM 6A00  
FORT WORTH TX 76102

**Administration By:**  Above Office

**Vendor Will:**  Deliver  Ship

**Deliver By:** May 13, 2016  
 Or Sooner  See Note in Description

**Ship To/Required Marking:** FB2300 88 MSG LGRS  
CP 937 257 2271  
5236 CHASE ST BLDG 257  
WRIGHT PATTERSON AFB OH  
45433  
WRIGHT PATTERSON AFB, OH  
45433

**Consignee:** FB2300

**Mark For:** PROJ:    PRI: 08    RDD: 134

**Trnsp Cntrl No:** FB230061194GYGXXX

**TAC:** F7GS

**Inspection/Acceptance:**  Destination  Origin By Region  
 Acceptance By 7 (days after delivery)

**Amendment No.:**

**FOB:** DESTINATION PRE-PAY/ADD TAILGATE DELIVERY  
 Destination  Origin  
 Inside Delivery  Tailgate Delivery

**GBL Number:**

**To Contractor:** ( 023443864 )  Remittance address differs  
5100 W BROWN DEER RD  
MILWAUKEE, WI 53223-2322

**Contract Number:** GS07FBTAPS

**Purchase Order Notes Instructions:**

▼ Line Item Details

**Step 11:** Scroll down to view the PO 'Header Details'

Line Item Details

**Line Item Actions:** - Select -

**Requisition Number:** FB230061194GYG

**Status:** Sent To Vendor

**Unit:** RL

**Unit Price:** \$51.48

**Quantity:** 4

**Amount:** \$205.92

**Item Number:** 9390009518811

**Supplier Item ID:**

**Original Quantity:** 4

**Quantity Remain to Ship:** 0

**Quantity Shipped:** 0

**Ship To:**

FB2300 88 MSG LGRS  
CP 937 257 2271  
5236 CHASE ST BLDG 257  
WRIGHT PATTERSON AFB OH 45433  
WRIGHT PATTERSON AFB, OH 45433

UPDATE LINE ITEM

**Line Item Description:**  
TAPE, REFLECTIVE, FSC 93, PART II, ITEM 28ADHESIVE BACKING, 50 YD RO, 6 IN. WIDE WHITE PN3430 6"

**Status Details:**

Status	Quantity	Estimated Ship Date
Sent To Vendor	4	May 13, 2016

**Instruction:** No Line Item Instructions Available.

Footer Details

<b>Discount Terms:</b> 00.000%-00 00.000%-00 NET-30	<b>Quantity Variation Allowed:</b> (+) 00 % / (-)00 %	<b>Totals:</b> \$205.92
<p><b>GSA Accounts Payable Branch:</b> P.O. BOX 419018 KANSAS CITY, MO64141</p> <p><b>Payment Inquiry Contact:</b> 816-926-7287</p>	<p><b>Information other than payment inquiries:</b> LaTieya N. Palmer 817-850-8125</p>	<p><b>Signature (Contracting/Purchasing Officer):</b> LaTieya N. Palmer</p> <p><b>DPAS Rating:</b> N    <b>MSDS Req'd:</b> N    <b>POP:</b> N</p>

**Step 12:** Scroll down to view the PO 'Line Item Details' and 'Footer Details'

Welcome **tmulhol** [Log Out](#) [Change Password](#)

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Purchase Order Management

Purchase Order Details

Vendor ID: 023443864  
Vendor Name: TRAFFIC ANDPARKING CONTROL CO.,INC.

- [Back to Search Results](#)
- [Purchase Order Details](#)
- [Purchase Order Shipments](#)
- [Purchase Order Events](#)

**Purchase Order: FMNJEM2576F**

**Purchase Order Status: Sent To Vendor**

14 Acknowledge P.O.
Print PDF
Request Fax Copy
Request to Cancel P.O.
P.O. Shipments

Header Details

Date of Order: Apr 28, 2016	Inspection/Acceptance: <input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin By Region	
Order Number: FMNJEM2576F	<input checked="" type="checkbox"/> Acceptance By 7 (days after delivery)	
From Address: FAS/SOUTHWEST SUPP CTR 819 TAYLOR ST, RM 6A00 FORT WORTH TX 76102	Amendment No.:	
	FOB: DESTINATION PRE-PAY/ADD TAILGATE DELIVERY	
	<input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin	

**Step 13:** Scroll back to the top of the page

**Step 14:** To acknowledge the full amount of the PO, click 'Acknowledge P.O.' button

**Notes**

A PO can be acknowledged at the header or line level. The following steps show how to acknowledge at the header level. For instructions on line level acknowledgement see the "Acknowledging POs and Entering Shipment Information – Line Level" section of this Quick Guide.



**Step 15:** Click 'OK' button to confirm acknowledgement of the Purchase Order

**Notes**

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

Purchase Order Details

Vendor ID: 023443864  
Vendor Name: TRAFFIC ANDPARKING CONTROL CO.,INC.

[Back to Search Results](#)

[Purchase Order Details](#)

[Purchase Order Shipments](#)

[Purchase Order Events](#)

Purchase Order: FMNJEM2576F

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Purchase Order Status: Acknowledged By Vendor

• Info - Acknowledge Purchase Order Successful.

Acknowledge P.O.

Print PDF

Request Fax Copy

Request to Cancel P.O.

P.O. Shipments

Header Details

Date of Order: Apr 28, 2016

Order Number: FMNJEM2576F

From Address: FAS/SOUTHWEST SUPP CTR  
819 TAYLOR ST, RM 6A00  
FORT WORTH TX 76102

Administration By:  Above Office

Vendor Will:  Deliver  Ship

Deliver By: May 13, 2016  
 Or Sooner  See Note in Description

Inspection/Acceptance:  Destination  Origin By Region  
 Acceptance By 7 (days after delivery)

Amendment No.:

FOB: DESTINATION PRE-PAY/ADD TAILGATE DELIVERY

Destination  Origin  
 Inside Delivery  Tailgate Delivery

GBL Number:

To Contractor: ( 023443864 )  Remittance address differs  
5100 W BROWN DEER RD  
MILWAUKEE, WI 53223-2322

**Step 16:** Confirm the 'Purchase Order Status' updates to 'Acknowledged by Vendor'

**Step 17:** To enter shipment information, click on 'Purchase Order Shipments' link

**Notes**

It is understood that the vendor may 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, they may generate a Backorder request (see the "Generating a Back Order Request" section of this Quick Guide).

If the vendor cannot fulfill the PO with the requested item, they may generate Substitute Item request (See the "Generating a Substitute Item Request" section of this Quick Guide).

Purchase Order Management

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### Purchase Order Details

Vendor ID: 023443864  
Vendor Name: TRAFFIC ANDPARKING CONTROL CO.,INC.

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[Back to Search Results](#)  
[Purchase Order Details](#)  
[Purchase Order Shipments](#)  
[Purchase Order Events](#)

**Purchase Order:** FMNJEM2576F      **Purchase Order Status:** Acknowledged By Vendor

- Warning - Purchase Order Shipments not Found.

Shipments

Shipment Number	ESD	ASD	Shipment Type	Carrier	TCN	Tracking Number	Shipment Status

19
CREATE NEW SHIPMENT

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**Step 18:** The 'Purchase Order Shipments' page will open

**Step 19:** Click 'Create New Shipment'

**Notes**

If this is the first time entering a shipment for the PO (e.g., there were no previous partial shipments entered into the Vendor Portal for this PO), a warning message will appear stating that no shipment records were found. Once a shipment is entered, this message will no longer appear.

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**Purchase Order Details**

Vendor ID: 023443864  
Vendor Name: TRAFFIC ANDPARKING CONTROL CO.,INC.

- Back to Search Results
- Purchase Order Details
- Purchase Order Shipments
- Purchase Order Events

**Purchase Order: FMNJEM2576F**

**Purchase Order Status: Acknowledged By Vendor**

Shipments

Shipment Number	ESD	ASD	Shipment Type	Carrier	TCN	Tracking Number	Shipment Status

Create New Shipment

\*Indicates required field. One of the two ship dates is required.

Estimated Ship Date (ESD):

Actual Ship Date (ASD):

Carrier:\*

TCN #:\*

Tracking Number:\*

**Step 20:** The 'Create New Shipment' screen appears (The 'TCN #' field will default with the number formatted to include the Requisition Number + XXX)

Shipments

Shipment Number	ESD	ASD	Shipment Type	Carrier	TCN	Tracking Number	Shipment Status
-----------------	-----	-----	---------------	---------	-----	-----------------	-----------------

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Create New Shipment

\*Indicates required field. One of the two ship dates is required.

Estimated Ship Date (ESD):

Actual Ship Date (ASD):

Carrier\*:

TCN #\*:

Tracking Number\*:

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	REQ #	ITEM ID#	Description	Quantity	Quantity Shipped
<input type="checkbox"/>	FB230061194GYG	9390009518811	TAPE, REFLECTIVE, FSC 93, PART II, ITEM 28ADHESIVE BACKING,	4	4 <input type="text"/>

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**Step 21:** Enter shipment information. (Ship Date Format = MM/DD/YYYY)

**Step 22:** Check the box next to the appropriate lines that are included in the shipment

**Step 23:** Enter the quantity to be shipped in the 'Quantity Shipped' field

**Step 24:** Click 'Create Shipment' button

**Notes**

One of the two ship dates is required (i.e., the user may enter either the Estimated Ship Date or Actual Ship Date). All other fields are required.

This guide shows a full shipment. 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 other two). This will change the status of the SO and PO in OMS to Partial Shipped.



**Step 25:** Click 'OK' button

**Notes**

After a shipment is confirmed, it cannot be modified. Therefore, please make sure all fields were entered correctly before clicking the 'OK' button.

[Back to Search Results](#)

- [Purchase Order Details](#)
- [Purchase Order Shipments](#)
- [Purchase Order Events](#)

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**Purchase Order: FMNJEM2576F**

**Purchase Order Status: Shipped**

Shipments

Shipment Number	ESD	ASD	Shipment Type	Carrier	TCN	Tracking Number	Shipment Status
100000136	May 13, 2016	Apr 28, 2016		UPS	FB230061194GYGXXX	FB23006FB23006	Shipped

26

Shipment Details

Shipment: 100000136

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**Ship From:** 5100 W BROWN DEER RD  
MILWAUKEE, WI 53223-2322
 **Ship To:** FB2300 88 MSG LGRS  
CP 937 257 2271  
5236 CHASE ST BLDG 257  
WRIGHT PATTERSON AFB, OH  
45433
 **Carrier Name:** UPS

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Shipping Details

Line #	REQ #	ITEM ID#	Description	Quantity	Quantity This Shipment	Tracking Number	Shipment Status
1		9390009518811	TAPE, REFLECTIVE, FSC 93, PART II, ITEM 28ADHESIVE BACKING, 50 YD RO, 6 IN. WIDE WHITE PN3430 6"	4	4	FB23006FB23006	Shipped

**Step 26:** Confirm the 'Purchase Order Status' and 'Shipment Status' fields indicate 'Shipped'

**Step 27:** Click on 'Purchase Order Details' link

**Purchase Order Details**

Vendor ID: 023443864  
Vendor Name: TRAFFIC ANDPARKING CONTROL CO.,INC.

- [Back to Search Results](#)
- [Purchase Order Details](#)
- [Purchase Order Shipments](#)
- [Purchase Order Events](#)

**Purchase Order: FMNJEM2576F**

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**Purchase Order Status: Shipped**

Acknowledge P.O.

Print PDF

Request Fax Copy

Request to Cancel P.O.

P.O. Shipments

Header Details

<b>Date of Order:</b> Apr 28, 2016	<b>Inspection/Acceptance:</b> <input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin By Region
<b>Order Number:</b> FMNJEM2576F	<input checked="" type="checkbox"/> Acceptance By 7 (days after delivery)
<b>From Address:</b> FAS/SOUTHWEST SUPP CTR 819 TAYLOR ST, RM 6A00 FORT WORTH TX 76102	<b>Amendment No.:</b>
<b>Administration By:</b> <input checked="" type="checkbox"/> Above Office	<b>FOB:</b> DESTINATION PRE-PAY/ADD TAILGATE DELIVERY
<b>Vendor Will:</b> <input checked="" type="checkbox"/> Deliver <input type="checkbox"/> Ship	<input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin
<b>Deliver By:</b> May 13, 2016	<input type="checkbox"/> Inside Delivery <input checked="" type="checkbox"/> Tailgate Delivery
<input checked="" type="checkbox"/> Or Sooner <input type="checkbox"/> See Note in Description	<b>GBL Number:</b>
<b>Ship To/Required Marking:</b> FB2300 88 MSG LGRS CP 937 257 2271 5236 CHASE ST BLDG 257 WRIGHT PATTERSON AFB OH	<b>To Contractor:</b> ( 023443864 ) <input checked="" type="checkbox"/> Remittance address differs 5100 W BROWN DEER RD MILWAUKEE, WI 53223-2322
	<b>Contract Number:</b> GS07FBTAPS

**Purchase Order Notes Instructions:**

**Step 28:** Confirm the 'Purchase Order Status' has updated to 'Shipped'

**Step 29:** Click 'Purchase Order Events' link

**Notes**

The status of the SO and PO will also update to 'Shipped'.

Welcome **tmulhol** [Log Out](#) [Change Password](#)

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Purchase Order Management

**Purchase Order Details**

Vendor ID: 023443864  
Vendor Name: TRAFFIC ANDPARKING CONTROL CO.,INC.

- [Back to Search Results](#)
- [Purchase Order Details](#)
- [Purchase Order Shipments](#)
- [Purchase Order Events](#)

**Purchase Order: FMNJEM2576F**

**Purchase Order Status: Shipped**

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Events

Date	Time	Event Type
Apr 28, 2016	10:53:52 AM	PO was acknowledged

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**Step 30:** The 'Purchase Order Events' page will open

**Step 31:** View the actions taken on the PO.

## Acknowledging POs and Entering Shipment Information – Line Level

If a vendor wishes to only acknowledge a partial quantity or one line of a multi line PO, they may do so at the line level. This section provides steps and guidance for acknowledging POs at the line level.

1

### Purchase Order Details

Vendor ID: \_\_\_\_\_  
Vendor Name: HELP DESK SUPPORT

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[Back to Search Results](#)  
[Purchase Order Details](#)  
[Purchase Order Shipments](#)  
[Purchase Order Events](#)

### Purchase Order: FMNJEM3166F

### Purchase Order Status: Sent To Vendor

Acknowledge P.O.
Print PDF
Request Fax Copy
Request to Cancel P.O.
P.O. Shipments

▼ Header Details

<p><b>Date of Order:</b> Apr 29, 2016</p> <p><b>Order Number:</b> FMNJEM3166F</p> <p><b>From Address:</b> FAS/SOUTHWEST SUPP CTR 819 TAYLOR ST, RM 6A00 FORT WORTH TX 76102</p> <p><b>Administration By:</b> <input checked="" type="checkbox"/> Above Office</p> <p><b>Vendor Will:</b> <input checked="" type="checkbox"/> Deliver <input type="checkbox"/> Ship</p> <p><b>Deliver By:</b> May 14, 2016 <input checked="" type="checkbox"/> Or Sooner <input type="checkbox"/> See Note in Description</p> <p><b>Ship To/Required Marking:</b> FB2300 88 MSG LGRS CP 937 257 2271 5236 CHASE ST BLDG 257 WRIGHT PATTERSON AFB OH</p>	<p><b>Inspection/Acceptance:</b> <input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin By Region <input checked="" type="checkbox"/> Acceptance By 7 (days after delivery)</p> <p><b>Amendment No.:</b></p> <p><b>FOB:</b> DESTINATION PRE-PAY/ADD TAILGATE DELIVERY <input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin <input type="checkbox"/> Inside Delivery <input checked="" type="checkbox"/> Tailgate Delivery</p> <p><b>GBL Number:</b></p> <p><b>To Contractor:</b> ( 023443864 ) <input checked="" type="checkbox"/> Remittance address differs 5100 W BROWN DEER RD MILWAUKEE, WI 53223-2322</p> <p><b>Contract Number:</b> GS07FBTAPS</p> <p><b>Purchase Order Notes Instructions:</b> _____</p>
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**Step 1: Follow Steps 1 through 11** in the *'Acknowledging POs and Entering Shipment Information – Header Level'* section of this Quick Guide, to search for, open and view information for a specific PO.

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**2** Line Item Details

Line Item Actions:

**UPDATE LINE ITEM**

**Requisition Number:** FB230061204J8G  
**Status:** Sent To Vendor  
**Unit:** RL  
**Unit Price:** \$51.48  
**Quantity:** 5  
**Amount:** \$257.40

**Item Number:** 9390009518811  
**Supplier Item ID:**  
**Original Quantity:** 5  
**Quantity Remain to Ship:** 0  
**Quantity Shipped:** 0

**Ship To:**  
 FB2300 88 MSG LGRS  
 CP 937 257 2271  
 5236 CHASE ST BLDG 257  
 WRIGHT PATTERSON AFB OH 45433  
 WRIGHT PATTERSON AFB, OH 45433

**Line Item Description:**  
 TAPE, REFLECTIVE, FSC 93, PART II, ITEM 28ADHESIVE BACKING, 50 YD RO, 6 IN. WIDE WHITE PN3430 6"

**Status Details:**

Status	Quantity	Estimated Ship Date
Sent To Vendor	5	May 14, 2016

**Instruction:** No Line Item Instructions Available.

**Step 2:** Scroll down to 'Line Item Details' section

Footer Details

<b>Discount Terms:</b> 00.000%-00 00.000%-00 NET-30	<b>Quantity Variation Allowed:</b> (+) 00 % / (-)00 %	<b>Totals:</b>	\$257.40
<b>GSA Accounts Payable Branch:</b> P.O. BOX 419018 KANSAS CITY, MO64141	<b>Information other than payment inquiries:</b> LaTieya N. Palmer 817-850-8125	<b>Signature (Contracting/Purchasing Officer):</b> LaTieya N. Palmer	<b>DPAS Rating:</b> N <b>MSDS Req'd:</b> N <b>POP:</b> N
<b>Payment Inquiry Contact:</b> 816-926-7287			

**Line Item Details**

**3** Line Item Actions: - Select -

- Acknowledge
- Partial Acknowledge
- Cancel
- Partial Cancel
- Substitute
- Backorder

Requisition Number:   
Status:   
Unit:   
Unit Price: \$51.48   
Quantity: 5   
Amount: \$257.40

Item Number: 9390009518811   
Supplier Item ID:   
Original Quantity: 5   
Quantity Remain to Ship: 0   
Quantity Shipped: 0

Ship To:   
FB2300 88 MSG LGRS   
CP 937 257 2271   
5236 CHASE ST BLDG 257   
WRIGHT PATTERSON AFB OH 45433   
WRIGHT PATTERSON AFB, OH 45433

**UPDATE LINE ITEM**

**Line Item Description:**  
TAPE, REFLECTIVE, FSC 93, PART II, ITEM 28ADHESIVE BACKING, 50 YD RO, 6 IN. WIDE WHITE PN3430 6"

**Status Details:**

Status	Quantity	Estimated Ship Date
Sent To Vendor	5	May 14, 2016

**Instruction:** No Line Item Instructions Available.

**Footer Details**

Discount Terms: 00.000%-00 00.000%-00 NET-30	Quantity Variation Allowed: (+) 00 % / (-)00 %	Totals: \$257.40
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<p>GSA Accounts Payable Branch: P.O. BOX 419018 KANSAS CITY, MO64141</p> <p>Payment Inquiry Contact: 816-926-7287</p>	<p><b>Information other than payment inquiries:</b> LaTieya N. Palmer 817-850-8125</p>	<p>Signature (Contracting/Purchasing Officer): LaTieya N. Palmer</p> <p>DPAS Rating: N    MSDS Req'd: N    POP: N</p>
---	--	---

**Step 3:** In the 'Line Item Actions' field, select 'Acknowledge' from drop down menu

**Notes**  
A vendor may also partially acknowledge at the line level. They can do so by selecting 'Partial Acknowledge' in the 'Line Item Actions' field. If so, there will be a text field for the vendor to specify the desired quantity to acknowledge.

Line Item Details

Line Item Actions: Acknowledge

4

UPDATE LINE ITEM

Requisition Number: FB230061204J8G  
 Status: Sent To Vendor  
 Unit: RL  
 Unit Price: \$51.48  
 Quantity: 5  
 Amount: \$257.40

Item Number: 9390009518811  
 Supplier Item ID:  
 Original Quantity: 5  
 Quantity Remain to Ship: 0  
 Quantity Shipped: 0

Ship To:  
 FB2300 88 MSG LGRS  
 CP 937 257 2271  
 5236 CHASE ST BLDG 257  
 WRIGHT PATTERSON AFB OH 45433  
 WRIGHT PATTERSON AFB, OH 45433

Line Item Description:  
 TAPE, REFLECTIVE, FSC 93, PART II, ITEM 28ADHESIVE BACKING, 50 YD RO, 6 IN. WIDE WHITE PN3430 6"

Status Details:

Status	Quantity	Estimated Ship Date
Sent To Vendor	5	May 14, 2016

Instruction: No Line Item Instructions Available.

Footer Details

Discount Terms: 00.000%-00 00.000%-00 NET-30      Quantity Variation Allowed: (+) 00 % / (-)00 %      Totals: \$257.40

GSA Accounts Payable Branch: P.O. BOX 419018  
 KANSAS CITY, MO64141  
 Payment Inquiry Contact: 816-926-7287

Information other than payment inquiries:  
 LaTieya N. Palmer  
 817-850-8125

Signature (Contracting/Purchasing Officer):  
 LaTieya N. Palmer  
 DPAS Rating: N      MSDS Req'd: N      POP: N

**Step 4:** Click 'Update Line Item' button

- Back to Search Results
- Purchase Order Details
- Purchase Order Shipments
- Purchase Order Events

**Purchase Order: FMNJEM3166F**

**Purchase Order Status: Sent To Vendor**

Line Item Details

### Acknowledge Item # - 9390009518811

Acknowledged Quantity: 5

CLOSE
ACKNOWLEDGE

---

<p><b>5</b> Requisition Number: FB230061204J8G</p> <p>Status: Sent To Vendor</p> <p>Unit: RL</p> <p>Unit Price: \$51.48</p> <p>Quantity: 5</p> <p>Amount: \$257.40</p>	<p>Item Number: 9390009518811</p> <p>Supplier Item ID:</p> <p>Original Quantity: 5</p> <p>Quantity Remain to Ship: 0</p> <p>Quantity Shipped: 0</p>	<p>Ship To:</p> <p>FB2300 88 MSG LGRS            CP 937 257 2271            5236 CHASE ST BLDG 257            WRIGHT PATTERSON AFB OH 45433            WRIGHT PATTERSON AFB, OH 45433</p>
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**Line Item Description:**  
 TAPE, REFLECTIVE, FSC 93, PART II, ITEM 28ADHESIVE BACKING, 50 YD RO, 6 IN. WIDE WHITE PN3430 6"

**Status Details:**

Status	Quantity	Estimated Ship Date
Sent To Vendor	5	May 14, 2016

**Instruction:** No Line Item Instructions Available.

**Step 5:** Confirm 'Line Item Details'

**Step 6:** Click 'Acknowledge' button

**Notes**

Once a PO is acknowledged in Vendor Portal, the vendor cannot cancel the PO without first contacting their Contracting Officer. The CO would need to submit a cancel request in OMS before the vendor can cancel the PO in Vendor Portal.

**Purchase Order: FMNJEM3166F**

**7 Purchase Order Status: Acknowledged By Vendor**

**Step 7:** Confirm 'Purchase Order Status' updates to 'Acknowledged by Vendor'

**Step 8:** Confirm 'Purchase Order Notes Instructions' states 'PO was acknowledged'

• Info - Acknowledge Line Item Successful

Acknowledge P.O.

Print PDF

Request Fax Copy

Request to Cancel P.O.

P.O. Shipments

▼ Header Details

Date of Order: Apr 29, 2016

Order Number: FMNJEM3166F

From Address: FAS/SOUTHWEST SUPP CTR  
819 TAYLOR ST, RM 6A00  
FORT WORTH TX 76102

Administration By:  Above Office

Vendor Will:  Deliver  Ship

Deliver By: May 14, 2016  
 Or Sooner  See Note in Description

Ship To/  
Required  
Marking: FB2300 88 MSG LGRS  
CP 937 257 2271  
5236 CHASE ST BLDG 257  
WRIGHT PATTERSON AFB OH  
45433  
WRIGHT PATTERSON AFB, OH  
45433

Consignee: FB2300

Mark For: PROJ: PRI: 08 RDD: 135

Trnsp Cntrl No: FB230061204J8GXXX

Inspection/Acceptance:  Destination  Origin By Region

Acceptance By 7 (days after delivery)

Amendment No.:

FOB: DESTINATION PRE-PAY/ADD TAILGATE DELIVERY

Destination  Origin

Inside Delivery  Tailgate Delivery

GBL Number:

To Contractor: ( 023443864 )  Remittance address differs  
5100 W BROWN DEER RD  
MILWAUKEE, WI 53223-2322

Contract Number: GS07FBTAPS

**8 Purchase Order Notes Instructions:**

PO was acknowledged.

**Line Item Details**

Line Item Actions: - Select - UPDATE LINE ITEM

**Requisition Number:** FB230061204J8G  
**Status:** Acknowledged By Vendor  
**Unit:** RL  
**Unit Price:** \$51.48  
**Quantity:** 5  
**Amount:** \$257.40

**Item Number:** 9390009518811  
**Supplier Item ID:**  
**Original Quantity:** 5  
**Quantity Remain to Ship:** 5  
**Quantity Shipped:** 0

**Ship To:**  
 FB2300 88 MSG LGRS  
 CP 937 257 2271  
 5236 CHASE ST BLDG 257  
 WRIGHT PATTERSON AFB OH 45433  
 WRIGHT PATTERSON AFB, OH 45433

**Line Item Description:**  
 TAPE, REFLECTIVE, FSC 93, PART II, ITEM 28ADHESIVE BACKING, 50 YD RO, 6 IN. WIDE WHITE PN3430 6"

**Status Details:**

Status	Quantity	Estimated Ship Date
Acknowledged By Vendor	5	May 14, 2016

**Instruction:** No Line Item Instructions Available.

**Footer Details**

**Discount Terms:** 00.000%-00 00.000%-00 NET-30  
**Quantity Variation Allowed:** (+) 00 % / (-)00 %  
**Totals:** \$257.40

**GSA Accounts Payable Branch:** P.O. BOX 419018  
 KANSAS CITY, MO64141  
**Payment Inquiry Contact:** 816-926-7287

**Information other than payment inquiries:**  
 LaTieya N. Palmer  
 817-850-8125

**Signature (Contracting/Purchasing Officer):**  
 LaTieya N. Palmer  
**DPAS Rating:** N  
**MSDS Req'd:** N  
**POP:** N

**Step 9:** Confirm 'Status' on the 'Line Item Details' updates to 'Acknowledged by Vendor'

**Notes**  
 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'.

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

## **Cancelling a Purchase Order**

If the vendor determines they cannot fulfill a full or partial amount of a PO, they can send a notification to GSA (and ultimately the customer) that they will fully or partially cancel the PO. This section provides steps and guidance for using the Vendor Portal to fully or partially cancel a PO.

If a customer determines they no longer wish to have an item fully or partially fulfilled by a vendor 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 the GSA 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' 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.

**1** **Purchase Order Details**

Vendor ID: 023443864  
Vendor Name: TRAFFIC ANDPARKING CONTROL CO.,INC.

- [Back to Search Results](#)
- [Purchase Order Details](#)
- [Purchase Order Shipments](#)
- [Purchase Order Events](#)

**Purchase Order: FMNJEM2886F**

**Purchase Order Status: Sent To Vendor**

- Acknowledge P.O.
- Print PDF
- Request Fax Copy
- Request to Cancel P.O.
- P.O. Shipments

▼ Header Details

<p><b>Date of Order:</b> Apr 29, 2016</p> <p><b>Order Number:</b> FMNJEM2886F</p> <p><b>From Address:</b> FAS/SOUTHWEST SUPP CTR 819 TAYLOR ST, RM 6A00 FORT WORTH TX 76102</p> <p><b>Administration By:</b> <input checked="" type="checkbox"/> Above Office</p> <p><b>Vendor Will:</b> <input checked="" type="checkbox"/> Deliver <input type="checkbox"/> Ship</p> <p><b>Deliver By:</b> May 14, 2016 <input checked="" type="checkbox"/> Or Sooner <input type="checkbox"/> See Note in Description</p> <p><b>Ship To/Required Marking:</b> FB2300 88 MSG LGRS CP 937 257 2271 5236 CHASE ST BLDG 257 WRIGHT PATTERSON AFB OH</p>	<p><b>Inspection/Acceptance:</b> <input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin By Region <input checked="" type="checkbox"/> Acceptance By 7 (days after delivery)</p> <p><b>Amendment No.:</b></p> <p><b>FOB:</b> DESTINATION PRE-PAY/ADD TAILGATE DELIVERY <input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin <input type="checkbox"/> Inside Delivery <input checked="" type="checkbox"/> Tailgate Delivery</p> <p><b>GBL Number:</b></p> <p><b>To Contractor:</b> ( 023443864 ) <input checked="" type="checkbox"/> Remittance address differs 5100 W BROWN DEER RD MILWAUKEE, WI 53223-2322</p> <p><b>Contract Number:</b> GS07FBTAPS</p> <p><b>Purchase Order Notes Instructions:</b></p>	
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**Step 1 :** Follow **Steps 1 through 11** in the *'Acknowledging POs and Entering Shipment Information – Header Level'* section of this Quick Guide, to search for, open and view information for a specific PO.

2

Line Item Details

**Line Item Actions:** - Select -

**UPDATE LINE ITEM**

**Requisition Number:** FB230061204HUG

**Status:** Sent To Vendor

**Unit:** RL

**Unit Price:** \$51.48

**Quantity:** 10

**Amount:** \$514.80

**Item Number:** 9390009518811

**Supplier Item ID:**

**Original Quantity:** 10

**Quantity Remain to Ship:** 0

**Quantity Shipped:** 0

**Ship To:**  
 FB2300 88 MSG LGRS  
 CP 937 257 2271  
 5236 CHASE ST BLDG 257  
 WRIGHT PATTERSON AFB OH 45433  
 WRIGHT PATTERSON AFB, OH 45433

**Line Item Description:**  
 TAPE, REFLECTIVE, FSC 93, PART II, ITEM 28ADHESIVE BACKING, 50 YD RO, 6 IN. WIDE WHITE PN3430 6"

**Status Details:**

Status	Quantity	Estimated Ship Date
Sent To Vendor	10	May 14, 2016

**Instruction:** No Line Item Instructions Available.

Discount Terms: 00.000%-00 00.000%-00 NET-30

Quantity Variation Allowed: (+) 00 % / (-)00 %

Totals: \$514.80

**GSA Accounts Payable Branch:** P.O. BOX 419018  
KANSAS CITY, MO64141

**Payment Inquiry Contact:** 816-926-7287

**Information other than payment inquiries:**  
 LaTieya N. Palmer  
 817-850-8125

**Signature (Contracting/Purchasing Officer):**  
 LaTieya N. Palmer

**DPAS Rating:** N    **MSDS Req'd:** N    **POP:** N

Footer Details

**Step 2:** Scroll down to the 'Line Item Details'

Line Item Details

**3** Line Item Actions:

- Select -

- Select -
- Acknowledge
- Partial Acknowledge
- Cancel
- Partial Cancel
- Substitute
- Backorder

Item Number: 9390009518811

Supplier Item ID:

Original Quantity: 10

Quantity Remain to Ship: 0

Quantity Shipped: 0

Ship To:

FB2300 88 MSG LGRS  
 CP 937 257 2271  
 5236 CHASE ST BLDG 257  
 WRIGHT PATTERSON AFB OH 45433  
 WRIGHT PATTERSON AFB, OH 45433

Requisition Number:   
 Status:   
 Unit:   
 Unit Price: \$51.48   
 Quantity: 10   
 Amount: \$514.80

Line Item Description: TAPE, REFLECTIVE, FSC 93, PART II, ITEM 28ADHESIVE BACKING, 50 YD RO, 6 IN. WIDE WHITE PN3430 6"

Status Details:

Status	Quantity	Estimated Ship Date
Sent To Vendor	10	May 14, 2016

Instruction: No Line Item Instructions Available.

Footer Details

Discount Terms: 00.000%-00 00.000%-00 NET-30	Quantity Variation Allowed: (+) 00 % / (-) 00 %	Totals: \$514.80
<p>GSA Accounts Payable Branch: P.O. BOX 419018                  KANSAS CITY, MO64141</p> <p>Payment Inquiry Contact: 816-926-7287</p>	<p>Information other than payment inquiries:                  LaTieya N. Palmer                  817-850-8125</p>	<p>Signature (Contracting/Purchasing Officer):                  LaTieya N. Palmer</p> <p>DPAS Rating: N    MSDS Req'd: N    POP: N</p>

**Step 3:** Select 'Cancel' from the drop down menu

**Notes**  
 A vendor may also partially cancel at the line level. They can do so by selecting 'Partial Cancel' in the 'Line Item Actions' field, If so, there will be a text field for the vendor to specify the desired quantity to cancel.

As noted in the introduction to this section, if a customer requested the PO be cancelled, the status of the PO may indicate 'Cancel Requested' or 'Partial Cancel Requested'. If the vendor agrees to cancel the PO, they will complete the remaining steps in this section. If they choose not to accept the request to cancel, follow the steps in the "Rejecting a Cancellation Request" section of the Quick Guide.

▼ Line Item Details

**Line Item Actions:** Cancel

4

UPDATE LINE ITEM

<b>Requisition Number:</b> FB230061204HUG	<b>Item Number:</b> 9390009518811	<b>Ship To:</b>
<b>Status:</b> Sent To Vendor	<b>Supplier Item ID:</b>	FB2300 88 MSG LGRS
<b>Unit:</b> RL	<b>Original Quantity:</b> 10	CP 937 257 2271
<b>Unit Price:</b> \$51.48	<b>Quantity Remain to Ship:</b> 0	5236 CHASE ST BLDG 257
<b>Quantity:</b> 10	<b>Quantity Shipped:</b> 0	WRIGHT PATTERSON AFB OH 45433
<b>Amount:</b> \$514.80		WRIGHT PATTERSON AFB, OH 45433

**Line Item Description:**  
TAPE, REFLECTIVE, FSC 93, PART II, ITEM 28ADHESIVE BACKING, 50 YD RO, 6 IN. WIDE WHITE PN3430 6"

**Status Details:**

Status	Quantity	Estimated Ship Date
Sent To Vendor	10	May 14, 2016

**Instruction:** No Line Item Instructions Available.

▼ Footer Details

Discount Terms: 00.000%-00.00.000%-00 NET-30	Quantity Variation Allowed: (+) 00 % / (-)00 %	<b>Totals:</b> \$514.80
<p><b>GSA Accounts Payable Branch:</b> P.O. BOX 419018 KANSAS CITY, MO64141</p> <p><b>Payment Inquiry Contact:</b> 816-926-7287</p>	<p><b>Information other than payment inquiries:</b> LaTieya N. Palmer 817-850-8125</p>	<p><b>Signature (Contracting/Purchasing Officer):</b> LaTieya N. Palmer</p> <p><b>DPAS Rating:</b> N    <b>MSDS Req'd:</b> N    <b>POP:</b> N</p>

**Step 4:** Click 'Update Line Item' button

**Purchase Order: FMNJEM2886F**

**Purchase Order Status: Sent To Vendor**

Line Item Details

**Request to Cancel Item # - 9390009518811**

5

Requisition Number: FB230061204HUG  
 Status: Sent To Vendor  
 Unit: RL  
 Unit Price: \$51.48  
 Quantity: 10  
 Amount: \$514.80

Item Number: 9390009518811  
 Supplier Item ID:  
 Original Quantity: 10  
 Quantity Remain to Ship: 0  
 Quantity Shipped: 0

Ship To:  
 FB2300 88 MSG LGRS  
 CP 937 257 2271  
 5236 CHASE ST BLDG 257  
 WRIGHT PATTERSON AFB OH 45433  
 WRIGHT PATTERSON AFB, OH 45433

Line Item Description:  
 TAPE, REFLECTIVE, FSC 93, PART II, ITEM 28ADHESIVE BACKING, 50 YD RO, 6 IN. WIDE WHITE PN3430 6"

Status Details:

Status	Quantity	Estimated Ship Date
Sent To Vendor	10	May 14, 2016

Instruction: No Line Item Instructions Available.

**Step 5:** Click 'Request Cancel' button

**Notes**  
 Even though the button indicates 'Request Cancel' it still has the effect of cancelling the PO or accepting the customer's request to cancel.

**Purchase Order Details**

Vendor ID: 023443864  
Vendor Name: TRAFFIC ANDPARKING CONTROL CO.,INC.

- [Back to Search Results](#)
- [Purchase Order Details](#)
- [Purchase Order Shipments](#)
- [Purchase Order Events](#)

**Purchase Order: FMNJEM2886F**

**6 Purchase Order Status: Cancelled**

• Info - Cancel Line Item Successful

- Acknowledge P.O.
- Print PDF
- Request Fax Copy
- Request to Cancel P.O.
- P.O. Shipments

▼ Header Details

<p><b>Date of Order:</b> Apr 29, 2016</p> <p><b>Order Number:</b> FMNJEM2886F</p> <p><b>From Address:</b> FAS/SOUTHWEST SUPP CTR 819 TAYLOR ST, RM 6A00 FORT WORTH TX 76102</p> <p><b>Administration By:</b> <input checked="" type="checkbox"/> Above Office</p> <p><b>Vendor Will:</b> <input checked="" type="checkbox"/> Deliver <input type="checkbox"/> Ship</p> <p><b>Deliver By:</b> May 14, 2016 <input checked="" type="checkbox"/> Or Sooner <input type="checkbox"/> See Note in Description</p> <p><b>Ship To/Required:</b> FB2300 88 MSG LGRS CP 937 257 2271</p>	<p><b>Inspection/Acceptance:</b> <input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin By Region <input checked="" type="checkbox"/> Acceptance By 7 (days after delivery)</p> <p><b>Amendment No.:</b></p> <p><b>FOB:</b> DESTINATION PRE-PAY/ADD TAILGATE DELIVERY <input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin <input type="checkbox"/> Inside Delivery <input checked="" type="checkbox"/> Tailgate Delivery</p> <p><b>GBL Number:</b></p> <p><b>To Contractor:</b> ( 023443864 ) <input checked="" type="checkbox"/> Remittance address differs 5100 W BROWN DEER RD MILWAUKEE, WI 53223-2322</p> <p><b>Contract Number:</b> GS07FBTAPS</p>	
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**Step 6:** Confirm the 'Purchase Order Status' updates to 'Cancelled'

**Notes**

The status of the PO and SO in OMS will also update to Cancelled.

If the Vendor partially cancels the PO, the status will indicate 'Partial Cancelled' and the status of the PO and SO in OMS will update to 'Partial Cancelled.'

7
Line Item Details

Line Item Actions: - Select -

Requisition Number: FB230061204HUG

Status: Cancelled

Unit: RL

Unit Price: \$51.48

Quantity: 0

Amount: \$0.00

Item Number: 9390009518811

Supplier Item ID:

Original Quantity: 10

Quantity Remain to Ship: 0

Quantity Shipped: 0

Ship To:

FB2300 88 MSG LGRS  
CP 937 257 2271  
5236 CHASE ST BLDG 257  
WRIGHT PATTERSON AFB OH 45433  
WRIGHT PATTERSON AFB, OH 45433

UPDATE LINE ITEM

**Line Item Description:**  
TAPE, REFLECTIVE, FSC 93, PART II, ITEM 28ADHESIVE BACKING, 50 YD RO, 6 IN. WIDE WHITE PN3430 6"

8

**Status Details:**

Status	Quantity	Estimated Ship Date
Cancelled	10	May 14, 2016

**Instruction:** No Line Item Instructions Available.

Footer Details

Discount Terms: 00.000%-00 00.000%-00 NET-30	Quantity Variation Allowed: (+) 00 % / (-)00 %	<b>Totals:</b> \$0.00
<p>GSA Accounts Payable Branch: P.O. BOX 419018 KANSAS CITY, MO64141</p> <p>Payment Inquiry Contact: 816-926-7287</p>	<p><b>Information other than payment inquiries:</b> LaTieya N. Palmer 817-850-8125</p>	<p><b>Signature (Contracting/Purchasing Officer):</b> LaTieya N. Palmer</p> <p>DPAS Rating: N    MSDS Req'd: N    POP: N</p>

**Step 7:** Scroll down to the 'Line Item Details'

**Step 8:** Confirm the line 'Status' updates to 'Cancelled'

## **Rejecting a Cancellation Request**

If a customer determines they no longer wish to have an item fully or partially fulfilled by a vendor 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 the GSA 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' 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.

**1** Purchase Order Details

Vendor ID:  
Vendor Name: HELP DESK SUPPORT

- [Back to Search Results](#)
- [Purchase Order Details](#)
- [Purchase Order Shipments](#)
- [Purchase Order Events](#)

**Purchase Order: MMNJDF9506M**

**2** Purchase Order Status: Cancel Requested

- Acknowledge P.O.
- Print PDF
- Request Fax Copy
- P.O. Shipments

▼ Header Details

<p><b>Date of Order:</b> May 11, 2016</p> <p><b>Order Number:</b> MMNJDF9506M</p> <p><b>From Address:</b> ACQUISITION DIVISION 2300 Main Street, 6th floor KANSAS CITY MO 641082416</p> <p><b>Administration By:</b> <input type="checkbox"/> Above Office <input checked="" type="checkbox"/> 5</p> <p><b>Vendor Will:</b> <input type="checkbox"/> Deliver <input checked="" type="checkbox"/> Ship</p> <p><b>Ship By:</b> May 26, 2016 <input checked="" type="checkbox"/> Or Sooner <input type="checkbox"/> See Note in Description</p>	<p><b>Inspection/Acceptance:</b> <input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin By Region <input checked="" type="checkbox"/> Acceptance By 7 (days after delivery)</p> <p><b>Amendment No.:</b></p> <p><b>FOB:</b> DESTINATION TAILGATE DELIVERY <input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin <input type="checkbox"/> Inside Delivery <input checked="" type="checkbox"/> Tailgate Delivery</p> <p><b>GBL Number:</b></p> <p><b>To Contractor:</b> ( 057007189 ) <input checked="" type="checkbox"/> Remittance address differs 1738 MAPLELAWN DR STE B</p>
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**Step 1:** Follow **Steps 1 through 11** in the 'Acknowledging POs and Entering Shipment Information – Header Level' section of this Quick Guide, to search for, open and view information for a specific PO.

**Step 2:** Confirm the 'Purchase Order Status' is 'Cancel Requested'

3 Line Item Details

**Line Item Actions:** - Select -

**UPDATE LINE ITEM**

<b>Requisition Number:</b> FB230061323LOG	<b>Item Number:</b> 5120002930008	<b>Ship To:</b>
<b>Status:</b> Cancel Requested	<b>Supplier Item ID:</b>	FB2300 88 MSG LGRS
<b>Unit:</b> EA	<b>Original Quantity:</b> 1	CP 937 257 2271
<b>Unit Price:</b> \$193.29	<b>Quantity Remain to Ship:</b> 0	5236 CHASE ST BLDG 257
<b>Quantity:</b> 1	<b>Quantity Shipped:</b> 0	WRIGHT PATTERSON AFB OH 45433
<b>Amount:</b> \$193.29		WRIGHT PATTERSON AFB, OH 45433

**Line Item Description:**  
Adjustable Wrench (Crescent) (Non-Sparking)

**Status Details:**

Status	Quantity	Estimated Ship Date
Cancel Requested	1	May 26, 2016

**Instruction:** No Line Item Instructions Available.

Footer Details

<b>Discount Terms:</b> 00.000%-00 00.000%-00 NET-30	<b>Quantity Variation Allowed:</b> (+) 00 % / (-)00 %	<b>Totals:</b> \$193.29
<p><b>GSA Accounts Payable Branch:</b> P.O. BOX 419018 KANSAS CITY, MO64141</p> <p><b>Payment Inquiry Contact:</b> 816-926-7287</p>	<p><b>Information other than payment inquiries:</b> Marty Daniells 816-823-1325</p>	<p><b>Signature (Contracting/Purchasing Officer):</b> Jacqueline A. Simington</p> <p><b>DPAS Rating:</b> N    <b>MSDS Req'd:</b> N    <b>POP:</b> N</p>

**Step 3:** Scroll down to 'Line Item Details'

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Line Item Details

**4** Line Item Actions: - Select -

- Select -
- Acknowledge
- Partial Acknowledge
- Cancel
- Unit: Partial Cancel
- Reject Cancellation
- Substitute
- Backorder

Requisition Number: - Select -

Status: - Select -

Unit Price: - Select -

Quantity: - Select -

Amount: \$193.29

Line Item Description:  
Adjustable Wrench (Crescent) (Non-Sparking)

Status Details:

Status	Quantity	Estimated Ship Date
Cancel Requested	1	May 26, 2016

Item Number: 5120002930008

Supplier Item ID:

Original Quantity: 1

Quantity Remain to Ship: 0

Quantity Shipped: 0

Ship To:

FB2300 88 MSG LGRS  
CP 937 257 2271  
5236 CHASE ST BLDG 257  
WRIGHT PATTERSON AFB OH 45433  
WRIGHT PATTERSON AFB, OH 45433

UPDATE LINE ITEM

Footer Details

Discount Terms: 00.000%-00 00.000%-00 NET-30      Quantity Variation Allowed: (+) 00 % / (-)00 %      Totals: \$193.29

<p>GSA Accounts Payable Branch: P.O. BOX 419018 KANSAS CITY, MO64141</p> <p>Payment Inquiry Contact: 816-926-7287</p>	<p>Information other than payment inquiries: Marty Daniells 816-823-1325</p>	<p>Signature (Contracting/Purchasing Officer): Jacqueline A. Simington</p> <p>DPAS Rating: N      MSDS Req'd: N      POP: N</p>
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**Step 4:** In the 'Line Item Actions' field, select 'Reject Cancellation' from drop down menu

Line Item Details

**Line Item Actions:** Reject Cancellation

**Requisition Number:** FB230061323LOG

**Status:** Cancel Requested

**Unit:** EA

**Unit Price:** \$193.29

**Quantity:** 1

**Amount:** \$193.29

**Line Item Description:**  
Adjustable Wrench (Crescent) (Non-Sparking)

**Status Details:**

Status	Quantity	Estimated Ship Date
Cancel Requested	1	May 26, 2016

**Item Number:** 5120002930008

**Supplier Item ID:**

**Original Quantity:** 1

**Quantity Remain to Ship:** 0

**Quantity Shipped:** 0

**Ship To:**  
FB2300 88 MSG LGRS  
CP 937 257 2271  
5236 CHASE ST BLDG 257  
WRIGHT PATTERSON AFB OH 45433  
WRIGHT PATTERSON AFB, OH 45433

5
UPDATE LINE ITEM

Footer Details

**Discount Terms:** 00.000%-00 00.000%-00 NET-30      **Quantity Variation Allowed:** (+) 00 % / (-)00 %      **Totals:** \$193.29

<p><b>GSA Accounts Payable Branch:</b> P.O. BOX 419018 KANSAS CITY, MO64141</p> <p><b>Payment Inquiry Contact:</b> 816-926-7287</p>	<p><b>Information other than payment inquiries:</b> Marty Daniells 816-823-1325</p>	<p><b>Signature (Contracting/Purchasing Officer):</b> Jacqueline A. Simington</p> <p><b>DPAS Rating:</b> N      <b>MSDS Req'd:</b> N      <b>POP:</b> N</p>
---	---	---

**Step 5:** Click 'Update Line Item' button

Page 38 of 61

**Purchase Order: MMNJDF9506M**

**Purchase Order Status: Cancel Requested**

Line Item Details

**Reject Cancellation Request Item # - 5120002930008**

CLOSE REJECT CANCELLATION

7

6 Requisition Number: FB230061323L0G      Item Number: 5120002930008      Ship To:  
 Status: Cancel Requested      Supplier Item ID: FB2300 88 MSG LGRS  
 Unit: EA      Original Quantity: 1      CP 937 257 2271  
 Unit Price: \$193.29      Quantity Remain to Ship: 0      5236 CHASE ST BLDG 257  
 Quantity: 1      Quantity Shipped: 0      WRIGHT PATTERSON AFB OH 45433  
 Amount: \$193.29      WRIGHT PATTERSON AFB, OH 45433

Line Item Description:  
Adjustable Wrench (Crescent) (Non-Sparking)

Status Details:

Status	Quantity	Estimated Ship Date
Cancel Requested	1	May 26, 2016

Instruction: No Line Item Instructions Available.

**Step 6:** Confirm 'Line Item Details'

**Step 7:** Click 'Reject Cancellation' button

**Purchase Order Details**

Vendor ID:  
Vendor Name: HELP DESK SUPPORT

- [Back to Search Results](#)
- [Purchase Order Details](#)
- [Purchase Order Shipments](#)
- [Purchase Order Events](#)

**Purchase Order: MMNJDF9506M**

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

**8** • Info - Reject Cancellation Line Item Successful

**Acknowledge P.O.**    **Print PDF**    **Request Fax Copy**    **P.O. Shipments**

▼ Header Details

<b>Date of Order:</b> May 11, 2016	<b>Inspection/Acceptance:</b> <input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin By Region
<b>Order Number:</b> MMNJDF9506M	<input checked="" type="checkbox"/> Acceptance By 7 (days after delivery)
<b>From Address:</b> ACQUISITION DIVISION 2300 Main Street, 6th floor KANSAS CITY MO 641082416	<b>Amendment No.:</b>
<b>Administration By:</b> <input type="checkbox"/> Above Office <input checked="" type="checkbox"/> 5	<b>FOB:</b> DESTINATION TAILGATE DELIVERY
<b>Vendor Will:</b> <input type="checkbox"/> Deliver <input checked="" type="checkbox"/> Ship	<input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin
<b>Ship By:</b> May 26, 2016 <input checked="" type="checkbox"/> Or Sooner <input type="checkbox"/> See Note in Description	<input type="checkbox"/> Inside Delivery <input checked="" type="checkbox"/> Tailgate Delivery
<b>Ship To/Required Marking:</b> FB2300 88 MSG LGRS CP 937 257 2271 5236 CHASE ST BLDG 257 WRIGHT PATTERSON AFB OH 45433 WRIGHT PATTERSON AFB. OH	<b>GBL Number:</b>
	<b>To Contractor:</b> (057007189) <input checked="" type="checkbox"/> Remittance address differs 1738 MAPLELAWN DR STE B TROY, MI 48064-4604
	<b>Contract Number:</b> GS06FBA029
	<b>Purchase Order Notes Instructions:</b>

**Step 8:** Confirm cancellation rejection was processed successfully

**Step 9:** Confirm 'Purchase Order Status' updates to 'Sent to Vendor'

Line Item Details

Line Item Actions:  UPDATE LINE ITEM

**Requisition Number:** FB230061323LOG      **Item Number:** 5120002930008      **Ship To:**  
**Status:** Sent To Vendor      **Supplier Item ID:**      FB2300 88 MSG LGRS  
**Unit:** EA      **Original Quantity:** 1      CP 937 257 2271  
**Unit Price:** \$193.29      **Quantity Remain to Ship:** 0      5236 CHASE ST BLDG 257  
**Quantity:** 1      **Quantity Shipped:** 0      WRIGHT PATTERSON AFB OH 45433  
**Amount:** \$193.29      WRIGHT PATTERSON AFB, OH 45433

**Line Item Description:**  
Adjustable Wrench (Crescent) (Non-Sparking)

**10** **Status Details:** Instruction: No Line Item Instructions Available.

Status	Quantity	Estimated Ship Date
Sent To Vendor	1	May 26, 2016

Footer Details

**Discount Terms:** 00.000%-00 00.000%-00 NET-30      **Quantity Variation Allowed:** (+) 00 % / (-)00 %      **Totals:** \$193.29

<b>GSA Accounts Payable Branch:</b> P.O. BOX 419018 KANSAS CITY, MO64141  <b>Payment Inquiry Contact:</b> 816-926-7287	<b>Information other than payment inquiries:</b> Marty Daniells 816-823-1325	<b>Signature (Contracting/Purchasing Officer):</b> Jacqueline A. Simington  <b>DPAS Rating:</b> N <b>MSDS Req'd:</b> N <b>POP:</b> N
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**Step 10:** Confirm line status updates to 'Sent to Vendor'

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

## **Generating a Substitute Item Request**

If the vendor determines they cannot fulfill a full or partial amount of a PO with the item requested by the customer, they can send a notification to GSA (and ultimately the customer) that they wish to fill the order with a substitute item. This section provides steps and guidance for using the Vendor Portal to generate a substitute item request.

**Note:** If the PO includes a GSA Advice Code indicating the vendor may not fulfill the PO with a substitute item, and 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 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 cancelled.

Welcome **tmulhol** [Log Out](#) [Change Password](#)

Purchase Order Management

**Step 1: Follow Steps 1 through 11** in the 'Acknowledging POs and Entering Shipment Information – Header Level' section of this Quick Guide, to search for, open and view information for a specific PO.

**Purchase Order Details**

Vendor ID: 023443864  
Vendor Name: TRAFFIC ANDPARKING CONTROL CO.,INC.

- [Back to Search Results](#)
- [Purchase Order Details](#)
- [Purchase Order Shipments](#)
- [Purchase Order Events](#)

**Purchase Order: FMNJEM2726F**

**Purchase Order Status: Sent To Vendor**

- Acknowledge P.O.
- Print PDF
- Request Fax Copy
- Request to Cancel P.O.
- P.O. Shipments

▼ Header Details

<p><b>Date of Order:</b> Apr 28, 2016</p> <p><b>Order Number:</b> FMNJEM2726F</p> <p><b>From Address:</b> FAS/SOUTHWEST SUPP CTR 819 TAYLOR ST, RM 6A00 FORT WORTH TX 76102</p> <p><b>Administration By:</b> <input checked="" type="checkbox"/> Above Office</p> <p><b>Vendor Will:</b> <input checked="" type="checkbox"/> Deliver <input type="checkbox"/> Ship</p>	<p><b>Inspection/Acceptance:</b> <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><b>Amendment No.:</b></p> <p><b>FOB:</b> DESTINATION PRE-PAY/ADD TAILGATE DELIVERY</p> <p><input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin</p> <p><input type="checkbox"/> Inside Delivery <input checked="" type="checkbox"/> Tailgate Delivery</p> <p><b>CRI Number:</b></p>	
--	--	--

2 IAL: F/GS

3

Line Item Details

Select	REQ Number	Item Number	Description	Status	Quantity	Amount
	FB230061194HEG	9390009518811	TAPE, REFLECTIVE, FSC 93, PART II, ITEM 28ADHESIVE BACKING,	Sent To Vendor	4	\$205.92
Select	FB230061194HDG	9390009518811	TAPE, REFLECTIVE, FSC 93, PART II, ITEM 28ADHESIVE BACKING,	Sent To Vendor	4	\$205.92

---

Line Item Actions:  UPDATE LINE ITEM

Requisition Number: FB230061194HEG      Item Number: 9390009518811      Ship To: FB2300 88 MSG LGRS  
 Status: Sent To Vendor      Supplier Item ID: CP 937 257 2271  
 Unit: RL      Original Quantity: 4      5236 CHASE ST BLDG 257  
 Unit Price: \$51.48      Quantity Remain to Ship: 0      WRIGHT PATTERSON AFB OH 45433  
 Quantity: 4      Quantity Shipped: 0      WRIGHT PATTERSON AFB, OH 45433  
 Amount: \$205.92

Line Item Description:  
TAPE, REFLECTIVE, FSC 93, PART II, ITEM 28ADHESIVE BACKING, 50 YD RO, 6 IN. WIDE WHITE PN3430 6"

Status Details: Instruction: No Line Item Instructions Available.

Status	Quantity	Estimated Ship Date
Sent To Vendor	4	May 13, 2016

**Step 2:** Scroll down to the 'Line Item Details' section

**Step 3:** Confirm that the correct line is being displayed

**Notes**

POs may have one or multiple lines. This scenario illustrates a PO with two lines. **Step 3** is not necessary for a single line order.

Line Item Details

Select	REQ Number	Item Number	Description	Status	Quantity	Amount
	FB230061194HEG	9390009518811	TAPE, REFLECTIVE, FSC 93, PART II, ITEM 28ADHESIVE BACKING,	Sent To Vendor	4	\$205.92
Select	FB230061194HDG	9390009518811	TAPE, REFLECTIVE, FSC 93, PART II, ITEM 28ADHESIVE BACKING,	Sent To Vendor	4	\$205.92

---

**4** Line Item Actions:

Requisition Number:    
 Status:    
 Unit:    
 Unit Price: \$51.48   
 Quantity: 4   
 Amount: \$205.92

Item Number: 9390009518811   
 Supplier Item ID:    
 Original Quantity: 4   
 Quantity Remain to Ship: 0   
 Quantity Shipped: 0

Ship To:   
 FB2300 88 MSG LGRS   
 CP 937 257 2271   
 5236 CHASE ST BLDG 257   
 WRIGHT PATTERSON AFB OH 45433   
 WRIGHT PATTERSON AFB, OH 45433

**Line Item Description:**  
TAPE, REFLECTIVE, FSC 93, PART II, ITEM 28ADHESIVE BACKING, 50 YD RO, 6 IN. WIDE WHITE PN3430 6"

**Status Details:**

Status	Quantity	Estimated Ship Date
Sent To Vendor	4	May 13, 2016

**Instruction:** No Line Item Instructions Available.

**Step 4:** In the 'Line Item Actions' field, select 'Substitute' from the drop down menu

**Notes**  
This Quick Guide shows the full substitution process. A vendor can also choose to partially substitute line item quantities.

Line Item Details

Select	REQ Number	Item Number	Description	Status	Quantity	Amount
	FB230061194HEG	9390009518811	TAPE, REFLECTIVE, FSC 93, PART II, ITEM 28ADHESIVE BACKING,	Sent To Vendor	4	\$205.92
Select	FB230061194HDG	9390009518811	TAPE, REFLECTIVE, FSC 93, PART II, ITEM 28ADHESIVE BACKING,	Sent To Vendor	4	\$205.92

---

Line Item Actions:  5 UPDATE LINE ITEM

**Requisition Number:** FB230061194HEG      **Item Number:** 9390009518811      **Ship To:**  
**Status:** Sent To Vendor      **Supplier Item ID:** FB2300 88 MSG LGRS  
**Unit:** RL      **Original Quantity:** 4      CP 937 257 2271  
**Unit Price:** \$51.48      **Quantity Remain to Ship:** 0      5236 CHASE ST BLDG 257  
**Quantity:** 4      **Quantity Shipped:** 0      WRIGHT PATTERSON AFB OH 45433  
**Amount:** \$205.92      WRIGHT PATTERSON AFB, OH 45433

**Line Item Description:**  
TAPE, REFLECTIVE, FSC 93, PART II, ITEM 28ADHESIVE BACKING, 50 YD RO, 6 IN. WIDE WHITE PN3430 6"

**Status Details:** **Instruction:** No Line Item Instructions Available.

Status	Quantity	Estimated Ship Date
Sent To Vendor	4	May 13, 2016

**Step 5:** Click 'Update Line Item' button

Line Item Details

### Request to Substitute Item # - 9390009518811

\*Indicates required field.

**6**

Supplier Item ID#\*

**7**

Substitute Quantity\*

**8**

---

<p><b>Requisition Number:</b> FB230061194HEG</p> <p><b>Status:</b> Sent To Vendor</p> <p><b>Unit:</b> RL</p> <p><b>Unit Price:</b> \$51.48</p> <p><b>Quantity:</b> 4</p> <p><b>Amount:</b> \$205.92</p>	<p><b>Item Number:</b> 9390009518811</p> <p><b>Supplier Item ID:</b></p> <p><b>Original Quantity:</b> 4</p> <p><b>Quantity Remain to Ship:</b> 0</p> <p><b>Quantity Shipped:</b> 0</p>	<p><b>Ship To:</b>            FB2300 88 MSG LGRS            CP 937 257 2271            5236 CHASE ST BLDG 257            WRIGHT PATTERSON AFB OH 45433            WRIGHT PATTERSON AFB, OH 45433</p>
---	--	--

**Step 6:** 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

**Step 7:** In the 'Substitute Quantity' field, enter the 'Substitute Quantity' (this can be the full amount of the line or a partial amount)

**Step 8:** Click 'Substitute' button

**Step 9:** Confirm the substitute request was processed successfully

**Purchase Order: FMNJEM2726F**

**Purchase Order Status: Sent To Vendor**

**9** • Info - Substitute Line Item Successful

- Acknowledge P.O.
- Print PDF
- Request Fax Copy
- Request to Cancel P.O.
- P.O. Shipments

▼ Header Details

<b>Date of Order:</b> Apr 28, 2016	<b>Inspection/Acceptance:</b> <input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin By Region
<b>Order Number:</b> FMNJEM2726F	<input checked="" type="checkbox"/> Acceptance By 7 (days after delivery)
<b>From Address:</b> FAS/SOUTHWEST SUPP CTR 819 TAYLOR ST, RM 6A00 FORT WORTH TX 76102	<b>Amendment No.:</b>
<b>Administration By:</b> <input checked="" type="checkbox"/> Above Office	<b>FOB:</b> DESTINATION PRE-PAY/ADD TAILGATE DELIVERY
<b>Vendor Will:</b> <input checked="" type="checkbox"/> Deliver <input type="checkbox"/> Ship	<input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin
<b>Deliver By:</b> May 13, 2016	<input type="checkbox"/> Inside Delivery <input checked="" type="checkbox"/> Tailgate Delivery
<input checked="" type="checkbox"/> Or Sooner <input type="checkbox"/> See Note in Description	<b>GBL Number:</b>
<b>Ship To/Required:</b> FB2300 88 MSG LGRS CP 937 257 2271	<b>To Contractor:</b> ( 023443864 ) <input checked="" type="checkbox"/> Remittance address differs 5100 W BROWN DEER RD MILWAUKEE, WI 53223-2322
	<b>Contract Number:</b> GS07FBTAPS

Header Details

**Date of Order:** Apr 28, 2016

**Order Number:** FMNJEM2726F

**From Address:** FAS/SOUTHWEST SUPP CTR  
819 TAYLOR ST, RM 6A00  
FORT WORTH TX 76102

**Administration By:**  Above Office

**Vendor Will:**  Deliver  Ship

**Deliver By:** May 13, 2016  
 Or Sooner  See Note in Description

**Ship To/ Required Marking:** FB2300 88 MSG LGRS  
CP 937 257 2271  
5236 CHASE ST BLDG 257  
WRIGHT PATTERSON AFB OH 45433  
WRIGHT PATTERSON AFB, OH 45433

**Consignee:** FB2300

**Inspection/Acceptance:**  Destination  Origin By Region  
 Acceptance By 7 (days after delivery)

**Amendment No.:**

**FOB:** DESTINATION PRE-PAY/ADD TAILGATE DELIVERY

Destination  Origin  
 Inside Delivery  Tailgate Delivery

**GBL Number:**

**To Contractor:** ( 023443864 )  Remittance address differs  
5100 W BROWN DEER RD  
MILWAUKEE, WI 53223-2322

**Contract Number:** GS07FBTAPS



**Purchase Order Notes Instructions:**

Substitution request was received and alert is created for manual review.

**Step 10:** View 'Purchase Order Notes Instructions' to confirm the substitute item request was received by GSA and an alert was created for manual review.

**Notes**

The substitute item request will be reviewed by a GSA Contracting Officer and either accepted or rejected.

The message appearing in the 'Purchase Order Notes Instructions' field does not mean the request was approved. The Vendor must wait for the message associated with **Step 11** below before they should continue acknowledging and shipping the PO.

Header Details

**Date of Order:** Apr 28, 2016

**Order Number:** FMNJEM2726F

**From Address:** FAS/SOUTHWEST SUPP CTR  
819 TAYLOR ST, RM 6A00  
FORT WORTH TX 76102

**Administration By:**  Above Office

**Vendor Will:**  Deliver  Ship

**Deliver By:** May 13, 2016  
 Or Sooner  See Note in Description

**Ship To/ Required Marking:** FB2300 88 MSG LGRS  
CP 937 257 2271  
5236 CHASE ST BLDG 257  
WRIGHT PATTERSON AFB OH 45433  
WRIGHT PATTERSON AFB, OH 45433

**Inspection/Acceptance:**  Destination  Origin By Region  
 Acceptance By 7 (days after delivery)

**Amendment No.:**

**FOB:** DESTINATION PRE-PAY/ADD TAILGATE DELIVERY  
 Destination  Origin  
 Inside Delivery  Tailgate Delivery

**GBL Number:**

**To Contractor:** ( 023443864 )  Remittance address differs  
5100 W BROWN DEER RD  
MILWAUKEE, WI 53223-2322

**Contract Number:** GS07FBTAPS

**11 Purchase Order Notes Instructions:**

Substitution request was received and alert is created for manual review.  
Substitution alert was accepted by the user. This was a full substitution so the supplier item was updated on the same purchase order line.

**Step 11:** After the Contracting Officer accepts the substitution request, confirm the request was accepted in the 'Purchase Order Notes Instructions'

**Notes**  
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 'Cancelled' (i.e., the PO and SO will be cancelled by the Contracting Officer).

**GSA OMS BR 3.0 – Managing Purchase Orders  
in the GSA OMS Vendor Portal v1.0**

Line Item Details

Select	REQ Number	Item Number	Description	Status	Quantity	Amount
12	FB230061194HEG	9390009518811	TAPE, REFLECTIVE, FSC 93, PART II, ITEM 28ADHESIVE BACKING,	Sent To Vendor	4	\$205.92
Select	FB230061194HDG	9390009518811	TAPE, REFLECTIVE, FSC 93, PART II, ITEM 28ADHESIVE BACKING,	Sent To Vendor	4	\$205.92

---

Line Item Actions:  UPDATE LINE ITEM

Requisition Number: FB230061194HEG  
 Status: Sent To Vendor  
 Unit: RL  
 Unit Price: \$51.48  
 Quantity: 4  
 Amount: \$205.92

Item Number: 9390009518811  
 13 Supplier Item ID: 654321123  
 Original Quantity: 4  
 Quantity Remain to Ship: 0  
 Quantity Shipped: 0

Ship To:  
 FB2300 88 MSG LGRS  
 CP 937 257 2271  
 5236 CHASE ST BLDG 257  
 WRIGHT PATTERSON AFB OH 45433  
 WRIGHT PATTERSON AFB, OH 45433

Line Item Description:  
 TAPE, REFLECTIVE, FSC 93, PART II, ITEM 28ADHESIVE BACKING, 50 YD RO, 6 IN. WIDE WHITE PN3430 6"

Status Details: Instruction: No Line Item Instructions Available.

Status	Quantity	Estimated Ship Date
Sent To Vendor	4	May 13, 2016

**Step 12:** Select the line for which the substitution request was generated

**Step 13:** Confirm the 'Supplier Item ID' field is correctly populated and proceed with the Acknowledgement and Shipment processes noted in the earlier sections of this Quick Guide

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

If the substitute request was rejected, the 'Status' would be 'Cancelled'.

## **Generating a Back Order Request**

If the vendor determines they cannot fulfill a full or partial amount of a PO by the Required Delivery Date (RDD) included on the PO, they can send a notification to GSA (and ultimately the customer) that they wish to fill the order at a later date (i.e., generate a Back Order request). This section provides steps and guidance for using the Vendor Portal to generate a Back Order request.

Note: if the PO includes a GSA Advice Code indicating the PO may not be back ordered, 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 PO RDD will be updated 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 cancelled.

**1 Purchase Order Details**

Vendor ID:  
Vendor Name: HELP DESK SUPPORT

**Step 1:** Follow **Steps 1 through 11** in the *'Acknowledging POs and Entering Shipment Information – Header Level'* section of this Quick Guide, to search for, open and view information for a specific PO.

- [Back to Search Results](#)
- [Purchase Order Details](#)
- [Purchase Order Shipments](#)
- [Purchase Order Events](#)

**Purchase Order: FMNJEM5656F**

**Purchase Order Status: Sent To Vendor**

**Acknowledge P.O.**

**Print PDF**

**Request Fax Copy**

**P.O. Shipments**

Header Details

Date of Order: May 10, 2016

Order Number: FMNJEM5656F

From Address: FAS/SOUTHWEST SUPP CTR  
819 TAYLOR ST. RM 6A00  
FORT WORTH TX 76102

Administration By:  Above Office

Vendor Will:  Deliver  Ship

Deliver By: May 25, 2016  
 Or Sooner  See Note in Description

Ship To/Required Marking: FB2300 88 MSG LGRS  
CP 937 257 2271  
5236 CHASE ST BLDG 257  
WRIGHT PATTERSON AFB OH

Inspection/Acceptance:  Destination  Origin By Region  
 Acceptance By 7 (days after delivery)

Amendment No.:

FOB: DESTINATION PRE-PAY/ADD TAILGATE DELIVERY  
 Destination  Origin  
 Inside Delivery  Tailgate Delivery

GBL Number:

To Contractor: ( 072388986 )  Remittance address differs  
34 LUMBER RD  
ROSLYN, NY 11576-2106

Contract Number: GS07FAA548

Purchase Order Notes Instructions:

2

Line Item Details

Line Item Actions:

UPDATE LINE ITEM

Requisition Number: FB230061314QFG  
 Status: Sent To Vendor  
 Unit: KT  
 Unit Price: \$235.40  
 Quantity: 1  
 Amount: \$235.40

Item Number: 3540005656241  
 Supplier Item ID:  
 Original Quantity: 1  
 Quantity Remain to Ship: 0  
 Quantity Shipped: 0

Ship To:  
 FB2300 88 MSG LGRS  
 CP 937 257 2271  
 5236 CHASE ST BLDG 257  
 WRIGHT PATTERSON AFB OH 45433  
 WRIGHT PATTERSON AFB, OH 45433

Line Item Description:  
 STRAPPIN & SEALING KIT, HAND OPERATED.

Status Details:

Instruction: No Line Item Instructions Available.

Status	Quantity	Estimated Ship Date
Sent To Vendor	1	May 25, 2016

Footer Details

Discount Terms: 00.000%-00 00.000%-00 NET-30

Quantity Variation Allowed: (+) 00 % / (-)00 %

Totals: \$235.40

GSA Accounts Payable Branch: P.O. BOX 419018  
 KANSAS CITY, MO64141  
 Payment Inquiry Contact: 816-926-7287

Information other than payment inquiries:  
 Holly Eskridge  
 817-850-8365

Signature (Contracting/Purchasing Officer):  
 Holly Eskridge  
 DPAS Rating: N    MSDS Req'd: N    POP: N

**Step 2:** Scroll down to 'Line Item Details' section

Line Item Details

**Step 3:** In the 'Line Item Actions' field, select 'Backorder' from the drop down menu

**3** Line Item Actions:

Requisition Number:

Status:

Unit:

Unit Price:

Quantity:

Amount:

UPDATE LINE ITEM

Item Number: 3540005656241

Supplier Item ID:

Original Quantity: 1

Quantity Remain to Ship: 0

Quantity Shipped: 0

Ship To:

FB2300 88 MSG LGRS  
CP 937 257 2271  
5236 CHASE ST BLDG 257  
WRIGHT PATTERSON AFB OH 45433  
WRIGHT PATTERSON AFB, OH 45433

Line Item Description:  
STRAPPIN & SEALING KIT, HAND OPERATED.

Status Details:

Status	Quantity	Estimated Ship Date
Sent To Vendor	1	May 25, 2016

Instruction: No Line Item Instructions Available.

Line Item Details

Line Item Actions: Backorder 4 UPDATE LINE ITEM

**Requisition Number:** FB230061314QFG  
**Status:** Sent To Vendor  
**Unit:** KT  
**Unit Price:** \$235.40  
**Quantity:** 1  
**Amount:** \$235.40

**Item Number:** 3540005656241  
**Supplier Item ID:**  
**Original Quantity:** 1  
**Quantity Remain to Ship:** 0  
**Quantity Shipped:** 0

**Ship To:**  
 FB2300 88 MSG LGRS  
 CP 937 257 2271  
 5236 CHASE ST BLDG 257  
 WRIGHT PATTERSON AFB OH 45433  
 WRIGHT PATTERSON AFB, OH 45433

**Line Item Description:**  
 STRAPPIN & SEALING KIT, HAND OPERATED.

**Status Details:**

Status	Quantity	Estimated Ship Date
Sent To Vendor	1	May 25, 2016

**Instruction:** No Line Item Instructions Available.

Footer Details

**Discount Terms:** 00.000%-00 00.000%-00 NET-30  
**Quantity Variation Allowed:** (+) 00 % / (-)00 %  
**Totals:** \$235.40

**GSA Accounts Payable Branch:** P.O. BOX 419018  
 KANSAS CITY, MO64141  
**Payment Inquiry Contact:** 816-926-7287

**Information other than payment inquiries:**  
 Holly Eskridge  
 817-850-8365

**Signature (Contracting/Purchasing Officer):**  
 Holly Eskridge  
**DPAS Rating:** N  
**MSDS Req'd:** N  
**POP:** N

**Step 4:** Click 'Update Line Item' button

Purchase Order: FMNJEM5656F

Purchase Order Status: Sent To Vendor

**Step 5:** 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)

**Step 6:** In the 'Estimated Ship Date' field, enter the new estimated ship date (Date Format = MM/DD/YYYY)

**Step 7:** Click 'Request Backorder' button

**Notes**  
This quick guide shows the full backorder process. A vendor can also choose to partially backorder line items.

Line Item Details

Request to Back Order Item # - 3540005656241

\*Indicates required field.

5 Back Order Quantity:\*

6 Estimated Ship Date:\*

7

CLOSE REQUEST BACKORDER

Requisition Number: FB230061314QFG  
Status: Sent To Vendor  
Unit: KT  
Unit Price: \$235.40  
Quantity: 1  
Amount: \$235.40

Item Number: 3540005656241  
Supplier Item ID:  
Original Quantity: 1  
Quantity Remain to Ship: 0  
Quantity Shipped: 0

Ship To:  
FB2300 88 MSG LGRS  
CP 937 257 2271  
5236 CHASE ST BLDG 257  
WRIGHT PATTERSON AFB OH 45433  
WRIGHT PATTERSON AFB, OH 45433

Line Item Description:  
STRAPPIN & SEALING KIT, HAND OPERATED.

Status Details:

Status	Quantity	Estimated Ship Date
Sent To Vendor	1	May 25, 2016

Instruction: No Line Item Instructions Available.

**Purchase Order: FMNJEM5656F**

**Purchase Order Status: Sent To Vendor**

**Step 8:** Confirm the backorder request was processed successfully

8

• Info - Backorder Line Item Successful

Acknowledge P.O.

Print PDF

Request Fax Copy

P.O. Shipments

Header Details

Date of Order: May 10, 2016

Order Number: FMNJEM5656F

From Address: FAS/SOUTHWEST SUPP CTR  
819 TAYLOR ST, RM 6A00  
FORT WORTH TX 76102

Administration By:  Above Office

Vendor Will:  Deliver  Ship

Deliver By: May 25, 2016  
 Or Sooner  See Note in Description

Ship To/Required: FB2300 88 MSG LGRS  
CP 937 257 2271

Inspection/Acceptance:  Destination  Origin By Region

Acceptance By 7 (days after delivery)

Amendment No.:

FOB: DESTINATION PRE-PAY/ADD TAILGATE DELIVERY

Destination  Origin

Inside Delivery  Tailgate Delivery

GBL Number:

To Contractor: ( 072388986 )  Remittance address differs  
34 LUMBER RD  
ROSLYN, NY 11576-2106

Contract Number: GS07FAA548

Header Details

**Date of Order:** May 10, 2016

**Order Number:** FMNJEM5656F

**From Address:** FAS/SOUTHWEST SUPP CTR  
819 TAYLOR ST, RM 6A00  
FORT WORTH TX 76102

**Administration By:**  Above Office

**Vendor Will:**  Deliver  Ship

**Deliver By:** May 25, 2016  
 Or Sooner  See Note in Description

**Ship To/ Required Marking:** FB2300 88 MSG LGRS  
CP 937 257 2271  
5236 CHASE ST BLDG 257  
WRIGHT PATTERSON AFB OH  
45433  
WRIGHT PATTERSON AFB, OH  
45433

**Inspection/Acceptance:**  Destination  Origin By Region  
 Acceptance By 7 (days after delivery)

**Amendment No.:**

**FOB:** DESTINATION PRE-PAY/ADD TAILGATE DELIVERY

Destination  Origin  
 Inside Delivery  Tailgate Delivery

**GBL Number:**

**To Contractor:** ( 072388986 )  Remittance address differs  
34 LUMBER RD  
ROSLYN, NY 11576-2106

**Contract Number:** GS07FAA548



**Purchase Order Notes Instructions:**

Backorder request was received and alert is created for manual review.

**Step 9:** View 'Purchase Order Notes Instructions' to confirm the backorder request was received by GSA and an alert was created for manual review.

**Notes**

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 Instructions' field does not mean the request was approved. The Vendor must wait for the message associated with **Step 10** below before they should continue acknowledging and shipping the PO.

▼ Header Details

<b>Date of Order:</b> May 10, 2016	<b>Inspection/Acceptance:</b> <input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin By Region
<b>Order Number:</b> FMNJEM5656F	<input checked="" type="checkbox"/> Acceptance By 7 (days after delivery)
<b>From Address:</b> FAS/SOUTHWEST SUPP CTR 819 TAYLOR ST, RM 6A00 FORT WORTH TX 76102	<b>Amendment No.:</b>
<b>Administration By:</b> <input checked="" type="checkbox"/> Above Office	<b>FOB:</b> DESTINATION PRE-PAY/ADD TAILGATE DELIVERY
<b>Vendor Will:</b> <input checked="" type="checkbox"/> Deliver <input type="checkbox"/> Ship	<input checked="" type="checkbox"/> Destination <input type="checkbox"/> Origin
<b>Deliver By:</b> May 25, 2016	<input type="checkbox"/> Inside Delivery <input checked="" type="checkbox"/> Tailgate Delivery
<input checked="" type="checkbox"/> Or Sooner <input type="checkbox"/> See Note in Description	<b>GBL Number:</b>
<b>Ship To/ Required Marking:</b> FB2300 88 MSG LGRS CP 937 257 2271 5236 CHASE ST BLDG 257 WRIGHT PATTERSON AFB OH 45433 WRIGHT PATTERSON AFB, OH 45433	<b>To Contractor:</b> ( 072388986 ) <input checked="" type="checkbox"/> Remittance address differs 34 LUMBER RD ROSLYN, NY 11576-2106
	<b>Contract Number:</b> GS07FAA548

**10 Purchase Order Notes Instructions:**

Backorder request was received and alert is created for manual review.  
Backorder alert was accepted by the user.

**Step 10:** After the Contracting Officer accepts the backorder request, confirm the request was accepted in the 'Purchase Order Notes Instructions'

**Notes**  
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 'Cancelled' (i.e., the PO and SO will be cancelled by the Contracting Officer).

11

Line Item Details

Line Item Actions: - Select -

UPDATE LINE ITEM

Requisition Number: FB230061314QFG  
 Status: Sent To Vendor  
 Unit: KT  
 Unit Price: \$235.40  
 Quantity: 1  
 Amount: \$235.40

Item Number: 3540005656241  
 Supplier Item ID:  
 Original Quantity: 1  
 Quantity Remain to Ship: 0  
 Quantity Shipped: 0

Ship To:  
 FB2300 88 MSG LGRS  
 CP 937 257 2271  
 5236 CHASE ST BLDG 257  
 WRIGHT PATTERSON AFB OH 45433  
 WRIGHT PATTERSON AFB, OH 45433

Line Item Description:  
 STRAPPIN & SEALING KIT, HAND OPERATED.

Instruction: No Line Item Instructions Available.

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Status Details:

Status	Quantity	Estimated Ship Date
Sent To Vendor	1	Oct 1, 2016

Footer Details

Discount Terms: 00.000%-00 00.000%-00 NET-30

Quantity Variation Allowed: (+) 00 % / (-)00 %

Totals: \$235.40

GSA Accounts Payable Branch: P.O. BOX 419018  
 KANSAS CITY, MO64141  
 Payment Inquiry Contact: 816-926-7287

Information other than payment inquiries:  
 Holly Eskridge  
 817-850-8365

Signature (Contracting/Purchasing Officer):  
 Holly Eskridge  
 DPAS Rating: N    MSDS Req'd: N    POP: N

**Step 11:** Scroll down to 'Line Item Details'

**Step 12:** Confirm the 'Estimated Ship Date' has been updated

**Notes**

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

If the backorder request was rejected, the 'Status' would be 'Cancelled'.