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).

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

#### Purchase Order Details

| Vendor ID: | 023443964 |
| Vendor Name: | TRAFFIC AND PARKING CONTROL CO., INC. |

#### Purchase Order: FMNJEM2576F

**Purchase Order Status:** Sent To Vendor

<table>
<thead>
<tr>
<th>Acknowledge P.O.</th>
<th>Print PDF</th>
<th>Request Fax Copy</th>
<th>Request to Cancel P.O.</th>
<th>P.O. Shipments</th>
</tr>
</thead>
</table>

#### Header Details

- **Date of Order:** Apr 28, 2016
- **Order Number:** FMNJEM2576F
- **From Address:** 819 TAYLOR ST, FM 6400, PORT WORTH TX 76102
- **Administration By:** Alone Office
- **Vendor Will:** Order & Ship
- **Deliver By:** May 13, 2016
- **To Contractor:** GSO07F75TAPS
- **Contract Number:** GSO07F75TAPS

<table>
<thead>
<tr>
<th>Inspection/Acceptance</th>
<th>Amendment No.</th>
<th>FOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>□</td>
<td>DESTINATION FRE. PRIV ADD. TAILGATE DELIVERY</td>
</tr>
<tr>
<td>Origin By Region</td>
<td>□</td>
<td>Origin</td>
</tr>
<tr>
<td>Acceptance By 7 (days after delivery)</td>
<td>□</td>
<td>Inside Delivery</td>
</tr>
<tr>
<td>□</td>
<td>Tailgate Delivery</td>
<td></td>
</tr>
</tbody>
</table>

**Purchase Order Notes Instructions:**
### Step 11: Scroll down to view the PO ‘Header Details’

**Header Details**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Order</td>
<td>Apr 28, 2016</td>
</tr>
<tr>
<td>Order Number</td>
<td>FMNJEM2576F</td>
</tr>
<tr>
<td>From Address</td>
<td>FAS/SOUTHWEST SUPP CTR 1919 TAYLOR ST, RM 6A06 FORT WORTH TX 76102</td>
</tr>
<tr>
<td>Administration By</td>
<td>Above Office</td>
</tr>
<tr>
<td>Deliver By</td>
<td>May 13, 2016</td>
</tr>
<tr>
<td>Ship To Required Marking</td>
<td>FB2300 88 MSO LGRS OP 937 272 2771 5236 CHASE ST BLDG 257 WRIGHT PATTERSON AFB OH 45433</td>
</tr>
<tr>
<td>Remittance address</td>
<td>5100 W BROWN DEER RD MILWAUKEE, WI 53223-2322</td>
</tr>
<tr>
<td>Purchase Order Notes Instructions</td>
<td></td>
</tr>
</tbody>
</table>

**Line Item Details**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAC</td>
<td>FG5S</td>
</tr>
</tbody>
</table>
GSA OMS BR 3.0 – Managing Purchase Orders in the GSA OMS Vendor Portal v1.0

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

<table>
<thead>
<tr>
<th>Line Item Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Item Description: TAPE, REFLECTIVE, FSC 93, PART II, ITEM 28ADHESIVE BACKING, 56 YD RO, 5 IN, WIDE WHITE PN3430 5&quot;</td>
</tr>
<tr>
<td>Status Details</td>
</tr>
<tr>
<td>Status</td>
</tr>
<tr>
<td>Sent To Vendor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Footer Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discount Terms: 0.000%-00 00.000%-00 NET-30</td>
</tr>
<tr>
<td>Information other than payment inquiries: LaTeiya N. Palmer 817-850-3125</td>
</tr>
<tr>
<td>Signature (Contracting/Purchasing Officer): LaTeiya N. Palmer</td>
</tr>
<tr>
<td>DPAS Rating: N</td>
</tr>
<tr>
<td>MSDS Req'd: N</td>
</tr>
<tr>
<td>POP: N</td>
</tr>
<tr>
<td>GSA Accounts Payable Branch: P.O. BOX 419018 KANSAS CITY, MO64141</td>
</tr>
<tr>
<td>Payment Inquiry Contact: 816-926-7287</td>
</tr>
<tr>
<td>Quantity Variation Allowed: (+) 00 % / (-)00 %</td>
</tr>
<tr>
<td>Totals: $205.92</td>
</tr>
</tbody>
</table>
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.
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).
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.
**Step 20:** The 'Create New Shipment' screen appears (The 'TCN #' field will default with the number formatted to include the Requisition Number + XXX)

### Purchase Order Details

- **Vendor ID:** 02345678
- **Vendor Name:** TRAFFIC AND PARKING CONTROL CO., INC.

### Purchase Order: FMNJEM2576F

**Purchase Order Status:** Acknowledged By Vendor

<table>
<thead>
<tr>
<th>Shipment Number</th>
<th>E50</th>
<th>ASO</th>
<th>Shipment Type</th>
<th>Carrier</th>
<th>TCN</th>
<th>Tracking Number</th>
<th>Shipment Status</th>
</tr>
</thead>
</table>

### Create New Shipment

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

- **Estimated Ship Date (ESD):**
- **Actual Ship Date (ASD):**
- **Carrier:**
- **TCN #:** FB230061194GYYXX
- **Tracking Number:**
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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.
### Step 26: Confirm the ‘Purchase Order Status’ and ‘Shipment Status’ fields indicate ‘Shipped’

<table>
<thead>
<tr>
<th>Shipment Number</th>
<th>ESD</th>
<th>ASD</th>
<th>Shipment Type</th>
<th>Carrier</th>
<th>TCN</th>
<th>Tracking Number</th>
<th>Shipment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>100000136</td>
<td>May 13, 2016</td>
<td>Apr 28, 2016</td>
<td>UPS</td>
<td>FB230061194GYGXX</td>
<td>FB23006FB23006</td>
<td>Shipped</td>
<td></td>
</tr>
</tbody>
</table>

### Step 27: Click on ‘Purchase Order Details’ link

### Shipment Details

**Ship From:** 5100 W BROWN DEER RD, MILWAUKEE, WI 53223-2322  
**Ship To:** FB2300 88 MSG LGRS, CP 927 257 2271, 5238 CHASE ST BLOD 257, WRIGHT PATTERSON AFB, OH 45433  
**Carrier Name:** UPS

### Shipping Details

<table>
<thead>
<tr>
<th>Line #</th>
<th>REQ #</th>
<th>ITEM ID#</th>
<th>Description</th>
<th>Quantity</th>
<th>Quantity This Shipment</th>
<th>Tracking Number</th>
<th>Shipment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>3930019118811</td>
<td>TAPE, REFLECTIVE, FSC 93, PART IT, ITEM 2ADHESIVE BACKING, 50 YD RO, 6 IN. WIDE WHITE PH3430 6&quot;</td>
<td>4</td>
<td>4</td>
<td>FB23006FB23006</td>
<td>Shipped</td>
</tr>
</tbody>
</table>
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’.
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.

<table>
<thead>
<tr>
<th>Purchase Order Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vendor ID:</strong> HELP DESK SUPPORT</td>
</tr>
<tr>
<td><strong>Date of Order:</strong> Apr 29, 2016</td>
</tr>
<tr>
<td><strong>Order Number:</strong> FMNJEM3166F</td>
</tr>
<tr>
<td><strong>From Address:</strong> FAS/SOUTHWEST SUPP CTR 813 TAYLOR ST, RM 6406 FORT WORTH TX 76102</td>
</tr>
<tr>
<td><strong>Administration By:</strong></td>
</tr>
<tr>
<td><strong>Vendor Will:</strong></td>
</tr>
<tr>
<td><strong>Inspect/Receive:</strong></td>
</tr>
<tr>
<td><strong>Inspect/Accept:</strong></td>
</tr>
<tr>
<td><strong>Schedule:</strong></td>
</tr>
<tr>
<td><strong>Delivery:</strong> May 14, 2016</td>
</tr>
<tr>
<td><strong>Description:</strong></td>
</tr>
<tr>
<td><strong>Ship To:</strong> FB2300 BB MSG LGRS 1228 CHASE ST BLDG 25F WRIGHT PATTERSON AFB OH</td>
</tr>
<tr>
<td><strong>PO Status:</strong> Sent to Vendor</td>
</tr>
</tbody>
</table>

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

Step 2: Scroll down to ‘Line Item Details’ section

Line Item Details

- **Requisition Number:** FB230012048G
- **Status:** Sent To Vendor
- **Unit Price:** $51.48
- **Quantity:** 5
- **Amount:** $257.40

**Item Number:** 9300009518611

**Ship To:**
- FP2300 81 MSG LGRS
- CP 937 257 2271
- 5236 CHASE ST BLDG 257
- WRIGHT PATTERSON AFB OH 45433
- WRIGHT PATTERSON AFB, OH 45433

**Item Description:** TAPE, REFLECTIVE, FSC 93, PART II, ITEM 28ADHESIVE BACKING, 59 YD RO, 6 IN WIDE WHITE PN3430 6"

**Status Details:**

<table>
<thead>
<tr>
<th>Status</th>
<th>Quantity</th>
<th>Estimated Ship Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sent To Vendor</td>
<td>5</td>
<td>May 14, 2016</td>
</tr>
</tbody>
</table>

**Footer Details**

- **Discount Terms:** 0.00% 0.00% 0.00% 0.00% NET-30
- **Quantity Variation Allowed:** (+) 0% (-) 0%
- **Totals:** $257.40

- **GSA Account:** PO BOX 410018
- **Payable Branch:** KANSAS CITY, MO 64141
- **Payment Inquiry Contact:** 816-226-7227

- **Information other than payment inquiries:** LaTeoya N. Palmer
- **Signature (Contracting/Purchasing Officer):** LaTeoya N. Palmer
- **DPS Rating:** N
- **MSDSReq'd:** N
- **PO:** N

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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

<table>
<thead>
<tr>
<th>Line Item Actions:</th>
<th>Acknowledge</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition Number:</td>
<td>FB230651264JBG</td>
<td></td>
</tr>
<tr>
<td>Status:</td>
<td>Sent To Vendor</td>
<td></td>
</tr>
<tr>
<td>Unit:</td>
<td>RL</td>
<td></td>
</tr>
<tr>
<td>Unit Price:</td>
<td>$51.46</td>
<td></td>
</tr>
<tr>
<td>Quantity:</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Amount:</td>
<td>$257.40</td>
<td></td>
</tr>
</tbody>
</table>

**Item Number:** 9390000518811

**Ship To:**
- FB2309 88 MSG LGRS
- CP 937 257 2271
- 5296 CHASE ST BLDG 257
- WRIGHT PATTERSON AFB OH 45433

**Line Item Description:** TAPE, REFLECTIVE, FSC 93, PART II, ITEM 2 ADHESIVE BACKING, 50 YD RO, 6 IN. WIDE WHITE PN3430 6"

### Status Details

<table>
<thead>
<tr>
<th>Status</th>
<th>Quantity</th>
<th>Estimated Ship Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sent To Vendor</td>
<td>5</td>
<td>May 14, 2016</td>
</tr>
</tbody>
</table>

### Footer Details

<table>
<thead>
<tr>
<th>Discount Terms: 00.00% 00.00% 00.00% 00.00% 00.00% NET 30</th>
<th>Quantity Variation Allowed: (+) 00% / (-) 00%</th>
<th>Totals:</th>
<th>$257.40</th>
</tr>
</thead>
</table>

**GSA Accounts:** P.O. BOX 419018
**Payable Branch:** KANSAS CITY, MO64111
**Payment Inquiry Contact:** 816-926-7287

**Information other than payment inquiries:** LaTeyna Palmer 817-936-9125

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

---

**Step 4:** Click 'Update Line Item' button
**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.
**Step 7:** Confirm 'Purchase Order Status' updates to 'Acknowledged by Vendor'

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

**Vendor ID:** 02343364  
**Vendor Name:** TRAFFIC AND PARKING CONTROL CO., INC.

#### Purchase Order: FMNJEM2886F

**Date of Order:** Apr 29, 2016  
**Order Number:** FMNJEM2886F

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

**Administration By:** Office  
**Vendor Will:** Deliver

**Deliver By:** May 14, 2016  
**Ship To/Required Marking:**  
FB3200 88 MSQ LGIS  
CP 937 527 2771  
5235 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

**GML Number:**

**To Contractor:** (02343364)  
Remittance address differs:  
6180 W BROWN DEER RD  
MILWAUKEE, WI 53223-2322

**Contract Number:** GS07F4APS

**Purchase Order Notes Instructions:**

---

**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: Scroll down to the 'Line Item Details'
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.
Step 4: Click 'Update Line Item' button
**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:** FMNJEM2886F  
**Purchase Order Status:** Sent To Vendor

**Request to Cancel Item # - 9390009518811**

<table>
<thead>
<tr>
<th>Requisition Number: FB230061204HJG</th>
<th>Item Number: 9390009518811</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status: Sent To Vendor</td>
<td>Supplier Item Id:</td>
</tr>
<tr>
<td>Unit: RL</td>
<td>Original Quantity: 10</td>
</tr>
<tr>
<td>Unit Price: $51.48</td>
<td>Quantity Remain To Ship:</td>
</tr>
<tr>
<td>Quantity: 10</td>
<td>Quantity Shipped: 0</td>
</tr>
<tr>
<td>Amount: $514.80</td>
<td>Ship:</td>
</tr>
</tbody>
</table>

**Line Item Description:**  
TAPE, REFLECTIVE, FSC 93, PART 1, ITEM 26ADHESIVE BACKING, 50 YD RO. 6 IN. WIDE WHITE PH3430 6"

**Status Details:**

<table>
<thead>
<tr>
<th>Status</th>
<th>Quantity</th>
<th>Estimated Ship Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sent To Vendor</td>
<td>10</td>
<td>May 14, 2016</td>
</tr>
</tbody>
</table>

**Ship To:**  
FBE2009 88 MSG LGRS  
CP 837 277 2771  
5236 CHASE ST BLDG 257  
WRIGHT PATTERSON AFB OH 45433  
WRIGHT PATTERSON AFB. OH 45433
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.’
**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.
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'.
### GSA OMS BR 3.0 – Managing Purchase Orders in the GSA OMS Vendor Portal v1.0

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

<table>
<thead>
<tr>
<th>Line Item Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Item</td>
</tr>
<tr>
<td>Requisition Number</td>
</tr>
<tr>
<td>Status</td>
</tr>
<tr>
<td>Unit</td>
</tr>
<tr>
<td>Item Number</td>
</tr>
<tr>
<td>Original Quantity</td>
</tr>
<tr>
<td>Unit Price</td>
</tr>
<tr>
<td>Quantity</td>
</tr>
<tr>
<td>Amount</td>
</tr>
</tbody>
</table>

- **Line Item Description:** Adjustable Wrench (Crescent) (Non-Sparking)
- **Status Details:**
  - Status: Cancel Requested
  - Quantity: 1
  - Estimated Ship Date: May 26, 2016

### Footer Details

- **Discount Terms:** 00.000%–50 00.000%–80 NET-30
- **Quantity Variation Allowed:** (+) 00 % / (–) 00 %
- **Totals:** $193.29

**GSA Accounts:**
- PO Box 419918
- Kansas City, MO64141
- Payment Inquiry Contact: 816-923-7287

**Information other than payment inquiries:**
- Marty Durall: 816-923-1325

**Signature (Contracting/Purchasing Officer):**
- Jacqueline A. Simington

**DPAS Rating:** N
**MSOS Req'd:** N
**POP:** N
Step 4: In the ‘Line Item Actions’ field, select ‘Reject Cancellation’ from drop down menu.
### Line Item Details

<table>
<thead>
<tr>
<th>Requisition Number</th>
<th>Item Number</th>
<th>Ship To</th>
</tr>
</thead>
<tbody>
<tr>
<td>FB230061323LOG</td>
<td>5120002930008</td>
<td>FB2300 88 MSG LGRS</td>
</tr>
<tr>
<td>Status</td>
<td>Cancel Requested</td>
<td>CP 937 257 3271</td>
</tr>
<tr>
<td>Unit</td>
<td>EA</td>
<td>5236 CHASE ST BLDG 257</td>
</tr>
<tr>
<td>Unit Price</td>
<td>$193.29</td>
<td>WRIGHT PATTERSON AFB OH 45433</td>
</tr>
<tr>
<td>Quantity</td>
<td>1</td>
<td>WRIGHT PATTERSON AFB, OH 45433</td>
</tr>
<tr>
<td>Amount</td>
<td>$193.29</td>
<td></td>
</tr>
</tbody>
</table>

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

**Status Details:**

<table>
<thead>
<tr>
<th>Status</th>
<th>Quantity</th>
<th>Estimated Ship Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancel Requested</td>
<td>1</td>
<td>May 26, 2016</td>
</tr>
</tbody>
</table>

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

### Footer Details

- **Discount Terms:** 00.000%-00 00.000%-00 NET-30
- **Quantity Variation Allowed:** (+) 0.00% / (-) 0.00%

**Totals:** $193.29

**GSA Accounts Payable Branch:**
- PO BOX 418018
- KANSAS CITY, MO 64141

**Payment Inquiry Contact:**
- 816-924-7287

**Information other than payment inquiries:**
- Marty Daniels
- 816-923-1325

**Signature (Contracting/Purchasing Officer):**
- Jacqueline A. Slimmington

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

---

**Step 5:** Click 'Update Line Item' button
**Purchase Order:** MMNJDF9506M

**Purchase Order Status:** Cancel Requested

---

**Reject Cancellation Request Item # - 5120002930008**

<table>
<thead>
<tr>
<th>Requisition Number</th>
<th>5120002930008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Cancel Requested</td>
</tr>
<tr>
<td>Supplier Item ID</td>
<td></td>
</tr>
<tr>
<td>Original Quantity</td>
<td>1</td>
</tr>
<tr>
<td>Quantity Remain to Ship</td>
<td>0</td>
</tr>
<tr>
<td>Quantity Shipped</td>
<td>0</td>
</tr>
<tr>
<td>Requisition Number</td>
<td>FB230081323L5G</td>
</tr>
<tr>
<td>Unit</td>
<td>EA</td>
</tr>
<tr>
<td>Unit Price</td>
<td>$193.29</td>
</tr>
<tr>
<td>Amount</td>
<td>$193.29</td>
</tr>
</tbody>
</table>

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

**Status Details:**

<table>
<thead>
<tr>
<th>Status</th>
<th>Quantity</th>
<th>Estimated Ship Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancel Requested</td>
<td>1</td>
<td>May 25, 2016</td>
</tr>
</tbody>
</table>

**Ship To:**
- FB230082856L5G
- 5239 CHASE ST BLDG 257
- WRIGHT PATTERSON AFB OH 45433
- WRIGHT PATTERSON AFB OH 45433

---

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

**Step 7:** Click 'Reject Cancellation' button
Step 8: Confirm cancellation rejection was processed successfully

Step 9: Confirm 'Purchase Order Status' updates to 'Sent to Vendor'
### Line Item Details

<table>
<thead>
<tr>
<th>Line Item</th>
<th>- Select -</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition Number:</td>
<td>FB230581323L05</td>
</tr>
<tr>
<td>Status:</td>
<td>Sent To Vendor</td>
</tr>
<tr>
<td>Unit:</td>
<td>EA</td>
</tr>
<tr>
<td>Unit Price:</td>
<td>$193.29</td>
</tr>
<tr>
<td>Quantity:</td>
<td>1</td>
</tr>
<tr>
<td>Amount:</td>
<td>$193.29</td>
</tr>
<tr>
<td>Line Item Description:</td>
<td>Adjustable Wrench (Crescent) (Non-Sparking)</td>
</tr>
</tbody>
</table>

| Item Number: | 51200002930008 |
| Ship To: | FB2300 89 MSG LGR9 |
| CP: | 937 297 2271 |
| 5236 CHASE ST BLDG 257 |
| WRIGHT PATTERSON AFB OH 45433 |
| WRIGHT PATTERSON AFB OH 45433 |
| Supplier Item ID: | 1 |
| Original Quantity: | 1 |
| Quantity Remain to Ship: | 0 |
| Quantity Shipped: | 0 |

### Footer Details

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

| GSA Accounts Payable Branch: | PO BOX 419018 KANSAS CITY, MO 64114 |
| Signature (Contracting/Purchasing Officer): | Jacqueline A. Simington |
| Contact: | 816-926-7287 |
| Information Other Than Payment Inquiries: | 816-923-1325 |
| DPAS Rating: | N |
| MSDS Reqd: | N |
| POP: | N |

---

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

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

![Image of the GSA OMS Vendor Portal with selected line item details.](image-url)
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.

Request to Substitute Item # - 9390009518811

Indicates required field.

1. Supplier Item ID#: 664321123
2. Substitute Quantity: 4
3. Substitute
4. Close

Requisition: FB200061194HEG
Number:
Status: Sent To Vendor
Unit: RL
Unit Price: $51.46
Quantity: 4
Amount: $205.92

Item Number: 9360009518811
Supplier Item ID:
Original Quantity: 4
Quantity Remain to Ship: 0
Quantity Shipped: 0

Ship To:
FB2000 88 MSG LGRS
CP 937 257 2271
5236 CHASE ST BLDG 257
WRIGHT PATTERSON AFB OH 45433
WRIGHT PATTERSON AFB, OH 45433
### Purchase Order: FMNjem2726F

<table>
<thead>
<tr>
<th>Date of Order:</th>
<th>Apr 29, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Number:</td>
<td>FMNjem2726F</td>
</tr>
<tr>
<td>From Address:</td>
<td>FAS/SOUTHWEST SUPP CTR 819 TAYLOR ST, RM 6A00 FORT WORTH TX 76102</td>
</tr>
<tr>
<td>Administration By:</td>
<td>Above Office</td>
</tr>
<tr>
<td>Vendor Will:</td>
<td>Deliver</td>
</tr>
<tr>
<td>Deliver By:</td>
<td>May 13, 2016</td>
</tr>
<tr>
<td>Ship To:</td>
<td>FB2390 88 MDG LGRS CP 937 257 2271</td>
</tr>
</tbody>
</table>

### Purchase Order Status: Sent To Vendor

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

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

- **GRL Number:**

- **To Contractor:**
  - (0234438064) Remittance address differs
  - 5 100 W BROWN DEER RD MILWAUKEE, WI 53223-2322

- **Contract Number:**
  - GS07FBTAPS

### Step 9: Confirm the substitute request was processed successfully
**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.
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).

Purchasing 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 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.
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: Scroll down to 'Line Item Details' section
Step 3: In the 'Line Item Actions' field, select 'Backorder' from the drop down menu.
Step 4: Click 'Update Line Item' button
### 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.
### Purchase Order: FMNJEM5656F

<table>
<thead>
<tr>
<th>Info - Backorder Line Item Successful</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledge P.O.</td>
</tr>
</tbody>
</table>

**Purchase Order Status:** Sent To Vendor

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

<table>
<thead>
<tr>
<th><strong>Header Details</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date of Order:</strong> May 10, 2016</td>
</tr>
<tr>
<td><strong>Order Number:</strong> FMNJEM5656F</td>
</tr>
<tr>
<td><strong>From Address:</strong> PAS/SOUTHWEST SUPP CTR 819 TAYLOR ST, RM 6400 FORT WORTH TX 76102</td>
</tr>
<tr>
<td><strong>Administration By:</strong> Above Office</td>
</tr>
<tr>
<td><strong>Vendor Will:</strong> Deliver, Ship</td>
</tr>
<tr>
<td><strong>Deliver By:</strong> May 25, 2016, Or Sooner, See Note in Description</td>
</tr>
<tr>
<td><strong>Ship To/Required:</strong> FB2308 88 MSG LGRS CP 937 267 2271</td>
</tr>
<tr>
<td><strong>Inspection/Acceptance:</strong> Destination, Origin By Region, Acceptance By 7 (days after delivery)</td>
</tr>
<tr>
<td><strong>Amendment No.:</strong></td>
</tr>
<tr>
<td><strong>FOB:</strong> DESTINATION PRE-PAY/ADD TAILGATE DELIVERY Destination, Origin, Inside Delivery, Tailgate Delivery</td>
</tr>
<tr>
<td><strong>GBL Number:</strong></td>
</tr>
<tr>
<td><strong>To Contractor:</strong> (072383985) 34 LUMBER RD ROSLYN, NY 11576-2106</td>
</tr>
<tr>
<td><strong>Remittance address differs</strong></td>
</tr>
<tr>
<td><strong>Contract Number:</strong> GS07F4A548</td>
</tr>
</tbody>
</table>
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.
**Step 10:** After the Contracting Officer accepts the backorder request, confirm the request was accepted in the ‘Purchase Order Notes Instructions’ field.

**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).
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'.