GSA OMS User Guide
OMS Vendor Portal Guide

Version 7.0

Version History

Version Number	Date of Change	Section(s) Affected	Brief Description of Change	Change Made By
1.0-4.0	N/A	All	Initial document creation – Updated included for FY20 Q4 Maintenance Release	Bridget Morrissey
5.0	06/18/2021	Various	Updates included for FY21 Q2 and Prod 12.0 Maintenance Release	Bridget Morrissey
6.0	02/28/2022	Various	Updates included for 13.0 and 14.0 Feature Releases	Bridget Morrissey
6.1	04/26/2022	11.0	Updated to add Information Contact and Authorized Representative Information in Section 11.0	Bridget Morrissey
6.2	08/16/2022	5.2, 12.0, 13.0	Updated screenshot, updated 12.0 to reflect OKTA integration, added execution steps for new functionality	Sarah Bartels
7.0	08/14/2023	All	Comprehensive review	Sarah Bartels

Table of Contents

1   Introduction

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

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

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

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

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

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

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

2 Request Access to OMS Vendor Portal

2.1 Access Request Submission

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

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

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

2.2 Account Activation

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

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

Step 1: Click The "Activate Okta Account" button in your email. This will take you to the password setup and security image selection screen.	GSA General Services Administration - Welcome to Multi-Factor Authentication! Hi Bridget, GSA is using Multi-Factor Authentication to manage your credentials. We have created a Multi-Factor Authentication user account for you. **Click the following link to activate your Multi-Factor Authentication account:** **Activate Okta Account** This link expires in 7 days.
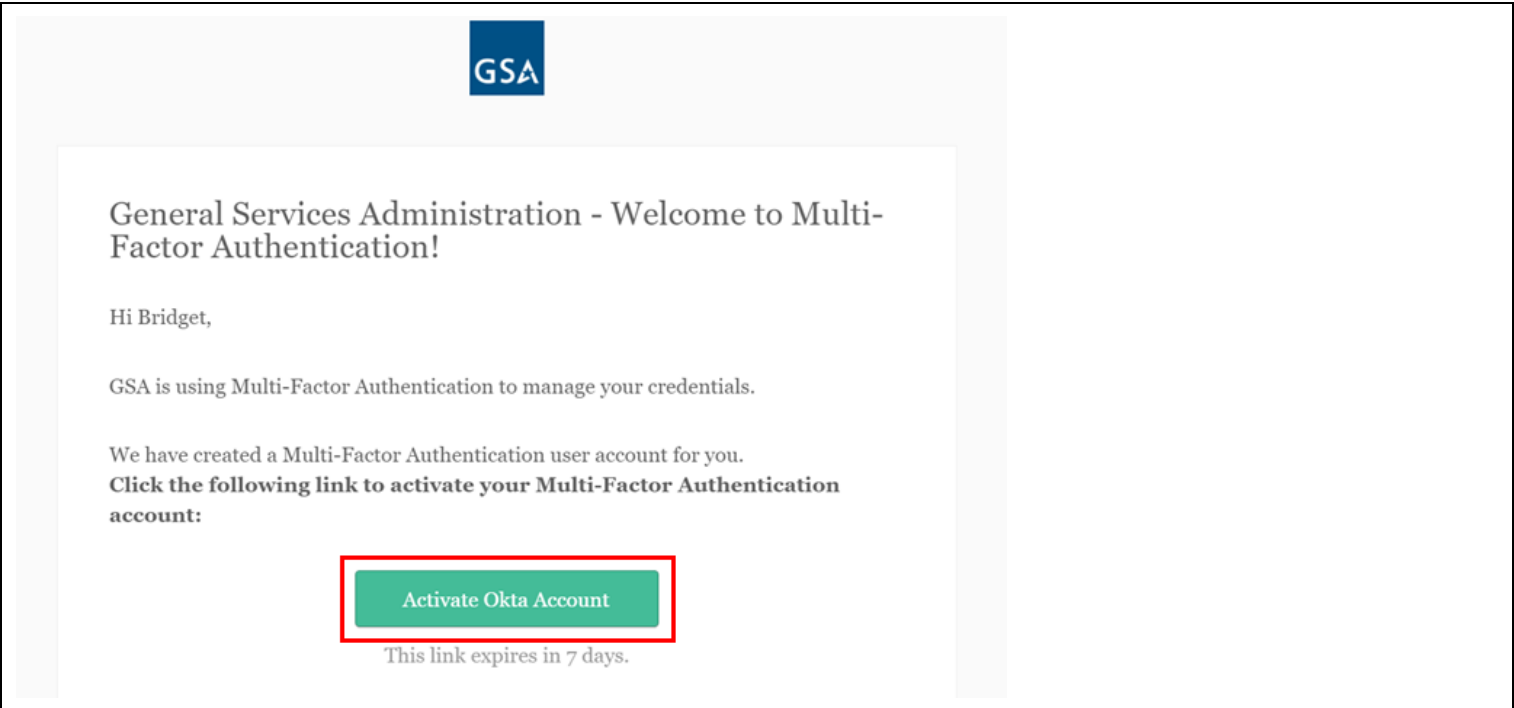
Step 2: Enter the password you wish to use. *Note: Your Vendor Portal password must meet the following requirements:* ● *12 characters* ● *1 uppercase letter* ● *1 lowercase letter* ● *1 number* ● *One symbol* ● *Does not contain part of username* ● *Does not contain first name* ● *Does not contain last name* ● *Different from last 24 Vendor Portal passwords* You will also be prompted to select a security image. Click "Create My Account" when finished.	Welcome to General Services Administration, Bridget! Create your General Services Administration account Enter new password [ ] Password requirements: • At least 12 characters • A lowercase letter • An uppercase letter • A number • A symbol • No parts of your username • Does not include your first name • Does not include your last name • Your password cannot be any of your last 24 passwords Repeat new password [ ]

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

Step 4: Copy the code provided in your email into the OKTA Verification window and click 'Verify'. ***Note***: *If you wish to check the box for "Do not challenge me on this device for the next 60 minutes", do so.* *If you do not receive the verification email, click the 'Send Again' link.*	**GSA** ✉ Verify with Email Authentication A verification code was sent to B...y@ibm.com. Check your email and enter the code below. ⚠ Haven't received an email? Send again Verification code 108851 ☐ Do not challenge me on this device for the next 12 hours **Verify** Back to sign in

Step 5: Following verification, users are redirected to the OKTA Application Page. Registration and Activation of your Vendor Portal and OKTA account are now complete. Users can access the Vendor Portal by clicking the 'OMS Vendor Portal' widget. ***Note***: *This OKTA dashboard will be a one-time step. After initial account set up and log in, you will not see this page again when you log in to the GSA OMS Vendor Portal*	
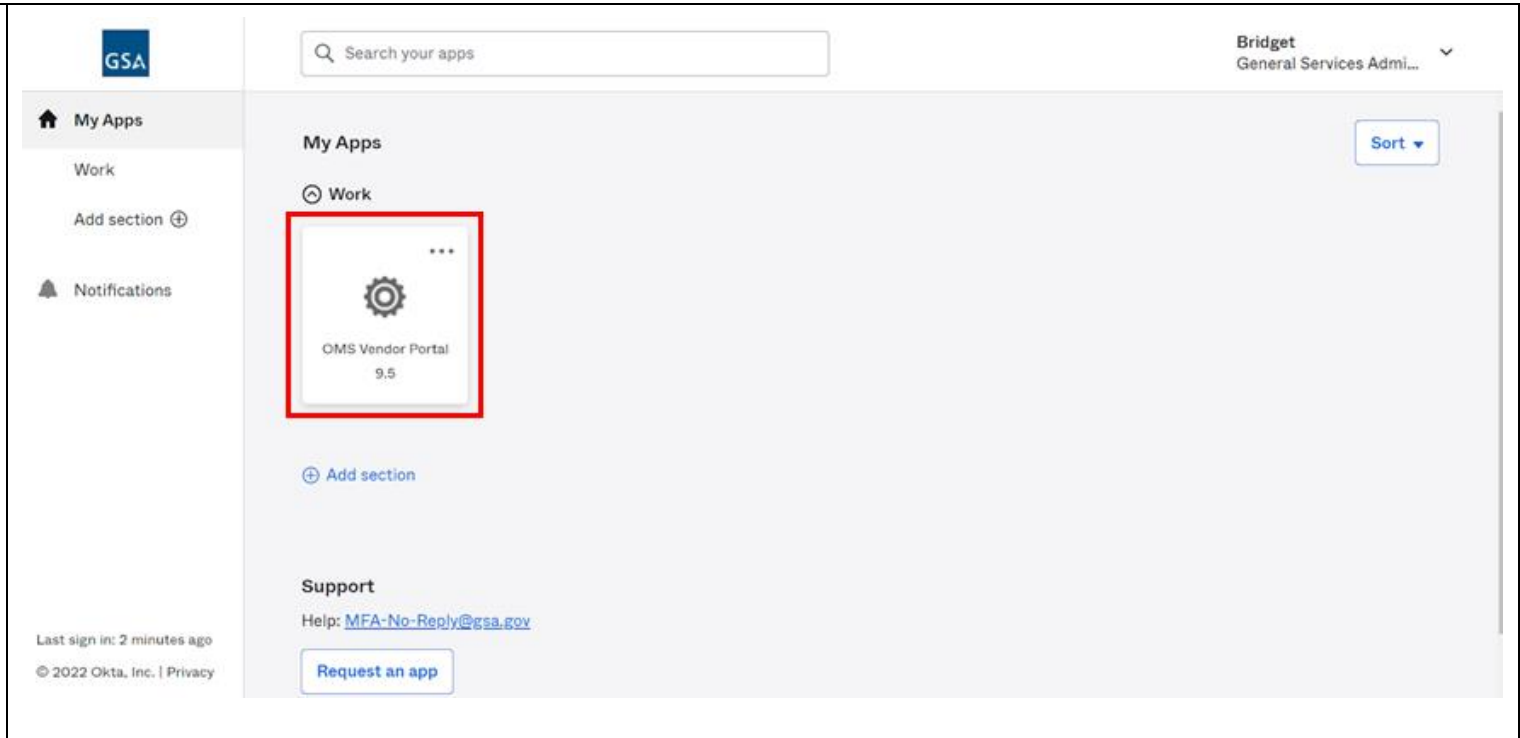
2.3   Accessing the Vendor Portal

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

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

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

Step 1: In a <u>web browser</u>, access the GSA OMS Vendor Portal link at: https://www.orders-vp.fas.gsa.gov/vp-landing	GSA Sign In **Email Address** Please enter your GSA FAS ID Email Address [ ] **Password** [ ] ☐ Remember me **Sign In** —— OR —— Sign in with PIV / CAC card Need help signing in?

Step 2: Enter your email address registered with the GSA OMS Vendor Portal, along with the password previously configured in OKTA. Click "Sign In" to continue.	**GSA** Sign In **Email Address** Please enter your GSA FAS ID Email Address username@domain.com **Password** ************************* ☐ Remember me **Sign In** ── OR ── Sign in with PIV / CAC card Need help signing in?
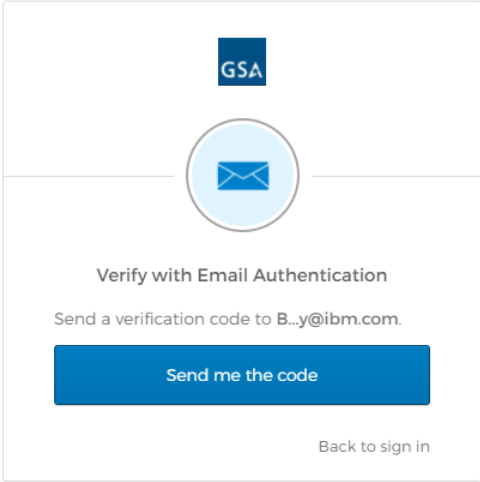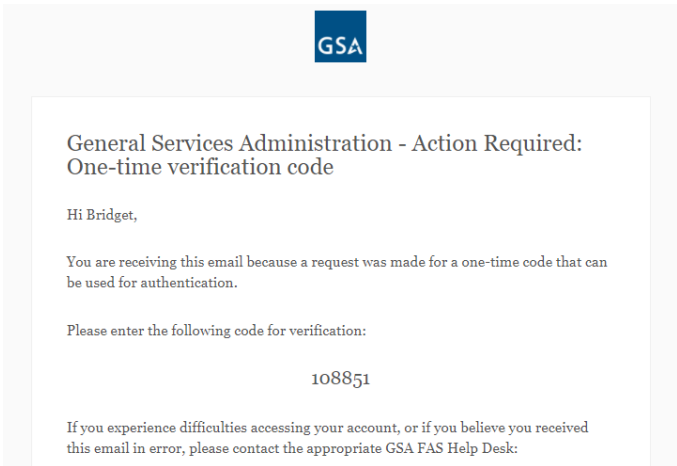
Step 3: Users are prompted to dual-authenticate. Select "Send me the code".	 Verify with Email Authentication Send a verification code to B...y@ibm.com. **Send me the code** Back to sign in
Step 4: An email with an OTP (One Time Code) will be sent to the email associated with your account.	 General Services Administration - Action Required: One-time verification code Hi Bridget, You are receiving this email because a request was made for a one-time code that can be used for authentication. Please enter the following code for verification: 108851 If you experience difficulties accessing your account, or if you believe you received this email in error, please contact the appropriate GSA FAS Help Desk:

Step 5: Copy the code provided in your email into the OKTA Verification window and click Verify **Note**: *If you wish to check the box for "Do not challenge me on this device for the next 60 minutes", do so.* *If you do not receive the verification email, click the 'Send Again' link.*	**GSA** Verify with Email Authentication A verification code was sent to B...y@ibm.com. Check your email and enter the code below. ⚠ Haven't received an email? Send again Verification code 108851 ☐ Do not challenge me on this device for the next 12 hours **Verify** Back to sign in

Step 6: You are now logged into the GSA OMS Vendor Portal.	Welcome **SarahABartels** Log Out **GSA** U.S. General Services Administration Vendor Management Purchase Order Management **Vendor Search** **Search Criteria** Vendor Name: [_____] CAGE Code: [_____] Vendor ID: [_____] Contract #: [_____] SEARCH CANCEL This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution. Viewing documents on this site requires Adobe Acrobat Reader. Privacy/Security	Accessibility	Contact Us
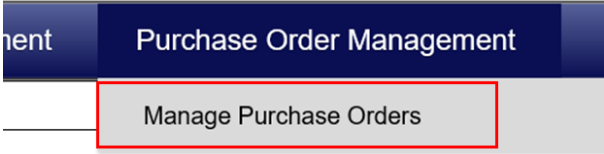
GSA U.S. General Services Administration

3   Search/Review Purchase Orders

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

This section guides users on how to search for a Purchase Order and review the associated order information.

Step 1: From the menu ribbon, navigate to Purchase Order Management > Manage Purchase Orders	nent **Purchase Order Management** Manage Purchase Orders
Step 2: In the 'Search Criteria' panel, users may enter the appropriate parameters to conduct their purchase order search. The default parameters are 'Amend Date To' and 'Amend Date From'. To search by Purchase Order number, clear the 'Amend Date' fields and enter the order number directly into the 'Purchase Order #' field. Click 'Update Search' to execute the search.	

	Purchase Order Search File Upload **Search Criteria** Purchase Order #: [ ] Item ID/NSN: [ ] Order Date Range: (MM/DD/YYYY) Order Date From: [ ] Order Date To: [ ] Amend Date Range: (MM/DD/YYYY) Amend Date From: [07/03/2023] Amend Date To: [07/10/2023] Purchase Order Contract #: [ ] Purchase Order Status: [All ▾] **Update Search**
Step 3: The relevant search results display in the 'Search Results' panel. To view the details for a specific Purchase Order, click the 'PO Number' link	**Search Results** Acknowledge P.O. Download PO 3186 Download PO CSV Ship POs | ☐	PO Number ⬍	PO Date ▾	PO Status ⬍	PO Value ⬍	Amend Date ⬍	Transaction Type ⬍	Contract Number ⬍
---	---	---	---	---	---	---	---
☐	JMNJA632U3J	Jul 10, 2023	Sent To Vendor	$348.30		New	47QSCC18D0001	

Step 4: The 'Purchase Order Details' screen opens. Here users can view information associated with the purchase orders, including header, line item, and footer details.	**Purchase Order:** JMNJA632U3J **Purchase Order Status:** Sent To Vendor

Purchase Order: JMNJA632U3J

Purchase Order Status: Sent To Vendor

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

Header Details

Date of Order: Jul 10, 2023

Order Number: JMNJA632U3J

From Address: GSS INTERNAL AND EMERGENCY ACQUISIT
1800 F ST. NW
WASHINGTON DC 20405

Administration By: ☐ Above Office   ☑ 1

Vendor Will: ☑ Deliver   ☐ Ship

Deliver By: Jul 15, 2023
☑ Or Sooner   ☐ See Note in Description

Ship To/ Required Marking: 0012 AV HHC SSA KATTERBACH KATTERBACH KASERNE
SSA BLDG 9007 AWCF SSF
ANSBACH DE 91522
ANSBACH, 00000

Consignee: WK4GF3

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

Trnsp Cntrl No: WK4GF33191929GXXX

TAC:

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

Modification No.: 0

FOB: ☑ Destination   ☐ Origin
☐ Inside Delivery   ☑ Tailgate Delivery

GBL Number:

To Contractor: (YLE5AAYNVPK6)   ☐ Remittance address differs
NOBLE SALES CO., INC.
302 WEYMOUTH ST
ROCKLAND, MA 02370-1171

Contract Number: 47QSCC18D0001

Store:

Purchase Order Notes Instructions:

If the total weight is 10,000 lbs or the volume is 800 cu ft, please call 817-850-8484 or email R71611requests@gsa.gov on all orders beginning with FMN. For all other orders contact 212-264-0568 or email seavans.newyork@gsa.gov.

Line Item Details

Line Item

4   Order Modifications

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

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

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

Step 3: If accepting the order modifications, users are prompted to confirm acceptance. Click 'OK' to proceed. A green confirmation will then appear at the top of the Purchase Order Details screen indicating acceptance has been processed.	Message from webpage ✕ ? Are you sure to accept Line Item Modifications? OK Cancel **Purchase Order:** MMNJAW75K2M **Purchase Order S** • **Info - Amendments Acknowledgement has been successfully processed.** **Acknowledge P.O.** **Print PDF** **Ship P.O.**
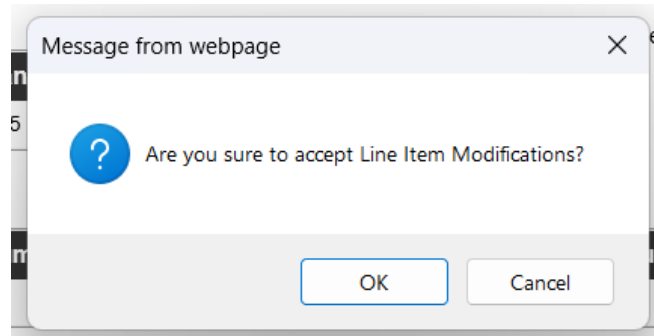
5 Purchase Order Download

Vendor Portal users can download either the PO 3186 PDF or multiple Purchase Orders in the Vendor Portal User Interface (UI).

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

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

5.1 PO 3186 PDF

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

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

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

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

Step 2: The user is prompted to save the PO file, which will save as a zipped folder. Click 'Save' to proceed. The file will then be accessible on the user's device.	File name: Form3186_20230710155218 ⌄ Save as type: Compressed (zipped) Folder ⌄ e Folders [Save] [Cancel]

5.2   Download Multiple Purchase Orders (PO CSV)
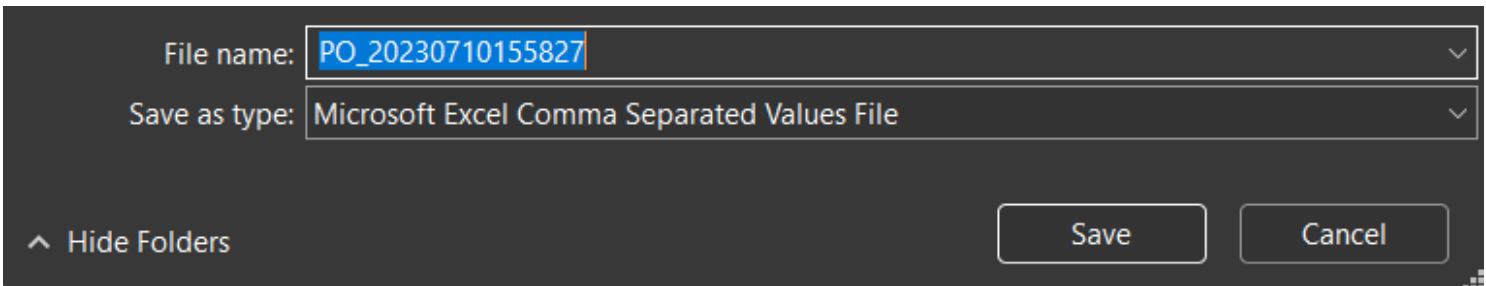
Step 1: Search for the relevant Purchase Orders. *(See section '*Search/Review*' for guidance on how to search orders)* From the Search Results, select the Purchase Orders to be downloaded by marking the corresponding checkboxes, then click 'Download PO CSV'.	**Search Results** [Acknowledge P.O.] [Download PO 3186] [**Download PO CSV**] [Ship POs] |	PO Number ⬍	PO Date ▼	PO Status ⬍	PO Value ⬍	Amend Date ⬍	Transaction Type ⬍	Contract Number ⬍ | |---|---|---|---|---|---|---|---| | ☑ | JMNJA632U3J | Jul 10, 2023 | Sent To Vendor | \$348.30 | | New | 47QSCC18D0001 | | ☐ | JMNJA632T3J | Jul 10, 2023 | Sent To Vendor | \$119.77 | | New | 47QSCC18D0001 | | ☑ | JMNJA632S3J | Jul 10, 2023 | Sent To Vendor | \$598.85 | | New | 47QSCC18D0001 | | ☑ | NMNJAD52C3N | Jul 10, 2023 | Sent To Vendor | \$1.07 | | New | 47QSEA20A0008 |

Step 2: The user is prompted to save the PO CSV file. Click 'Save' to proceed. The file will then be accessible on the user's device.	File name: PO_20230710155827 Save as type: Microsoft Excel Comma Separated Values File ⌃ Hide Folders Save Cancel

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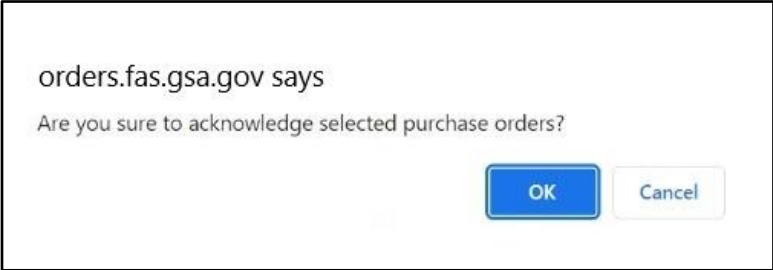
Vendor Portal users can acknowledge a single Purchase Order or multiple Purchase Orders in the Vendor Portal.

6.1   Header-Level Acknowledgement

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

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

Step 1: Open the Purchase Order to be acknowledged.	**Purchase Order:** JMNJCT66S3J **Purchase Order Status:** Sent To Vendor [Acknowledge P.O.] [Print PDF] [Ship P.O.] [Refresh] ▼ Header Details **Date of Order:** Jul 20, 2023 **Order Number:** JMNJCT66S3J **From Address:** GSS INTERNAL AND EMERGENCY ACQUISIT 1800 F ST. NW WASHINGTON DC 20405 **Administration By:** ☐ Above Office ☑ 1 **Vendor Will:** ☑ Deliver ☐ Ship **Inspection/Acceptance:** ☑ Destination ☐ Origin By Region ☑ Acceptance By 7 (days after delivery) **Modification No.:** 0 **FOB:** ☑ Destination ☐ Origin ☐ Inside Delivery ☑ Tailgate Delivery **GBL Number:** **To Contractor:** (YLE5AAYNVPK6) ☐ Remittance address differs

Step 2: To acknowledge the full amount of the PO, click the 'Acknowledge P.O.' button.	**Purchase Order:** JMNJCT66S3J [Acknowledge P.O.] [Print PDF] ▾ Header Details
Step 3: Click 'OK' on the pop-up to confirm acknowledgement of the Purchase Order.	orders.fas.gsa.gov says Are you sure to acknowledge selected purchase orders? [OK] Cancel
Step 4: A green message will appear at the top of the screen confirming the acknowledgement. Purchase Order Status will also display 'Acknowledged by Vendor'.	**Purchase Order:** JMNJCT66S3J **Purchase Order Status:** Acknowledged By Vendor • **Info - Acknowledge Purchase Order Successful.** [Acknowledge P.O.] [Print PDF] [Ship P.O.] [Refresh]

6.2   Line-Level Acknowledgement

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

Note: After acknowledgement, the vendor still must enter shipment details for the Purchase Order to complete the Purchase Order management process. Please see section 'Manage Shipment Information' for guidance.
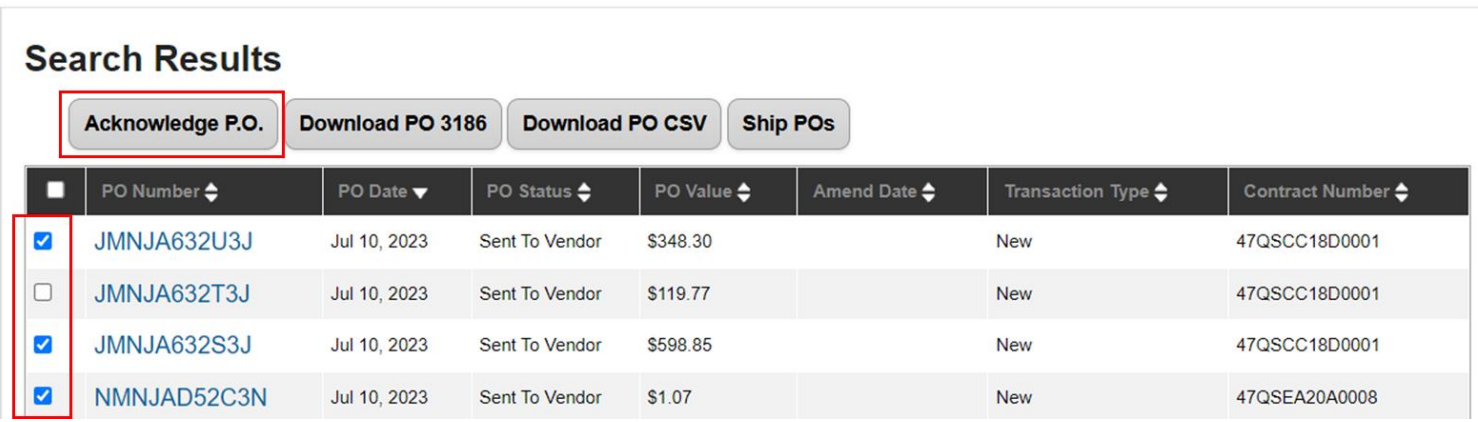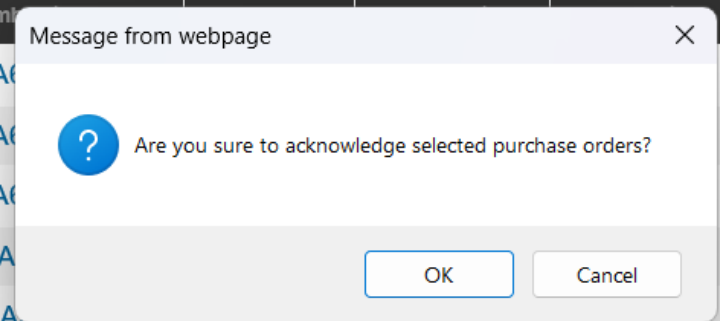
Step 1: Open the PO for which you would like to create a shipment at the line level.	**Purchase Order:** NMNJM640A3N **Purchase Order Status:** Sent To Vendor [Acknowledge P.O.] [Print PDF] [Ship P.O.] [Refresh] ▾ Header Details **Date of Order:** Jul 25, 2023 **Order Number:** NMNJM640A3N **From Address:** GSA FAS 2QFA ONE WORLD TRADE CENTER 55TH FLOOR R Inspection/Acceptance: ☑ Destination ☐ Origin By Region ☑ Acceptance By 7 (days after delivery) **Modification No.:** 0
Step 2: Scroll down to the 'Line-Item Details' section. In the 'Line Item Actions' field, select 'Acknowledge' from the drop down menu. *Note: A vendor may also partially acknowledge at the line level by selecting 'Partial Acknowledge' in the 'Line-Item Actions' field. This will display a text field for the vendor to specify the desired quantity to acknowledge.*	▾ **Line Item Details** **Line Item Actions:** - Select - ▾ — - Select - **Acknowledge** Partial Acknowledge Cancel Partial Cancel Reject Cancellation **Requisition Num** **Sta** **Quan**

Step 3: Click 'Update Line Item'	**UPDATE LINE ITEM** r Ultimate Consignee: N62478
Step 4: Confirm 'Line-Item Details', and then click the 'Acknowledge' button.	**Purchase Order:** NMNJM640A3N **Purchase Order Status:** Sent To Vendor ▾ Line Item Details **Acknowledge Item # - 7045014064663** Acknowledged Quantity: 5 CLOSE **ACKNOWLEDGE** Requisition Number: N6247832060Z1G Item Number: 7045014064663 Label for Ultimate Consignee: N62478 Status: Sent To Vendor Supplier Item ID: NAVFAC ENGINEERING COMMAND HAWAII Quantity: 5 Unit: EA CODE AQ3 SUPPLY BLDG 44 Original Quantity: 5 Quantity Remain to Ship: **5** 400 MARSHALL RD Unit Price: $513.00 Quantity Shipped: 0 PEARL HARBOR HI 96860-3139 Amount: $2,565.00 Total Weight: 6.50 LBS PEARL HARBOR, HI 96860 Total Cube: 0.65 US Line Item Description: Part Number: WR420LE Mfr: 3M Item: Tilt-adjustable keyboard platform w/ gel wrist rest. Status Details: Instruction: No Line Item Instructions Available. <table><tr><th>Status</th><th>Quantity</th><th>Estimated Ship Date</th></tr><tr><td>Sent To Vendor</td><td>5</td><td>Aug 9, 2023</td></tr></table>
Step 5: In the Purchase Order Details screen, a green message indicates successful	**Purchase Order:** NMNJM640A3N **Purchase Order Status:** Acknowledged By Vendor • Info - Acknowledge Line Item Successful Acknowledge PO Print PDF Ship PO Refresh

acknowledgement. Purchase Order Status updates to 'Acknowledged by Vendor'.	
Step 6: Confirm the 'Purchase Order Notes Instructions' field states 'PO was acknowledged'.	**Purchase Order Notes Instructions:** PO was acknowledged. (By user 'SarahABartels') If the total weight is 10,000 lbs or the volume is 800 cu ft, please call 817-850-8484 or email R71611requests@gsa.gov on all orders beginning with FMN. For all other orders contact 212-264-0568 or email seavans.newyork@gsa.gov.
Step 7: In the Line Item Details section, Confirm 'Status' updates to 'Acknowledged by Vendor'. **Note**: *If the PO was partially Acknowledged, the Status will indicate 'Partial Acknowledged by Vendor'. The status of the SO and PO in OMS will also update to 'Partial Acknowledged by Vendor'.*	**Line Item Details** Line Item Actions: - Select - Requisition Number: N6247832060Z1G Iter Status: Acknowledged By Vendor Suppli Quantity: 5 Original Quantity: 5 Quantity Rema Unit Price: $513.00 Quantity Amount: $2,565.00 To Line Item Description: Part Number: WR420LE Mfr: 3M Item: Tilt-adjustable keyboard platform w/ gel wri Status Details: | Status	Quantity	Estimated Ship Date | |---|---|---| | Acknowledged By Vendor | 5 | Aug 9, 2023 |

6.3   Apply Multiple Acknowledgements

For acknowledging, a checkbox will populate next to each Purchase Order on the PO List page and users will select the button that says 'Acknowledge Orders' to trigger the process for the chosen PO's. Partial acknowledgements are not available to vendor users via the Vendor Portal UI.

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

| Step 3: A green confirmation message will display at the top of the page confirming the acknowledgement, and the acknowledged orders will display status 'Acknowledged by Vendor' |
• Info - Purchase Orders Acknowledged Successfully.

Purchase Order Search   File Upload

Search Criteria
Purchase Order #: [ ]
Item ID/NSN: [ ]
Order Date Range: (MM/DD/YYYY)
Order Date From: [ ]
Order Date To: [ ]
Amend Date Range: (MM/DD/YYYY)
Amend Date From: [07/01/2023]
Amend Date To: [07/10/2023]

Search Results
[Acknowledge P.O.] [Download PO 3186] [Download PO CSV] [Ship POs]
<table><tr><th>☐</th><th>PO Number ⬍</th><th>PO Date ▼</th><th>PO Status ⬍</th><th>PO Value ⬍</th><th>Amend Date ⬍</th></tr><tr><td>☐</td><td>JMNJA632U3J</td><td>Jul 10, 2023</td><td>Acknowledged By Vendor</td><td>$348.30</td><td></td></tr><tr><td>☐</td><td>JMNJA632S3J</td><td>Jul 10, 2023</td><td>Acknowledged By Vendor</td><td>$598.85</td><td></td></tr><tr><td>☐</td><td>NMNJAD52C3N</td><td>Jul 10, 2023</td><td>Acknowledged By Vendor</td><td>$1.07</td><td></td></tr></table> |

6.4 Mass Upload Acknowledgements

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

6.4.1 Data Requirements

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

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

		Must be less than or equal to value in the "Quantity" column.

6.4.2 Mass Upload Process

Step 1:
Begin by downloading the Purchase Orders they wish to update. *(See section 'Download Multiple Purchase Orders' for download instructions)*

The downloaded file contains a number of leading columns in which the desired updates will be entered. For acknowledgement, users will populate the 'Action' and 'AckQty' columns.

Action	AckQty	BackOrderDate	Carrier	TrackingNo	ActualShipmentDate	Order Number	Date of Order	Order Status	Reporting Office	Administration By	Inspection/Acc
						GMN-K-AR80	7/10/22	Sent To Vendor	D430-ADRS1 D430-ADRS2	Reporting Office	Destination/7c
						GMN-K-AR80	7/10/22	Sent To Vendor	D430-ADRS1 D430-ADRS2	Reporting Office	Destination/7c
						GMN-K-AR80	7/10/22	Sent To Vendor	D430-ADRS1 D430-ADRS2	Reporting Office	Destination/7c
						GMN-K-AR79.	7/9/22	Sent To Vendor	D430-ADRS1 D430-ADRS2	Reporting Office	Destination/7c
						GMN-K-AR79.	7/9/22	Sent To Vendor	D430-ADRS1 D430-ADRS2	Reporting Office	Destination/7c
						GMN-K-AR79.	7/9/22	Sent To Vendor	D430-ADRS1 D430-ADRS2	Reporting Office	Destination/7c
						GMN-K-AR79.	7/9/22	Sent To Vendor	D430-ADRS1 D430-ADRS2	Reporting Office	Destination/7c
						GMN-K-AR74|	7/6/22	Sent To Vendor	D430-ADRS1 D430-ADRS2	Reporting Office	Destination/7c
						GMN-K-AR74|	7/6/22	Sent To Vendor	D430-ADRS1 D430-ADRS2	Reporting Office	Destination/7c

Step 2: Enter updates to the applicable fields for each order line, then save the file. **Note**: For guidance on field entries, refer to section 5.1.1 of this document	
Step 3: Return to the Purchase Order Management screen and select the "Upload File" tab. Select the updated csv file and click "Upload." **Note**: Consolidation of multiple downloaded csv files into a single upload file is **not** recommended	

7   Purchase Order Cancellations

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

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

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

7.1   Full Cancellation

Step 1: Open the Purchase Order to be canceled. *(See section 'Search/Review' for details on how to search for an order)*	**Purchase Order:** NMNJAD52E3N **Purchase Order Status:** Sent To Vendor [Acknowledge P.O.] [Print PDF] [Ship P.O.] [Refresh] ▾ Header Details Date of Order: Jul 10, 2023 Order Number: NMNJAD52E3N From Address: GSA FAS 2QFA ONE WORLD TRADE CENTER 55TH FLOOR R NEW YORK, NY 100072140 Inspection/Acceptance: ☑ Destination ☐ Origin By Region ☑ Acceptance By 7 (days after delivery) Modification No.: 0 FOB: ☑ Destination ☐ Origin ☐ Inside Delivery ☑ Tailgate Delivery

Step 2:
Scroll down to the 'Line-Item Details' section and select 'Cancel' from the Line-Item Actions drop down menu.
	Line Item Details
	
	Line Item Actions: - Select - ▼
	    - Select -
	    Acknowledge
	    Partial Acknowledge
	    Cancel
	    Partial Cancel
	    Reject Cancellation
	    Substitute
	    Backorder
	
	Amount: $6.99

Step 3: Click 'Update Line Item'	**UPDATE LINE ITEM**
Step 4: On the next screen, click the 'Cancel Item' button.	**Line Item Details** Cancel Item # - 7530010785649 Cancel Quantity: 1 CLOSE CANCEL ITEM
Step 5: A green confirmation message appears to confirm the cancellation. The Purchase Order Status updates to 'Canceled'.	**Purchase Order:** NMNJAD52E3N **Purchase Order Status:** Cancelled • **Info - Cancel Line Item Successful** Acknowledge P.O. Print PDF Ship P.O. Refresh **Header Details**

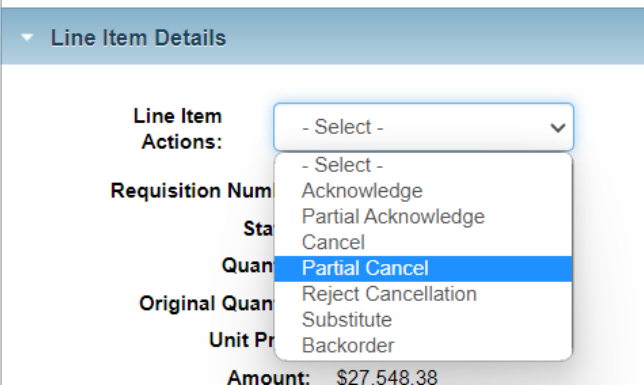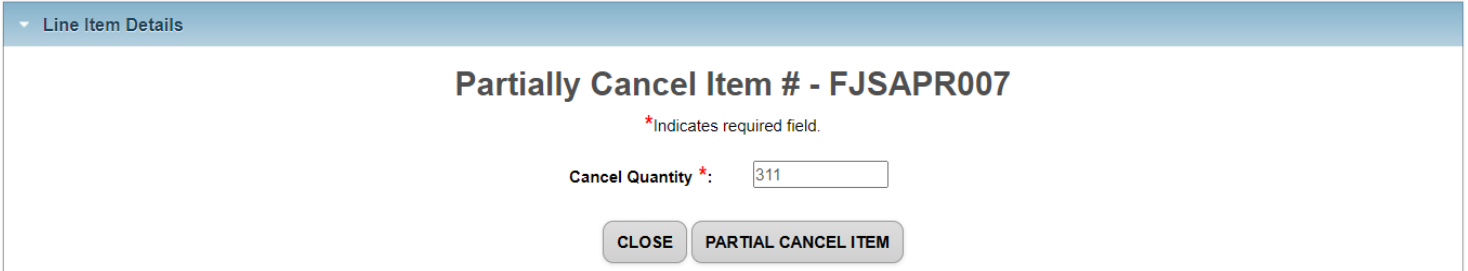|	
Note: *The status of the Purchase Order and Sales Order in OMS will also update to 'Cancelled'.*	
Step 6: (Optional) Scroll down to the 'Line-Item Details' to confirm the line 'Status' updates to 'Cancelled'.	**▼ Line Item Details** **Requisition Number:** 47K3AA31911884 **Status:** Cancelled **Quantity:** 0

7.2   Partial Cancellation

Step 1: Open the Purchase Order to be canceled. *(See section 'Search/Review' for details on how to search for an order)*	**Purchase Order:** FMNJAG09B3F **Purchase Order Status:** Sent To Vendor | Acknowledge P.O.	Print PDF	Ship P.O.	Refresh | **▼ Header Details** **Date of Order:** Jul 10, 2023 **Order Number:** FMNJAG09B3F **From Address:** SOUTHWEST SUPPLY AND ACQ CTR 819 TAYLOR ST, RM 7A37 FORT WORTH TX 76102 **Inspection/Acceptance:** ☑ Destination ☐ Origin By Region ☑ Acceptance By 7 (days after delivery) **Modification No.:** 0

Step 2: Scroll down to the 'Line-Item Details' section and select 'Partial Cancel' from the Line-Item Actions drop down menu.	**Line Item Details** Line Item Actions: `- Select -` Requisition Num Sta Quan Original Quan Unit Pr Amount: $27.548.38 Dropdown options: - Select -, Acknowledge, Partial Acknowledge, Cancel, **Partial Cancel**, Reject Cancellation, Substitute, Backorder
Step 3: Click 'Update Line Item'	**UPDATE LINE ITEM**
Step 4: In the text field, specify the desired quantity to cancel. Then, click the 'Partial Cancel Item' button. **Note**: *If a customer requested the PO be canceled, the status of the PO will indicate 'Cancel Requested'. If the vendor agrees to cancel the PO, then they will follow the steps in* [Accept Cancellation Request](#)*. If they request to*	**Purchase Order:** FMNJAG09B3F **Purchase Order Status:** Sent To Vendor Line Item Details **Partially Cancel Item # - FJSAPR007** *Indicates required field. Cancel Quantity *: `311` CLOSE PARTIAL CANCEL ITEM

cancel, then they will follow the steps in *Reject Cancellation Request*.	
Step 5: A green confirmation message displays at the top of the screen to confirm the partial cancellation.	**Purchase Order:** FMNJAG09B3F **Purchase Order Status:** Sent To Vendor • **Info - Partial Cancel Line Item Successful** Acknowledge P.O. Print PDF Ship P.O. Refresh

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

7.3   Accept Cancellation Request

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

7.4   Reject Cancellation Request

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

This section provides steps and guidance for rejecting a cancellation request in the Vendor Portal.

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

Step 3: Click 'Update Line Item'	UPDATE LINE ITEM
Step 4: Confirm the 'Line-Item Details are correct, and click the 'Reject Cancellation' button.	▼ Line Item Details **Reject Cancellation Request Item # - 7530013352623** CLOSE REJECT CANCELLATION Requisition Number: WK4GF330227N04 Item Number: 7530013352623 Status: Cancel Requested Supplier Item ID: Quantity: 5 Unit: BX Original Quantity: 5 Quantity Remain to Ship: **5** Unit Price: $58.05 Quantity Shipped: 0 Amount: $290.25 Total Weight: 250.00 LBS Total Cube: 5.50 Line Item Description:
Step 5: A green confirmation message appears at the top of the screen indicating successful rejection.	**Purchase Order:** JMNJA598P3J **Purchase Order Status:** Acknowledged By Vendor • **Info - Reject Cancellation Line Item Successful** Acknowledge P.O. Print PDF Ship P.O. Refresh

8 Submit Backorder Request

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

Note: If the PO includes a GSA Advice Code indicating the PO may not be backordered, then after the vendor generates the request, the PO will automatically cancel. If there is no such Advice Code appearing on the PO, then the request will result in an Alert (or notification) being sent to a GSA Contracting Officer who will review the request and either accept or reject the request. If the request is accepted, the new PO estimated ship date will be communicated to the customer. The actual PO Deliver By/Ship By date WILL NOT be updated through the use of a backorder request. If the request is rejected, the PO will be canceled.

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

Step 1: Open the relevant Purchase Order	**Purchase Order:** JMNJA631V3J **Purchase Order Status:** Sent To Vendor Acknowledge P.O. Print PDF Ship P.O. Refresh
Step 2: Scroll down to the 'Line-Item Details' section. In the 'Line Item Actions' field, select 'Backorder' from the drop-down menu.	Line Item Details Line Item Actions: - Select - - Select - Acknowledge Partial Acknowledge Cancel Partial Cancel Reject Cancellation Substitute Backorder

Step 3: Click 'Update Line Item'	**UPDATE LINE ITEM**
Step 4: In the 'Back Order Quantity' field, enter the desired quantity to be backordered (this can be the full amount of the line or a partial amount). In the 'Estimated Ship Date' field, enter the new estimated ship date (Date Format = MM/DD/YYYY). *Note*: *If the user is requesting a backorder, the date provided must be <u>after</u> the PO Deliver/Ship By date.*	▼ Line Item Details **Request to Back Order Item # - 7530013352623** *Indicates required field. **Back Order Quantity** *: `7` **Estimated Ship Date** *: `07/22/2023`
Step 5: Click 'Request Backorder' button.	**REQUEST BACKORDER**

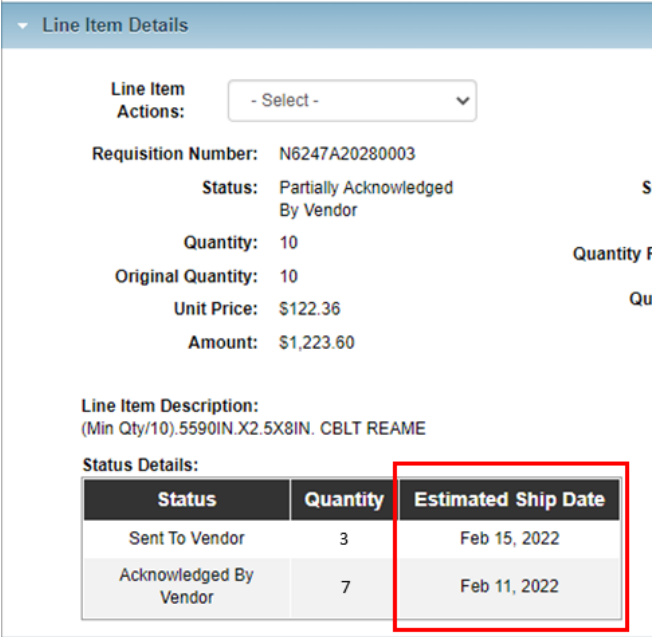|	
Step 6: A green confirmation message displays to confirm the backorder request submission.	**Purchase Order:** JMNJA631V3J **Purchase** • **Info - Backorder Line Item Successful** Acknowledge PO Print PDF Ship PO
Step 7: (Optional) View 'Purchase Order Notes Instructions' to confirm the backorder request was received by GSA and an alert was created for manual review. **Note**: In this example the note displayed in the screenshot indicates that the backorder request has been received and an alert created. The backorder item request will be reviewed by a GSA Contracting Officer and either accepted or rejected. The message appearing in the 'Purchase Order Notes Instructions' field does not mean the request was approved. If the request is rejected, a message	(see form below)

Header Details

Date of Order:	Jul 3, 2023
Order Number:	JMNJA631V3J
From Address:	GSS INTERNAL AND EMERGENCY ACQUISIT 1800 F ST. NW WASHINGTON DC 20405
Administration By:	☐ Above Office ☑ 1
Vendor Will:	☑ Deliver ☐ Ship
Deliver By:	Jul 8, 2023 ☑ Or Sooner ☐ See Note in Description
Ship To/ Required Marking:	123 Street Anytown, VA 22192
Consignee:	W58G0Q
Mark For:	PROJ: PRI: 11 RDD:
Trnsp Cntrl No:	W58G0Q0703SK02XXX
TAC:	AZZZ

Inspection/Acceptance:	☑ Destination ☐ Origin By Region ☑ Acceptance By 7 (days after delivery)
Modification No.:	0
FOB:	☑ Destination ☐ Origin ☐ Inside Delivery ☑ Tailgate Delivery
GBL Number:	
To Contractor:	(YLE5AAYNVPK6) ☐ Remittance address differs NOBLE SALES CO., INC. 302 WEYMOUTH ST ROCKLAND, MA 02370-1171
Contract Number:	47QSCC18D0001
Store:	

Purchase Order Notes Instructions:

Backorder request was received and alert was created for manual review. (By user 'SarahABartels')
The PO has not been acknowledged for 48 hours
If the total weight is 10,000 lbs or the volume is 800 cu ft, please call 817-850-8484 or email

indicating this will appear in the 'Purchase Order Notes Instructions' field, and the 'Purchase Order Status' will indicate 'canceled' (i.e., the PO will be canceled by the Contracting Officer).	
Step 8: (Optional) Scroll down to 'Line-Item Details', and confirm the 'Estimated Ship Date' has been updated **Note**: *The vendor still must acknowledge the Purchase Order and enter shipment details for the Purchase Order to complete the Purchase Order management process.* *If the backorder request is rejected, the Status will be 'Canceled'*	

9   Submit Substitution Request

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

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

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

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

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

Step 2:
Scroll down to the 'Line-Item Details' section. In the 'Line Item Actions' field, select 'Substitute' from the drop-down menu.
 	
Note: Confirm that the the correct line is being displayed. Purchase Orders may have one or multiple lines. This scenario
	▼ Line Item Details
	
	Line Item Actions: [Substitute ▼]
	  - Select -
	  Acknowledge
	  Partial Acknowledge
	  Cancel
	  Partial Cancel
	  Reject Cancellation
	  Substitute
	  Backorder
	
	Requisition Num
	Sta
	Quan
	Original Quan
	Unit Pr
	Amount: $200.40
	
	Item Number: 4510005951785
	Supplier Item ID:
	Unit: EA
	Quantity Remain to Ship: **10**
	Quantity Shipped: 0
	Total Weight: 5.50 LBS

illustrates a PO with one line. Step 3 is not necessary for a single line order.	
Step 3: Click 'Update Line Item'	**UPDATE LINE ITEM**
Step 4: In the 'Supplier Item ID#' field, enter the Item ID of the item or product which will be used as a substitute for the original item. In the 'Substitute Quantity' field, enter the 'Substitute Quantity' (this can be the full amount of the line or a partial amount).	**Purchase Order:** JMNJCT67J3J **Purchase Order Status:** Sent To Vendor ▼ Line Item Details **Request to Substitute Item # - 4510005951785** *Indicates required field. Supplier Item ID# *: 654321123 Substitute Quantity *: 10 CLOSE SUBSTITUTE
Step 5: Click the 'Substitute' button	SUBSTITUTE

Step 6:
Users are redirected to the Purchase Order Detail screen, where a green message appears at the top of the screen indicating the substitute request was processed successfully.

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

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

Purchase Order: JMNJCT67J3J   **Purchase Order Status:** Sent To Vendor

- Info - Substitute Line Item Successful

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

▼ Header Details

Date of Order: Jul 20, 2023

Order Number: JMNJCT67J3J

From Address: GSS INTERNAL AND EMERGENCY ACQUISIT
1800 F ST. NW
WASHINGTON DC 20405

Administration By: ☐ Above Office ☑ 1

Vendor Will: ☑ Deliver ☐ Ship

Deliver By: Jul 25, 2023
☑ Or Sooner   ☐ See Note in Description

Ship To/ Required Marking: EURO IFMS FLEET FIELD SUPPOT OFC
STUTTGART-ROBINSON BARRACKS
HEIDLOCH STRASSE, BLDG 193
70376 STUTTGART DE
STUTTGART, 00000

Consignee: 47K4A6

Mark For: PROJ:MP5   PRI: 14   RDD:

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

Modification No.: 0

FOB: ☑ Destination ☐ Origin
☐ Inside Delivery ☑ Tailgate Delivery

GBL Number:

To Contractor: (YLE5AAYNVPK6) ☐ Remittance address differs
NOBLE SALES CO., INC.
302 WEYMOUTH ST
ROCKLAND, MA 02370-1171

Contract Number: 47QSCC18D0001

Store:

Purchase Order Notes Instructions:

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

After confirming the 'Supplier Item ID' field is correctly populated in the Line Item Details section, users may proceed with the Acknowledgement and Shipment processes noted in the earlier sections of this Guide. *The vendor still must acknowledge the PO and enter shipment details for the PO to complete the PO management process*	

10 Manage Shipment Information

Vendor Portal users can mark one or multiple Purchase Orders currently in an Acknowledged by Vendor status as shipped in the Vendor Portal
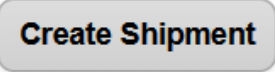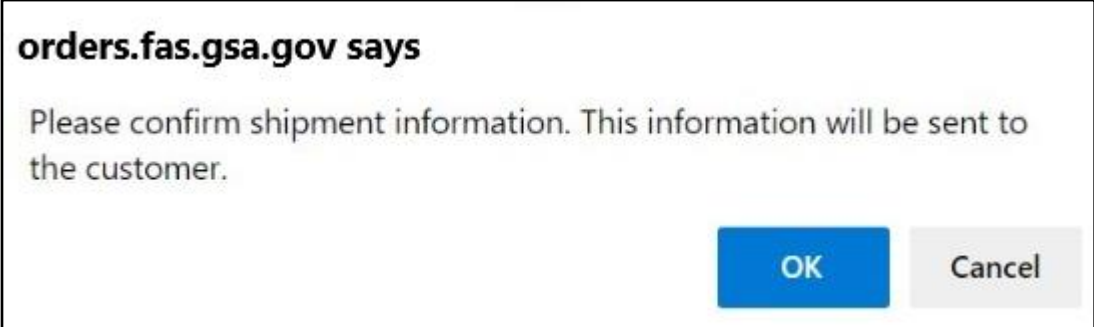
Note: Vendor Portal users can move the status of orders to 'Shipped' without having to first acknowledge these orders.

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

10.1 Enter Shipment Information

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

Step 3: The 'Purchase Order Shipments' page will open. Click 'Create New Shipment'. ***Note**: If this is the first time entering a shipment for the PO, a warning message will appear. Once a shipment is entered, this message will no longer appear.*	**Purchase Order:** JMNJCT66S3J **Purchase Order Status:** Acknowledged By Vendor • **Warning - Purchase Order Shipments not Found.** Shipments <table><tr><th>Shipment Number</th><th>ESD</th><th>Ship Date</th><th>Shipment Type</th><th>Carrier</th><th>TCN</th><th>Tracking Number</th><th>Shipment Status</th></tr></table> **Create New Shipment**
Step 4: On the 'Create New Shipment' screen, populate the required fields with shipment information. (The 'TCN #' field will default with the number formatted to include the Requisition Number + XXX)	**Create New Shipment** *Indicates required field. **Actual Ship Date (ASD)** *: [ ] **Carrier** *: [ ] **TCN #** *: [47K4A623072028XXX] **Tracking Number** *: [ ]
Step 5: Check the box next to the appropriate lines that are included in the shipment, and enter the quantity to be shipped in the 'Quantity Shipped' field.	<table><tr><th></th><th>REQ #</th><th>ITEM ID#</th><th>Description</th><th>Quantity</th><th>Ship Qty</th></tr><tr><td>☑</td><td>47K4A623072028</td><td>4510005951785</td><td>FAUCET SINGLE CL 2 (DRUMAND BARREL) P/N 272080</td><td>10</td><td>10</td></tr></table>

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

Step 8: A green message will appear at the top of the screen confirming the shipment confirmation has been processed. The 'Purchase Order Status' and 'Shipment Status' fields will also indicate 'Shipped'.	**Purchase Order:** JMNJCT66S3J **Purchase Order Status:** Shipped • **Info - Entry of the Purchase Order Shipment Confirmation has been successfully processed.** Shipments | Shipment Number	ESD	Ship Date	Shipment Type	Carrier	TCN	Tracking Number	Shipment Status
---	---	---	---	---	---	---	---
100175534	Sep 30, 2023	Jul 27, 2023		USPS	47K4A623072028XXX	9400100000000000000000	Shipped	
Step 9: (Optional) Users may also review and confirm the actions taken on the Purchase Order by viewing the 'Purchase Order Events' page.	Back to Search Results Purchase Order Details Purchase Order Shipments Purchase Order Events **Purchase Order:** JMNJCT66S3J **Purchase Order Status:** Shipped Events 	Date	Time	Event Type
---	---	---
Jul 24, 2023	8:12:36 PM	PO was acknowledged (By user 'SarahABartels')
Jul 28, 2023	9:48:42 PM	Shipment '100175534' was created. (by user 'SarahABartels')	

10.2 Enter Shipment Information for Multiple Orders

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

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

Step 3: Update the 'Carrier' and 'Tracking' fields for each selected line.	<table><tr><td>**Carrier**</td><td>**Tracking Number**</td></tr><tr><td>USPS</td><td>9400100000000000</td></tr><tr><td>FedEx</td><td>92612999910998342</td></tr><tr><td></td><td></td></tr><tr><td>FedEx</td><td>9274899991099835S</td></tr></table>
Step 4: Save the information by clicking 'Create Shipment'.	**Create Shipment**
Step 5: A popup will appear before the shipment successfully processes to confirm the entered shipment information is correct. Click 'OK' to proceed.	**orders.fas.gsa.gov says** Please confirm shipment information. This information will be sent to the customer. OK Cancel

Step 6: A green confirmation message will appear at the top of the screen and PO statuses for the selected orders will show 'Shipped'	 • **Info - Shipments have been successfully processed.** Purchase Order Search File Upload ## Search Criteria Purchase Order #: [ ] Item ID/NSN: [ ] Order Date Range: (MM/DD/YYYY) Order Date From: [06/01/2023] Order Date To: [06/28/2023] Amend Date Range: (MM/DD/YYYY) Amend Date From: [ ]

Search Results

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

☐	PO Number ⇕	PO Date ▼	PO Status ⇕	PO Value ⇕	Amend Date ⇕	Transa...
☐	FMNJHV47B3F	Jun 23, 2023	Shipped	$50.00		New
☐	FMNJHV47A3F	Jun 22, 2023	Shipped	$112.50		New
☐	NMNJM639K3N	Jun 22, 2023	Shipped	$3.21		New

10.3 Store Pickup Functionality

Retail Store orders in either Sent to Vendor or Acknowledged by Vendor status can utilize the Store Pickup button in the Vendor Portal. If a Retail Store order is in Sent to Vendor status, then the Purchase Order must be acknowledged by a vendor first before proceeding.

For Retail Store Items, fulfillment methods cannot be mixed. For example, if the total Retail Store order has a quantity of 20, then Carrier Number and Tracking Number information cannot be added for a quantity of 10, while the remaining quantity of 10 is to be picked up in store.

This section provides steps and guidance for using the Store Pickup button in the Vendor Portal. If you have questions about whether an order assigned to you is a Retail Store order or not, please contact your GSA Contracting Officer.

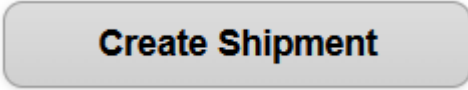|	
Step 1: When searching Purchase Orders, select the relevant orders by marking the corresponding checkboxes, then click 'Ship POs'. *Note: Purchase Orders in 'Sent to Vendor' status will need to be acknowledged by the vendor before proceeding.*	**Search Results** [Acknowledge P.O.] [Download PO 3186] [Download PO CSV] [**Ship POs**] ☑ PO Number ⬍ | PO Date ▼ | PO Status ⬍ | PO Value ⬍ | Amend Date ⬍ ☑ GMNCAD11J2G | Oct 26, 2021 | Acknowledged By Vendor | $157.05
Step 2: In the Purchase Order Bulk Shipment screen, check the boxes next to the Purchase Orders you would like to mark for Store Pickup.	**Create Shipments** ☑ PO Number | Line # | REQ # | ITEM ID# ☑ GMNCAD11J2G | 1 | N400851280X044 | TL3A22JM44
Step 4: Check the box under 'Store Pickup'. The Carrier and Tracking Number information will automatically populate to 'STORE' and 'PICK'. *Note: If the Purchase Order is not a Retail Store order,*	ate | Carrier | Tracking Number | Store Pickup 022 | STORE | PICK | ☑

then the 'Store Pickup' checkbox will be disabled for users to choose.	
Step 5: Click 'Create Shipment'.	**Create Shipment**
Step 6: A popup will appear before the shipment successfully processes to confirm the entered shipment information is correct. Click 'OK' to proceed.	**orders.fas.gsa.gov says** Please confirm shipment information. This information will be sent to the customer. OK Cancel
Step 7: A green confirmation message will display at the top of the screen. The Purchase Order status will change to 'Shipped' when successfully processed.	• **Info - Shipments have been successfully processed.** **Search Criteria** / **Search Results** Purchase Order #: GMNCAD11J2G / Acknowledge P.O. Download PO 3186 Download PO CSV Ship POs — Item ID/NSN: — Order Date Range: (MM/DD/YYYY) — Order Date From: — Order Date To: — PO Number / PO Date / PO Status / PO Value / Amend Date — GMNCAD11J2G Oct 26, 2021 Shipped $157.05

10.4 Modify Shipment Information

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

For this functionality, a checkbox will populate next to each Purchase Order on the Shipment Screen List page, so users can select/deselect Purchase Orders. Both the 'Carrier' and 'Tracking Number' fields are mandatory for users to populate. For the excluded lines on a Purchase Order, the 'Quantity', 'Tracking Number', and 'Carrier' fields will be disabled to update/edit.
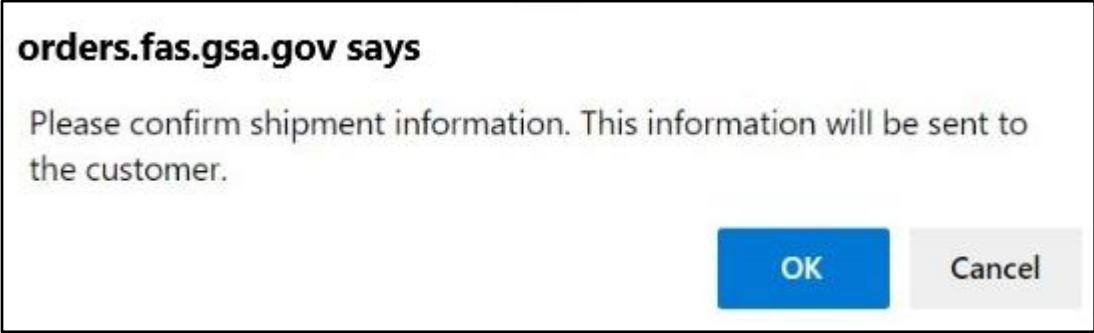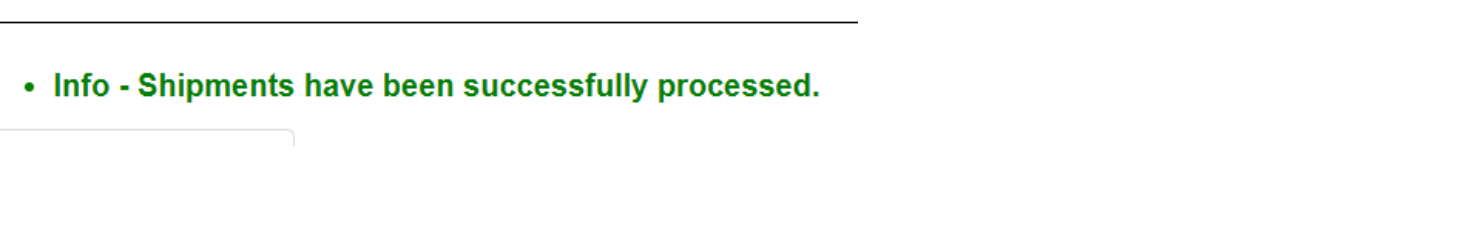
Step 1: When searching Purchase Orders, click the checkboxes next to the purchase orders to be modified, and click 'Ship POs'	**Search Results**
	Acknowledge P.O. **Download PO 3186** **Download PO CSV** **Ship POs**
	PO Number / **PO Date** / **PO Status** / **PO Value** / **Ame**
	☐ PMNJA598J0P — Jun 5, 2020 — Partially Shipped — $1,852.40
	☑ PMNJA595P0P — Jun 5, 2020 — Acknowledged By Vendor — $167.09
	☑ PMNJA595K0P — Jun 5, 2020 — Acknowledged By Vendor — $167.09
	☑ PMNJA595A0P — Jun 5, 2020 — Acknowledged By Vendor — $167.09
	☑ PMNJA594Z0P — Jun 5, 2020 — Acknowledged By Vendor — $167.09
	☑ PMNJA593T0P — Jun 5, 2020 — Acknowledged By Vendor — $830.45
	☐ PMNJA593G0P — Jun 5, 2020 — Acknowledged By Vendor — $1,670.90

Step 2: In the Purchase Order Bulk Shipment screen, mark the checkboxes for the shipments to be modified.	**Create Shipments** | ☐	PO Number	Line #	REQ #	ITEM
---	---	---	---	---
☑	PMNJA595P0P	1	FM913301431100	7195016¹
☐	PMNJA595K0P	1	FM913301431101	7195016¹
☑	PMNJA595A0P	1	FM913301431093	7195016¹
☑	PMNJA594Z0P	1	FM913301431092	7195016¹
☑	PMNJA593T0P	1	W9058401430001	7105015⁷	
Step 3: Next, users must populate the 'Carrier' and 'Tracking Number' fields. For the excluded lines on a Purchase Order, the 'Quantity', 'Tracking Number', and 'Carrier' fields will be disabled to update/edit.		Carrier	Tracking Number
---	---	---
]	FedEx	9274899991099835⁹
]		
]	UPS	1Z99999999999999⁹
]	UPS	1Z999AA101234567
]	FedEx	961013852890	
Step 4: Click 'Create Shipment'	**Create Shipment**

Step 5: A popup will appear before the shipment successfully processes to confirm the entered shipment information is correct. Click 'OK' to confirm.	**orders.fas.gsa.gov says** Please confirm shipment information. This information will be sent to the customer. OK Cancel
Step 6: A green confirmation will appear at the top of the screen indicating that the shipments were successfully processed.	• **Info - Shipments have been successfully processed.**

10.5 Mass Upload Shipment Information

10.5.1 Data Requirements

Column Title	Accepted Values	Format/Notes
Action	Ship Acknowledge Cancel	Action values are not case sensitive. *Mandatory for each order line being updated*

	Backorder Substitute	
AckQty		Whole integers only; no decimals accepted. Must be less than or equal to value in the "Quantity" column. *Required for ALL Actions*
BackOrderDate		MM/DD/YYYY M/DD/YYYY YYYY-MM-DD Must be the current or future date. *Only required for "backorder" action*
Carrier		Freeform text field *Required for "Ship" action*
TrackingNo		Freeform text field *Required for "Ship" action*
ActualShipmentDate		MM/DD/YYYY YYYY-MM-DD Must be the current or past date. *Required for "Ship" action*
Supplier Item ID		Freeform text field *Only required for "Substitute" action*

10.5.2 Mass Upload Process

Step 1: Begin by downloading the Purchase Orders to be updated. *(See section 'Download Multiple Purchase Orders' for download instructions)* The downloaded file contains a number of leading columns in which the desired updates will be entered, including 'Action', 'AckQty', 'BackOrderDate', 'Carrier', 'TrackingNo' and 'ActualShipmentDate'.	<table><tr><th>Action</th><th>AckQty</th><th>BackOrderDate</th><th>Carrier</th><th>TrackingNo</th><th>ActualShipmentDate</th><th>Order Numb</th><th>Date of Orde</th><th>Orc</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>GMN-K-AR8(</td><td>7/10/22</td><td>Ser</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>GMN-K-AR8(</td><td>7/10/22</td><td>Ser</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>GMN-K-AR8(</td><td>7/10/22</td><td>Ser</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>GMN-K-AR7!</td><td>7/9/22</td><td>Ser</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>GMN-K-AR7!</td><td>7/9/22</td><td>Ser</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>GMN-K-AR7!</td><td>7/9/22</td><td>Ser</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>GMN-K-AR7!</td><td>7/9/22</td><td>Ser</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>GMN-K-AR74</td><td>7/6/22</td><td>Ser</td></tr></table>
Step 2: Enter updates to the applicable fields for each order line, then save the file. For guidance on field entries, refer to the previous section.	<table><tr><th>Action</th><th>AckQty</th><th>BackOrderDate</th><th>Carrier</th><th>TrackingNo</th><th>ActualShipmentDate</th><th>Order Numb</th><th>Date of Order</th><th>Orde</th></tr><tr><td>Ship</td><td>35</td><td></td><td>FedEx</td><td>61299991099834284833</td><td>2022-07-08</td><td>GMN-K-AR8(</td><td>7/10/22</td><td>Sent</td></tr><tr><td>Ship</td><td>3</td><td></td><td>FedEx</td><td>61299738917740284829</td><td>2022-07-12</td><td>GMN-K-AR8(</td><td>7/10/22</td><td>Sent</td></tr><tr><td>Ship</td><td>2</td><td></td><td></td><td>74899991099835941441</td><td>2022-07-12</td><td>GMN-K-AR8(</td><td>7/10/22</td><td>Sent</td></tr><tr><td>Backorder</td><td>2</td><td>2022-07-19</td><td></td><td></td><td></td><td>GMN-K-AR7!</td><td>7/9/22</td><td>Sent</td></tr><tr><td>Backorder</td><td>13</td><td>2022-07-22</td><td></td><td></td><td></td><td>GMN-K-AR7!</td><td>7/9/22</td><td>Sent</td></tr><tr><td>Ship</td><td>3</td><td></td><td>USPS</td><td>9400183504727759206011</td><td>2022-07-07</td><td>GMN-K-AR7!</td><td>7/9/22</td><td>Sent</td></tr><tr><td>Ship</td><td>30</td><td></td><td>FedEx</td><td>61291359870102156349</td><td>2022-07-12</td><td>GMN-K-AR7!</td><td>7/9/22</td><td>Sent</td></tr><tr><td>Ship</td><td>1</td><td></td><td>FedEx</td><td>74893825780134530317</td><td>2022-07-18</td><td>GMN-K-AR74</td><td>7/6/22</td><td>Sent</td></tr></table>

Step 3: Return to the Purchase Order Management screen and select the "Upload File" tab. Select the updated csv file and click "Upload." ***Note***: *Consolidation of multiple downloaded csv files into a single upload file is **not** recommended*	**Purchase Order Management** Vendor ID: DBQGN324ULK3 Vendor Name: STAPLES, INC. Purchase Order Search File Upload **Upload PO Data File** File Path: Choose File PO_20220712103038.csv Comments: Upload Download Template File **Process Status** File Name / Date PO_20220701_03.csv 07/01/2022 11:11:36 Nidh PO_20220701_02.csv 07/01/2022 11:06:35 Nidh

11 Customer Contact Information

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

▼ Line Item Details

| Line Item Actions: | - Select - | | UPDATE LINE ITEM |

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

InformationContact:
Info Contact
7154623535
hello@gsa.gov

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

Status Details:

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

Instruction:

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

3186 Form | 1 / 1 | — 100% + |

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

9A. VENDOR WILL	9B. BY 05/24/2023		[X] A. DESTINATION	[ ] B. ORIGIN
[ ] DELIVER [X] SHIP	[X] OR SOONER [X] SEE NOTE IN ITEM 12		[ ] C. INSIDE DELIVERY	[X] D. TAILGATE DELIVERY

10. SHIP TO/REQUIRED MARKING (CONSIGNEE FB2300)	11. TO CONTRACTOR [ ] (Remittance address differs)
FB2300 88LRS LGRMCSD CP 937 257 2084 5236 CHASE ST BLDG 257 WRIGHT PATTERSON AFB OH 45433-5501 US	DL92XLEBJHE1 DL92XLEBJHE1 OFFICE DEPOT INC. 6304 WOODSIDE CT STE 1 COLUMBIA, MD 210463217 US

Mark For ▶	PROJ PRI RDD 10	STORE ▶
TRNSP CNTRL NO ▶ FB230011111118XXX	TAC	
(INCLUDE REQUISITION NUMBER(S) AS SHOWN IN ITEM 12)		CONTRACT NUMBER ▶ VC0183-08-398131131

12. REQUISITION NO., ITEM/STOCK NO. AND DESCRIPTION	13. QUANTITY	14. UNIT	15. COST	
			A. UNIT PRICE	B. AMOUNT
<mark>InformationContact: Info Contact</mark> <mark>7154623535 hello@gsa.gov</mark>	5	EA	75.00	375.00
# 1 ITEM ID: 7520012414229				
REQ NO: FB230011111118				
ITEM DESC: ELECTRIC, PENCIL SHARPENER - COLOR:BLACK.				
SUPP ITEM:				
TOTAL WEIGHT: 5.000 TOTAL CUBE: 0.40				
ADVICE CODE:				
CAUTION: THE ABOVE NAMED MATERIAL MUST COMPLY WITH THE TRANSPORTATION ACT (49 CFR PARTS 170-177)				
CAUTION: THE ABOVE NAMED MATERIAL MUST COMPLY WITH THE TRANSPORTATION ACT (49 CFR PARTS 170-177)				
NON MERCHANDISE CHARGES:				
Excise Tax				10.00
SUBMIT INVOICES VIA THE INTERNET FREE @ HTTP://FEDPAY.GSA.GOV				

12 Email Notifications

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

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

Users can submit tickets via e-mail or phone:

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

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