



Lowe'sLink®

Spend Management (SM)

**Creating a Purchase Order Acknowledgement
Product Suppliers Only**

Updated: April 30, 2018

Lowe's Logo and Lowe'sLink® are registered trademarks of LF, LLC. All Rights Reserved.

Agenda

	<u>Slides</u>
• Expectations	3
• Introduction	4
• Creating a Purchase Order Acknowledgement Application Menu	5
• Search for the Purchase Order	6
• Purchase Order Results	7
• Select the Purchase Order	8
• Acknowledgement Summary	9
• Changeable Fields	10
• Save & Send Acknowledgement	11
• Additional Assistance Needed	12

Expectations

- This guide is written with the expectation that the user is registered for Spend Management.
- If not registered, please refer to the *LowesLink® Registration and Requesting Access to Spend Management* document located at www.LowesLink.com > Existing Partner Information > Spend Management Expense Vendor Information > For New Vendors.
- Also, that the user is familiar with logging into LowesLink®, locating the Spend Management US & Canada link, and logging into Oracle.
- If unfamiliar with logging in, please refer to the ***Logging into LowesLink® and Spend Management*** document located at www.LowesLink.com > Existing Partner Information > Spend Management Expense Vendor Information > Job Aids.
- If having login issues, please refer to the ***Login Password Issues*** document located at www.LowesLink.com > Existing Partner Information > Spend Management Expense Vendor Information > Job Aids.

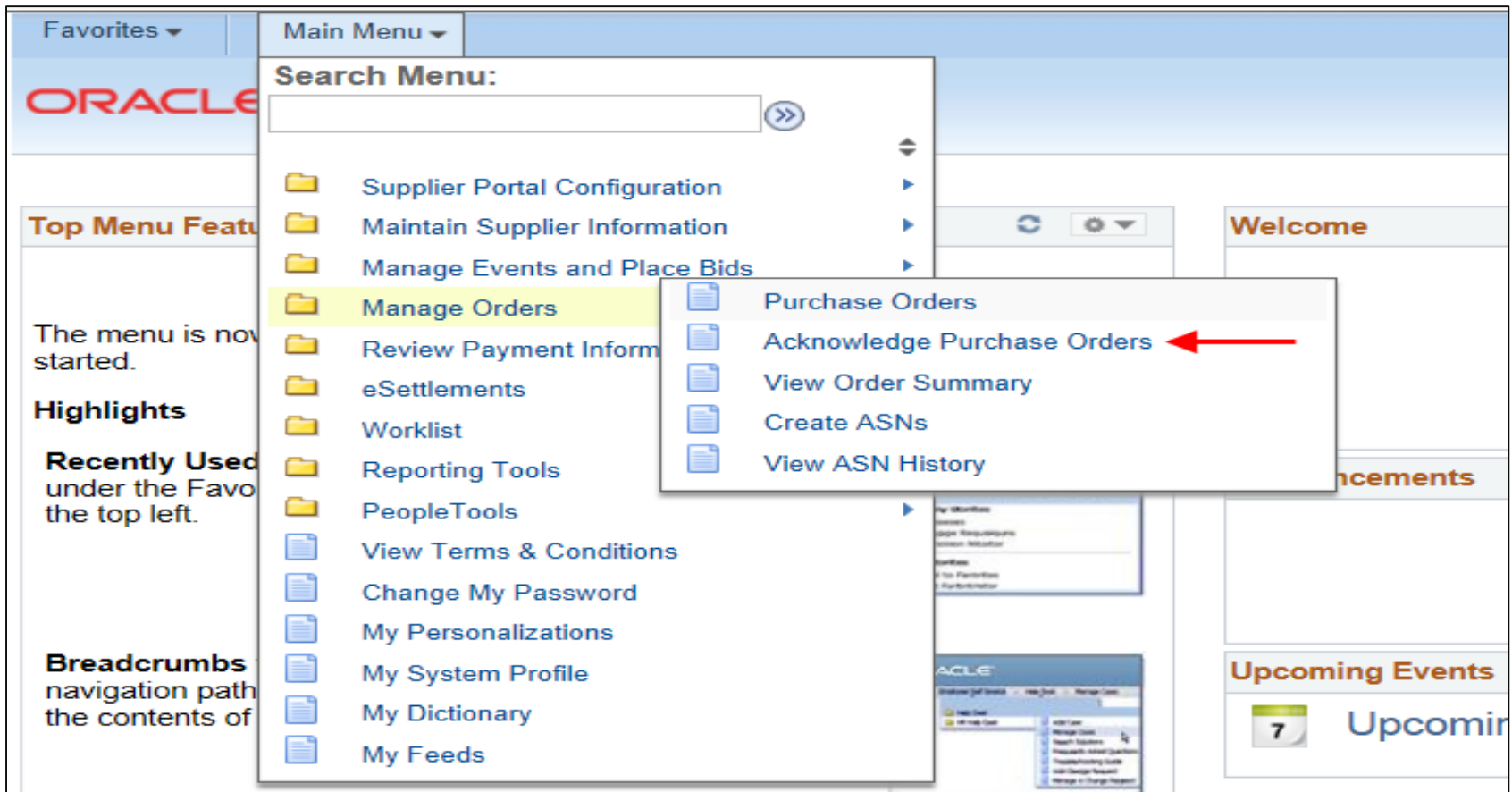
Introduction

- The Purchase Order Acknowledgement (POA) states to the requestor that that the Purchase Order (PO) has been received and the supplier intends to fulfill the order based on the details submitted.
- This is only required for Product Suppliers.

Creating a Purchase Order

Acknowledgement Application Menu

Navigate: Main Menu > Manage Orders > Acknowledge Purchase Orders



Search for the Purchase Order

- Search for the PO using the PO number or a specific date range.
- Note: Search results will only show PO's that have not been acknowledged. In order to view PO's that have been acknowledged, change selection to "View History".
- Search can be submitted without any criteria and will list all POs that have not been acknowledged however this type of search may cause the search to timeout.

Favorites ▾ Main Menu ▾ > Manage Orders ▾ > Acknowledge Purchase Orders

ORACLE

Acknowledge Purchase Orders

Search/Filter Acknowledgements

Supplier Name Displays Here

From PO ID To PO ID

From Date To Date

Buyer

Supplier Location ▾

Current Acknowledgements
 New/Supplier Review Supplier Respond/Buyer Accept

View History

PO Acknowledgement List Personalize | Find | 📄 | 📊

Acknowledgements

Purchase Order	Dispatched Date/Time	PO Status	Acknowledgement Status	Acknowledge Date	Source of Acknowledgement

6

Purchase Order – Search Results

- Our example used a specific PO number for the search.

The screenshot shows the Oracle Acknowledge Purchase Orders interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Manage Orders', and 'Acknowledge Purchase Orders'. Below this is the Oracle logo and the page title 'Acknowledge Purchase Orders'. The main section is titled 'Search/Filter Acknowledgements' and includes a sub-header 'Supplier Name Displays Here'. The search filters are: 'From PO ID' (0170108027), 'To PO ID', 'From Date', 'To Date', 'Buyer', and 'Supplier Location' (a dropdown menu). There are radio buttons for 'Current Acknowledgements' (selected), 'View History', and checkboxes for 'New/Supplier Review' and 'Supplier Respond/Buyer Accept'. A 'Search' button is located below the filters. The results section is titled 'PO Acknowledgement List' and includes a 'Personalize | Find' link. The table has columns for 'Purchase Order', 'Dispatched Date/Time', 'PO Status', 'Acknowledgement Status', 'Acknowledge Date', and 'Source of Acknowledgement'. The table is currently empty.

Search Results:



Purchase Order	Dispatched Date/Time	PO Status	Acknowledgement Status	Acknowledge Date	Source of Acknowledgement


Select the Purchase Order

- Select the PO number link to view the line details and submit the acknowledgement.


Search

Orders Per Page 012 First 1 to 1 of 1 Last

PO Acknowledgement List Personalize | Find |  

Acknowledgements Buyer 

Purchase Order	Dispatched Date/Time	PO Status	Acknowledgement Status	Acknowledge Date	Source of Acknowledgement	POA Required
0170108027	03/22/2017 10:02:39AM	Dispatched	New			Yes



Acknowledgement Summary

- The Acknowledgement Summary will detail the line description, quantity, and unit of measure for each line.
- Note:** If any information is incorrect on the PO, contact the Lowe's Buyer for assistance.

[Favorites](#) > [Main Menu](#) > [Manage Orders](#) > [Acknowledge Purchase Orders](#)

ORACLE

Acknowledge Purchase Orders

Acknowledgement Summary

Supplier Name Displays Here

PO Number 0170108027 **PO Date** 03/21/2017
Acknowledgement Status New **Acknowledge Date**
POA Response Accepted [Reset to PO Values](#) [Reject All](#)

▶ **PO Header Detail**

▶ **Standard BU Comments**

Click on the purchase order line number to see more details and to make any modifications.

POA Lines [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Refresh](#) [First](#) | 1-10 of 69 | [Last](#)

Line Details [Extension](#) [More](#)

Line	Item ID	Description	PO Qty	Acknowledge Quantity	UOM	POA Response
1	Z-0001	Example Item	2.0000	2.0000	EA	Accepted
2	Z-0002	Example Item	1.0000	1.0000	EA	Accepted

▶ **Comments**

[Save](#) [Save & Send Acknowledgement](#)

[Return to Search Acknowledgement](#) [Send E-mail](#)

Changeable Fields

- **Note:** The *Description*, *Acknowledge Due Date*, *Acknowledge Quantity*, and *Acknowledge Price* fields may be changed and submitted to the Lowe's Buyer for approval but this may cause delays in processing. **Best practice** is to contact the Lowe's Buyer to resolve any issues.
- The *Ship To* location is not able to be changed. Use the *Reject Item* button to reject a line.
- To view multiple lines at once, click the *View All* option. (If there are more than 100 lines this will say *View 100.*)

The screenshot displays the Oracle Acknowledge Purchase Orders interface. At the top, there are navigation tabs: Favorites, Main Menu, Manage Orders, and Acknowledge Purchase Orders. Below the Oracle logo, the page title is "Acknowledge Purchase Orders" and "Acknowledgement Summary". A placeholder text "Supplier Name Displays Here" is present. Key information includes PO Number 0170108027, PO Date 03/21/2017, Acknowledgement Status New, and POA Response Accepted. There are buttons for "Reset to PO Values" and "Reject All". Below this is a section for "PO Header Detail" and "Standard BU Comments". A message says "Click on the purchase order line number to see more details and to make any modifications." The "POA Lines" section has a toolbar with "Personalize", "Find", "View All", and pagination "First 1-10 of 69 Last". The "Line Details" tab is active, showing a table with columns: Line, Item ID, Description, PO Qty, Acknowledge Quantity, UOM, and POA Response. Two lines are visible: Line 1 with Item ID Z-0001, Description Example Item, PO Qty 2.0000, Acknowledge Quantity 2.0000, UOM EA, and POA Response Accepted; and Line 2 with Item ID Z-0002, Description Example Item, PO Qty 1.0000, Acknowledge Quantity 1.0000, UOM EA, and POA Response Accepted.

Line	Item ID	Description	PO Qty	Acknowledge Quantity	UOM	POA Response
1	Z-0001	Example Item	2.0000	2.0000	EA	Accepted
2	Z-0002	Example Item	1.0000	1.0000	EA	Accepted

To access Changeable Fields mentioned above, drill down on the line number.

Save & Send Acknowledgement

- Once the PO has been reviewed and accuracy verified, click the *Save & Send Acknowledgement* button. The Lowe's Buyer will automatically be notified.
- If not accurate, contact the Lowe's Buyer for assistance.

The screenshot displays the Oracle Acknowledgement Summary page for Purchase Order (PO) 0170108027. The page includes the Oracle logo, navigation menus, and a breadcrumb trail: Favorites > Main Menu > Manage Orders > Acknowledge Purchase Orders. The main heading is 'Acknowledge Purchase Orders' followed by 'Acknowledgement Summary'. Below this, it states 'Supplier Name Displays Here'. Key PO details are shown: PO Number 0170108027, PO Date 03/21/2017, Acknowledgement Status New, and POA Response Accepted. There are buttons for 'Reset to PO Values' and 'Reject All'. A section for 'PO Header Detail' and 'Standard BU Comments' is visible. A message prompts the user to click on a purchase order line number for more details. The 'POA Lines' section features a table with columns for Line, Item ID, Description, PO Qty, Acknowledge Quantity, UOM, and POA Response. Two lines are listed: Line 1 with Item ID Z-0001 and Line 2 with Item ID Z-0002, both with a POA Response of 'Accepted'. At the bottom, there are buttons for 'Save' and 'Save & Send Acknowledgement', with a red arrow pointing to the latter. Other buttons include 'Return to Search Acknowledgement' and 'Send E-mail'.

Line	Item ID	Description	PO Qty	Acknowledge Quantity	UOM	POA Response
1	Z-0001	Example Item	2.0000	2.0000	EA	Accepted
2	Z-0002	Example Item	1.0000	1.0000	EA	Accepted

For Assistance with Creating a Purchase Order Acknowledgement:

Email ExpenseSSI@lowes.com

or

Call our Finance Resource Center at 336-658-2121,
select option 3 for LowesLink® then
select option 3 for Spend Management (Expense SSI)