



Purchase Order Management Guide

Purchase Order Management allows designated users at your company to send and receive purchase orders via Aerospac. To get started, log in to Aerospac and click the **Purchase Orders** link at the top of the page.





You can choose whether to send Purchase Orders or check received Purchase Orders via the tabs at the top of the page.


Send Purchase Orders	Received Purchase Orders
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To send a Purchase Order:

1. Fill in all applicable data fields and select the destination company from the dropdown list.
2. Enter any PO Notes that are applicable for your Purchase Order.
3. Click the Browse button to select the image that corresponds to your Purchase Order.
4. Click the Upload Purchase Order button.

After sending a Purchase order, it will appear at the bottom of this page as a data record, along with other recently sent POs.

	Date/Time	PO No.	Acknowledgment
 	11/16/2011 11:08	123456	
 	10/21/2011 10:28	12345	Acknowledged w/ Revisions

Click the  icon to view the PO image. Click the  icon to view all comments for this PO.

Comments for PO 12345

11/16/2011 04:28 From: ehr admin

Accepted with updated revision

11/16/2011 04:21 From: ehr admin

Specification updated to Rev. C

To add a new comment, enter the text below then click the Add Comment button.

Add Comment

Close



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Comments may be made by both the sender and recipient, allowing for 2-way communication specific for each PO. You can view all unread comments by clicking the “View all unread comments” link at the bottom of the page.

Send Purchase Orders	Received Purchase Orders
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To acknowledge a Purchase Order:

1. Select the appropriate Acknowledgement from the dropdown list and click *update* to apply it to that record.
2. You will be prompted to add any relevant comments. Click the Add Comment button when finished, or click the Close button if you do not wish to leave any comments.
3. The sender will see this acknowledgement and your comments in their Purchase Order history.

Acknowledgment	
Acknowledged As-Is ▼	update
Acknowledged w/ Revisions ▼	update
Decline ▼	update

The Received Purchase Orders tab will show you all Purchase Orders sent to your company. You can view the images and comments that are attached to any record. You can also select acknowledgements from the dropdown lists on each record.

Please direct any questions to:

Aerospac Support

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