



# Using PO Locator

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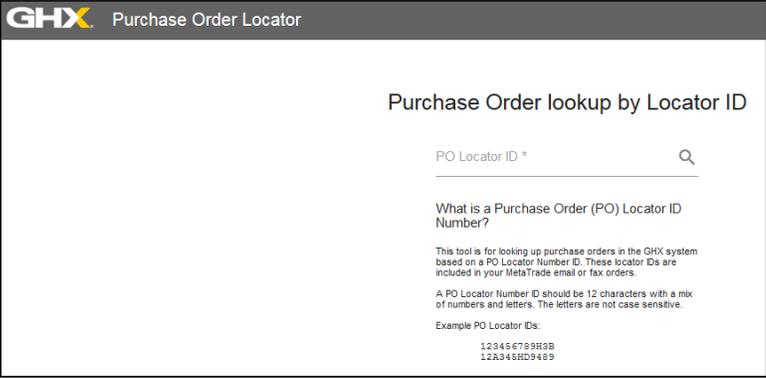
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# Acknowledge a PO

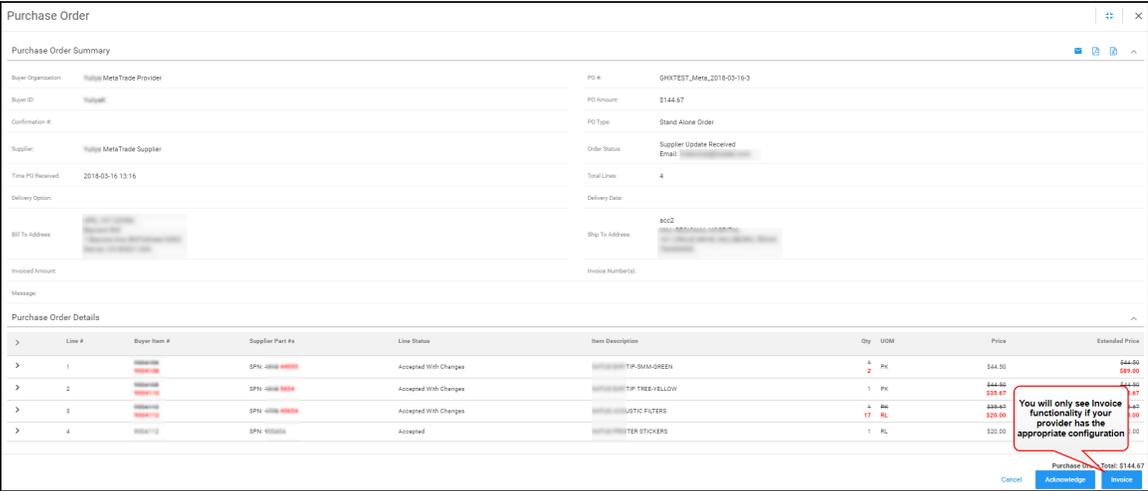
Use the following steps to acknowledge a PO.

1. Open the email message and copy the **PO Locator ID**.
2. Select the **PO Locator** link in the email message or type the link provided in the fax into your Internet address field and press Enter. The *Purchase Order Locator* page opens.

 Note: The URL remains valid for a finite period of time. After that, the URL will expire.



3. Paste or type the **PO Locator ID** in the search field.
4. Select **Enter**. The *Purchase Order* page opens.



5. Verify the information on the purchase order (PO).

6. Scroll down and select **Acknowledge**. The *Purchase Order Acknowledgement* dialog box opens.



Tip: The Purchase Order Acknowledgment page is pre-populated with as many items and as much line information as possible, though you can edit and adjust those lines items as needed.



Note: If your provider has configured the functionality, you will see the **Invoice** button. You can select this button to create an invoice from this page. See "[Videos](#)" on page 4 to watch a video that shows how to create an invoice.

7. Enter the information for your confirmation.



Note: Required fields contain an \* asterisk.

8. Select the expand  icon to view the **Partner and Address Information** details (optional).
9. Populate the delivery date in the acknowledgment header (in the Summary section) to apply the same delivery date to all line items (optional).

Purchase Order Acknowledgement

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Summary

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Confirmation # Delivery Date  Notes

Seller Order #

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Partner and Address Information: ShipTo Organization - 

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Purchase Order Details (Total lines 4)

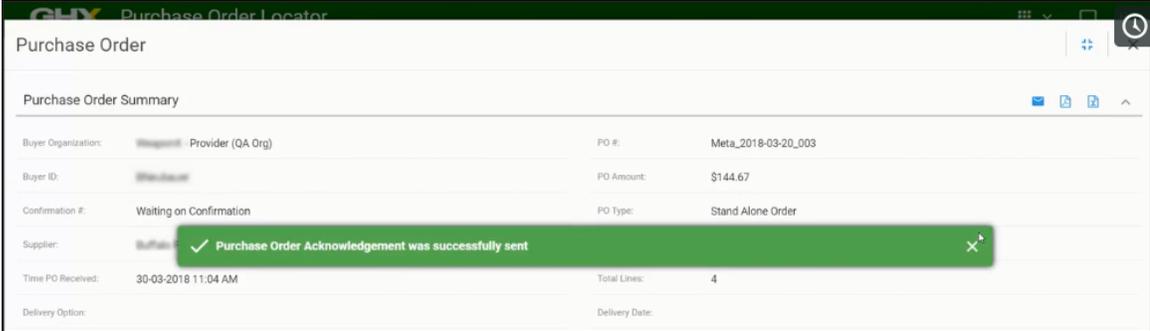
Line #001	Delivery Date	Notes																																										
<small>Supplier Part #*</small>	Apr 2018 >																																											
<small>Lot Number</small>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td> </tr> <tr> <td>8</td><td>9</td><td style="background-color: #e0e0e0;">10</td><td>11</td><td style="background-color: #e0e0e0;">12</td><td>13</td><td>14</td> </tr> <tr> <td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td> </tr> <tr> <td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td> </tr> <tr> <td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
S	M	T	W	T	F	S																																						
1	2	3	4	5	6	7																																						
8	9	10	11	12	13	14																																						
15	16	17	18	19	20	21																																						
22	23	24	25	26	27	28																																						
29	30																																											
<small>Status</small>	May 2018 >																																											
Accepted 																																												
<small>PO Qty (1 ordered)</small>																																												
Line #002																																												

10. Scroll to the bottom and either select **Save** to save your work in progress or select **Send** to send the document.

# Make Changes

Use the following steps to make changes before sending a POA or Invoice.

- 1. Follow the steps to "Acknowledge a PO" on page 1.
- 2. Select a field you want to edit and type the changes to the line items, as needed.
- 3. Scroll to the bottom and either select **Save** to save your work in progress or select **Send** to send the document.



# Videos

Click [here](#) to see a portfolio of all of the videos, or click the individual links in the table below.

Title	Description	Duration
<a href="#">Acknowledging a PO</a>	Shows all the steps you need to acknowledge a PO	1:32
<a href="#">Creating an Invoice from a PO</a>	If you see the invoicing functionality, watch the video to understand how to create an invoice from a purchase order.	1:52
<a href="#">Creating an Invoice from a POA</a>	If you see the invoicing functionality, watch the video to understand how to create an invoice from a purchase order acknowledgement.	1:58

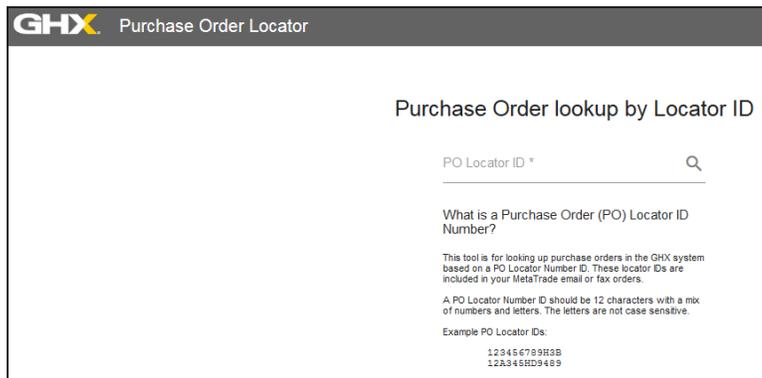
# Create an Invoice from a PO (Purchase Order)

To create an invoice for a received fax or e-mail order:

1. Open the email message and copy the **PO Locator ID**.
2. Select the **PO Locator** link in the email message or type the link provided in the fax into your Internet address field and press Enter. The *Purchase Order Locator* page opens.



Note: The URL remains valid for a finite period of time. After that, the URL will expire.



**GHX** Purchase Order Locator

### Purchase Order lookup by Locator ID

PO Locator ID \*

What is a Purchase Order (PO) Locator ID Number?

This tool is for looking up purchase orders in the GHX system based on a PO Locator Number ID. These locator IDs are included in your MetaTrade email or fax orders.

A PO Locator Number ID should be 12 characters with a mix of numbers and letters. The letters are not case sensitive.

Example PO Locator IDs:  
123456789012  
12A3456789012

3. Paste or type the **PO Locator ID** in the search field and select **Enter** to continue. The *Purchase Order* page opens.



Note: PO Locator ID should be 12 characters with a mix of numbers and letters. It is not case sensitive.

**Purchase Order**

**Purchase Order Summary**

Buyer Organization: Natix MetaTrade Provider	PO #: GHTEST_MHA_2018-03-16-3
Buyer ID: Natix	PO Amount: \$144.67
Confirmation #:	PO Type: Stand Alone Order
Supplier: Natix MetaTrade Supplier	Order Status: Supplier Update Received Email: [redacted]
Time PO Received: 2018-03-16 13:16	Total Lines: 4
Delivery Option:	Delivery Date:
Bill To Address: [redacted]	Ship To Address: 4012 [redacted]
Involved Amount:	Invoice Number(s):
Message:	

**Purchase Order Details**

Line #	Buyer Item #	Supplier Part #s	Line Status	Item Description	Qty	UOM	Price	Extended Price
>								
>		SPN: 4886 4886	Accepted With Changes	TP-SMM-GREEN	4	PK	\$44.50	\$178.00
>		SPN: 4886 4886	Accepted With Changes	TP TREE-YELLOW	1	PK	\$44.50	\$44.50
>		SPN: 4886 4886	Accepted With Changes	ACOUSTIC FILTERS	17	RL	\$35.67	\$606.39
>		SPN: 4886 4886	Accepted	PRINTER STICKERS	1	RL	\$20.00	\$20.00

Buttons: Cancel, Acknowledge, **Invoice**, Purchase Order Total: \$144.67

*Note: A red box highlights the 'Invoice' button with the text: "You will only see Invoice functionality if your provider has the appropriate configuration"*

- Verify the information on the purchase order (PO).
- Scroll down and select **Invoice**. The **Purchase Order** dialog box opens.

 Note: Required fields contain an \* asterisk.

- Select the expand  icon to view the **Partner and Address Information** details (optional).
- Edit any information that is pre-populated to be accurate with your records.
- Scroll to the bottom and either select **Save** to save your work in progress or select **Send** to send the invoice.

Partner and Address Information: ShipTo Organization **HILL REGIONAL HOSPITAL**

**Purchase Order Details (Total lines 4)**

Line #	Supplier Part# *	Description *	PO Qty (1 ordered) *	UOM	Unit Price	Price	Ext. Price	Note
Line # 001	1910	NATUS EAR TIP-SMM-GREEN	1	PK:Package	44.50	44.50	44.50	
Line # 002	1918	NATUS EAR TIP TREE-YELLOW	1	PK:Package	44.50	44.50	44.50	
Line # 003	1770	NATUS ACOUSTIC FILTERS	1	PK:Package	35.67	35.67	35.67	
Line # 004	900404	NATUS PRINTER STICKERS	1	RL-Roll	20.00	20.00	20.00	

[Add Summary Allowance / Charge](#)

Discount: \$0.00  
Total Invoice Amount: \$144.67

Buttons: Cancel, **Save**, **Send**

9. An alert message will appear in red, if any mandatory fields are missing. Address accordingly.

Invoice Meta\_2018-03-20\_003  
30-03-2018

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**Summary** ^

Invoice Number \* 12345 5 / 22

Invoice Date \* 10-04-2018 Invoice Type Debit Invoice

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Description

**Payment Terms** ^

**Net Due Date \*** Days **Discount Due Date** Days **Discount Percent** %

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Partner and Address Information: ShipTo Organization HILL REGIONAL HOSPITAL v

Purchase Order Details (Total lines 4) ^

Line #	Supplier Part #	Description *	PO Qty (1 ordered) *	UOM	Unit Price	Price	Ext. Price	Note
001	1938	NATUS EAR TIP-SMM-GREEN	1	PK-Package	44.50	44.50	44.50	

# Create an Invoice from a POA (Purchase Order Acknowledgment)

1. Open the email message and copy the **PO Locator ID**. Select the **PO Locator** link in the email message or type the link provided in the fax into your Internet address field and press Enter. The *Purchase Order Locator* page opens.



Note: The URL remains valid for a finite period of time. After that, the URL will expire.

2. Paste or type the **PO Locator ID** in the search field and select Enter to continue.



Note: PO Locator ID should be 12 characters with a mix of numbers and letters. It is not case sensitive.

3. Verify the information on the purchase order (PO). Scroll down and select **Acknowledge**. The **Purchase Order Acknowledgement** dialog box opens. You can edit any information pre-populated to the accurate with the records. Your acknowledgment is created.



Note: If your provider has configured the functionality, you will see the **Invoice** button. You can select this button to create an invoice from this page. See "[Videos](#)" on [page 4](#) to watch a video that shows how to create an invoice.

- At the bottom of the screen there is a check-box for **Process invoice after sending acknowledgement**. Select **Process invoice after sending acknowledgement**, system will pre-load the invoice screen. This will have the information from Purchase Order Acknowledgment.

Status	PO Qty (1 ordered)	Lot Number	UOM	Serial Number	Description	Unit Price	Price	Exten. Price	
Accepted	1		PK-Package	10-04-2018	NATUS EAR TIP-5MM-GREEN	44.50	44.50	\$44.50	
<b>Line #002</b>									
Accepted	1		PK-Package	10-04-2018	NATUS EAR TIP TREE-YELLOW	44.50	44.50	\$44.50	
<b>Line #003</b>									
Accepted	1		PK-Package	10-04-2018	NATUS ACOUSTIC FILTERS	35.67	35.67	\$35.67	
<b>Line #004</b>									
Accepted	1		RL-Roll	10-04-2018	NATUS PRINTER STICKERS	20.00	20.00	\$20.00	

Purchase Order Total: \$144.67

Process invoice after sending acknowledgement
 Cancel
Save
Send

- Fill in the mandatory fields **Invoice Number** and **Net Due Date** to create an invoice successfully.

Invoice Meta\_2018-03-20\_003  
30-03-2018

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**Summary**

Invoice Number\* 12345 Invoice Date\* 10-04-2018 Invoice Type Debit Invoice

Description

**Payment Terms**

Net Due Date\* Days Discount Due Date Days Discount Percent

Partner and Address Information: ShipTo Organization HILL REGIONAL HOSPITAL

Purchase Order Details (Total lines 4)

Supplier Part*	Description*	PO Qty (1 ordered)*	UOM	Unit Price	Price	Ext. Price
1910	NATUS EAR TIP-5MM-GREEN	1	PK-Package	44.50	44.50	44.50

- Scroll to the bottom and either select **Save** to save your work in progress or select **Send** to send the invoice.

Using PO Locator

Item	Lot Number	Serial Number	Description	Buyer Part #	Note
<b>Line #001</b>					
Supplier Part #*					
Item			NATUS EAR TIP-EMM-GREEN	8888118	
Status	PO Qty (1 ordered)	UOM	Delivery Date	Unit Price	Price
Accepted	1	Pk.Package	10-04-2018	44.50	44.50
				Extn. Price	\$44.50
<b>Line #002</b>					
Supplier Part #*					
Item			NATUS EAR TIP TREE-YELLOW	8888118	
Status	PO Qty (1 ordered)	UOM	Delivery Date	Unit Price	Price
Accepted	1	Pk.Package	10-04-2018	44.50	44.50
				Extn. Price	\$44.50
<b>Line #003</b>					
Supplier Part #*					
Item			NATUS ACOUSTIC FILTERS	8888118	
Status	PO Qty (1 ordered)	UOM	Delivery Date	Unit Price	Price
Accepted	1	Pk.Package	10-04-2018	35.67	35.67
				Extn. Price	\$35.67
<b>Line #004</b>					
Supplier Part #*					
Item			NATUS PRINTER STICKERS	8888118	
Status	PO Qty (1 ordered)	UOM	Delivery Date	Unit Price	Price
Accepted	1	Rl.Roll	10-04-2018	20.00	20.00
				Extn. Price	\$20.00
<b>Purchase Order Total: \$144.67</b>					
<input checked="" type="checkbox"/> Process invoice after sending acknowledgement <a href="#">Cancel</a> <a href="#">Save</a> <a href="#">Print</a>					