

Using PO Locator

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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.





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

Purchase	Order								# ×
Purchase Ord	ler Summary								= 2 2 ×
Buyer Organizations	MetaTr	ade Provider			PO #:	GHXTEST_Meta_2018-03-16-3			
Buyer ID:	Yutyak				PO Amount:	\$144.67			
Confirmation #:					PO Type:	Stand Alone Order			
Supplier:	MetaTr	ade Supplier			Order Status:	Supplier Update Received Email:			
Time PO Received.	2018-03-16 1	3:16			Total Lines:	4			
Delivery Option:					Delivery Date:				
Bill To Address:	All, 101 (All Report 10) States 110	a Antonio antoni Antonio			Ship To Address:	acc2			
Invoiced Amount:					Invoice Number(s):				
Message:									
Purchase Ord	er Details								^
>	Line #	Buyer Item #	Supplier Part #s	Line Status	Item Description		Qty UOM	Price	Extended Price
>	1	100a-00 1004-08	SPN	Accepted With Changes	TIP-SMI	V-OREEN	а РК 2 РК	\$44.50	844.50 \$89.00
>	2	100a-00 100a-10	SPN:	Accepted With Changes	TIP TRE	E-YELLOW	1 PK	844.50 \$25.67	
>	3	1000a110	SPN: 4000 etette	Accepted With Changes	USTIC P	LTERS	- 96 17 RL	525.67 \$20.00	You will only see Invoice functionality if your
>	4	8054112	SPN: Mithelia	Accepted	TER ST	CKERS	1 RL	\$20.00	appropriate configuration
								Can	Purchase On Total: \$144.67 cel Acknowledge Invoice

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

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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 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								
Summary								
Confirmation #	Delive	ry Dat	е					otes
Seller Order #	s	м	т	W	т	F	s	
Partner and Address Information: ShipTo Organization - H	Apr 2	018 >						
Purchase Order Details (Total lines 4)	1	2	з	4	5	6	7	
Line #001	8	9	10	11	12	13	14	
Supplier Part # * Lot Number	15	16	17	18	19	20	21	mber
Status PO Qty (1 ordered)	22	23	24	25	26	27	28	
Accepted	29	30						
Line #002	May	2018 >						

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.

GHY	Purchase Order Locator			 Г	1	\bigcirc
Purchase Or	der			-		Š
Purchase Order	Summary			0	2	^
Buyer Organization:	Provider (QA Org)	P0 #:	Meta_2018-03-20_003			
Buyer ID:	Bindeut	PO Amount:	\$144.67			
Confirmation #:	Waiting on Confirmation	PO Type:	Stand Alone Order			
Supplier:	Purchase Order Acknowledgement was successfully sent		× ^k			
Time PO Received:	30-03-2018 11:04 AM	Total Lines:	4			
Delivery Option:		Delivery Date:				

Videos

Click <u>here</u> to see a portfolio of all of the videos, or click the individual links in the table below.

Title	Description	Duration
Acknowledging a PO	Shows all the steps you need to acknowledge a PO	1:32
Creating an Invoice from a PO	If you see the invoicing functionality, watch the video to understand how to create an invoice from a purchase order.	1:52
<u>Creating an Invoice from a</u> <u>POA</u>	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 * Q
	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 D. These locator D sare 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:
	123456799H3B 122X345HD9489

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.

Using PO Locator

Purchase Or	rder								# ×
Purchase Order	r Summary								a b b ~
Buyer Organization:	MetaTra	de Provider			P0 #:	GHXTEST_Meta_2018-03-16-3			
Buyer ID:	Tulyati				PO Amount:	\$144.67			
Confirmation #:					P0 Type:	Stand Alone Order			
Supplier:	MetaTra	de Supplier			Order Status:	Supplier Update Received Email:			
Time PO Received:	2018-03-16 13	16			Total Lines:	4			
Delivery Option:					Delivery Date:				
Bill To Address:	Martin College Research Research				Ship To Address:	acc2			
Invoiced Amount:					Invoice Number(s):				
Message:									
Purchase Order	r Details								^
>	ine #	Buyer Item #	Supplier Part #s	Line Status	Item Description		Qty UOM	Price	Extended Price
> 1		100a-00	SPN	Accepted With Changes	TIP-5M0	A-SREEN	а́ РК 2 РК	\$44.50	644.50 \$89.00
> 2		1004110	SPN:	Accepted With Changes	TIP TRE	E-YELLOW	1 PK	844-50 \$35.67	67
> 3		1004112	SPN: 4870 eteste	Accepted With Changes	USTIC F	LTERS	- PK 17 RL	\$20.00	You will only see Invoice functionality if your
> 4		8054112	SPN. HTTATA	Accepted	TER STI	CKERS	1 RL	\$20.00	appropriate configuration
								Cer	Purchase On Total: \$144.67 cel Acknowledge Invoice

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



Note: Required fields contain an * asterisk.

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

	1 3							
Purchase Order De	etails (Total lines 4)							^
Line # 001								
Supplier Part#*	Description * NATUS EAR TIP-5MM-GREEN	PO Qty (1 ordered) * 1	UOM PK-Package	~	Unit Price 44.50	Price 44.50	Ext. Price 44.50	Note
Liter # 002								
Supplier Parts** 1918	Description * NATUS EAR TIP TREE-YELLOW	PO Qty (1 ordered)* 1	UOM PK-Package	~	Unit Price 44.50	Price 44.50	Ext. Price 44.50	Note
Line # 003								
Supplier Parch" 1778	Description * NATUS ACOUSTIC FILTERS	PO Qty (1 ordered) " 1	UOM PK-Package	~	Unit Price 35.67	Price 35.67	Ext. Price 35.67	Note
Line # 004								
Supplier Partel* 900404	Description * NATUS PRINTER STICKERS	P0 Qty (1 ordered)*	UOM RL-Roll	~	Unit Price 20.00	Price 20.00	Ext. Price 20.00	Note
+ Add Summary Allo	owance / Charge							
							ि Total Invoice	Discount: \$0.00 Amount: \$144.67
							Cancel	we Send

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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	# ×
Summary								~
Invoice Number* 12345		5/2	2	Invoice Date* 10-04-2018	=	Invoice Type Debit Invoice	~	
Description								
Payment Terms								^
Net Due Date *	L Days	0	Discount Due Date		📩 Days		Discount Percent	<u>(</u>)
Partner and Addres	ss Information: ShipTo Organizat	ion Hall House I	KOSPITAL					~
Purchase Order Det	tails (Total lines 4)							^
Line # 001								
Supplier Partit * 1910	Description * NATUS EAR TIP-5MM-GREEN	PO Qty (1 ordered) * 1	UOM PK-Package	Unit Price 44.50		Price 44.50	Ext. Price 44.50	Note

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.



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.

 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.

4. 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.

1910			Lot Number			Serial Nu	mber		NATUS EAR TIP-5MM-GREEN	9004108	E (
Status Accepted	~	PO Qty (1 ordered)	1	UOM PK-Package	~	Delivery Date 10-04-2018	Ē	Unit Price	Price 44.50	Exten. Price 44.50	\$44.50
Line #002											
Supplier Part #*			Lot Number			Serial Nu	mber		Description NATUS EAR TIP TREE-YELLOW	Buyer Part #	Note
Status Accepted	~	PO Qty (1 ordered)	1	UOM PK-Package	~	Delivery Date 10-04-2018		Unit Price	Price 44.50	Exten. Price 44.50	\$44.50
Line #003											
Supplier Part # *			Lot Number			Serial Nu	mber		Description NATUS ACOUSTIC FILTERS	Buyer Part #	Note
Status Accepted	~	PO Qty (1 ordered)	1	UOM PK-Package	~	Delivery Date 10-04-2018		Unit Price	97ice 35.67	Exten. Price 35.67	\$35.67
Line #004											
Supplier Part #*			Lot Number			Serial Nu	mber		Description NATUS PRINTER STICKERS	Buyer Part #	Note
Status Accepted	~	PO Qty (1 ordered)	1	UOM RL-Roll	~	Delivery Date 10-04-2018		Unit Price	Price 20.00	Exten. Price	\$20.00
									ß	Purchase Order	Total: \$144.67
									Process invoice after send	ing acknowledgement Cancel Sa	ve Send

5. 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	:: ×
Summary								~
Invoice Number*				Invoice Date *		Invoice Type		
12345			_	10-04-2018		Debit Invoice	~	
		5/2	2					
Description								
Payment Terms								^
Net Due Date *	Days	0	Discount Due Date		🛅 Days		Discount Percent	()
Partner and Addres	ss Information: ShipTo Organizati	on Hill House I	KOSPITAL					~
Purchase Order De	tails (Total lines 4)							^
Line # 001								
Supplier Parch*	Description *	PO Qty (1 ordered) *	UOM	Unit Price		Price	Ext. Price	Note
1910	NATUS EAR TIP-5MM-GREEN	1	PK-Package	✓ 44.50		44.50	44.50	E

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

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Locator	 × 									θ - σ
onex-st	ig-mex.awsdsi.ghx.co	m/lang/en/webdi	ect/poa-view/W	ZUMYIK						☆ E
		Lot Number			Serial Number		NATUS EAR TIP-SMM-GREEN	10001108		8
v	PO-Oty (1 ordered)	1	UOM PK/Package	~	Delivery Date 10-04-2018	Unit Price	Price 44.50	44.50	Exten. Price	\$44,50
		Lot Number			Serial Number		Description NATUS EAR TIP TREE-YELLOW	Duper Part #		Note
~	PO Dty (1 ordered)	1	UOM PK/Package	Ý	Delivery Date 10-04-2018	Unit Price	Price 44.50	44.50	Exten. Price	044.50
		Lot Number			Serial Number		Description NATUS ACOUSTIC FILTERS	Duper Part # WEDWITTED		Note
v	PO-Dty (1 ordered)	1	UOM PK-Package	~	Delivery Date 10-04-2018	Unit Price	Price 35.67	35.67	Exten. Price	\$35.67
		Lot Number			Serial Number		Description NATUS PRINTER STICKERS	Duyer Part # WEDWITT)		Note
~	PO Dy (1 ordered)	1	UCM RL-Roll	~	Delivery Date 10-04-2018	Unit Price	Price 20.00	20.00	Exten. Price	\$22.00
									Purchase Or	der Total: \$144.67
							Process invoice after sendir	ng acknowledgemen	t Cancel	Save Save
	v v	Looser + X No PO Ory (1 schend) PO Ory (1 schend) PO Ory (1 schend) PO Ory (1 schend) PO Ory (1 schend) PO Ory (1 schend)	Scene ity measured (giv com/long)en/webd) Lot Number PO 0y (1 ordered) 1 PO 0y (1 ordered) 1	Lot Number USA P0 Op(1 sciend) Lot Number P0 Op(1 sciend) Lot Number P0 Op(1 sciend) PCP-backage P0 Op(1 sciend) Lot Number P0 Op(1 sciend) Lot Number	Soutor X Sou	Stores V Number Serial Number P0 0y (1 sciend) 1 MP/schage Serial Number	Lot Number Serial Number P0 0y (1 sched) 1 P0 Package 100442018 001 Nonber P0 0y (1 sched) 1 P0 Package 100442018 001 Nonber P0 0y (1 sched) 1 P0 Package 00442018 001 Nonber P0 0y (1 sched) 1 P0 Package 00442018 001 Nonber P0 0y (1 sched) 1 P0 Package 00442018 001 Nonber P0 0y (1 sched) 1 P0 Package 00442018 001 Package 00442018 001 Package P0 0y (1 sched) 1 P0 Package 00442018 001 Package 00442018 001 Package 001 Package	Store Serial Number Nature Call The functions P0 Og (1 indeed) 1 P0 Period Serial Number Nature Call The functions P0 Og (1 indeed) 1 P0 Period Serial Number Nature Call The functions P0 Og (1 indeed) 1 P0 Period Serial Number Nature Call The functions P0 Og (1 indeed) 1 P0 Period Serial Number Nature Call The functions P0 Og (1 indeed) 1 P0 Period Serial Number Price Lot Number Serial Number Price ALIG P0 Og (1 indeed) 1 P0 Period Serial Number Price Lot Number Serial Number Price Price P1 Og (1 indeed) 1 P0 Period Serial Number Price P1 Og (1 indeed) 1 Price Serial Number Price P1 Og (1 indeed) 1 Price Serial Number Price P1 Og (1 indeed) 1 Price Serial Number Price P1 Og (1 indeed) 1 Price Serial Number Price P1 Og (1 indeed) 1 Price Serial Number Price	Status Nature Nature Card Munder Nature Card Munder Mature Munder Ma	South X South X South S South S