Purpose: The purpose of this document is to provide CCF Suppliers training the process for entering an acknowledgment in supplier portal.

1. Login to Supplier Portal and click the “Supplier Portal” icon.

2. In Orders select “Manage Orders”.

3. Enter “Purchase Order” number or “Status” and select “Search”.

4. Select the “Purchase Order” you want to Acknowledge.
5. Select the “Acknowledge” button displayed on the upper right corner.

   ![Acknowledge Button]

   Acknowledge  View PDF  Actions  Done

6. In the Terms section select “Acknowledge Response” dropdown and select “Accept”.

   Note: Acknowledgment Note (Optional Step).

   ![Terms Section]

7. In the Lines section under Response select “Accept” from the dropdown.

   ![Lines Section]

   Note: If rejecting-the field will become available to enter a Rejection Reason.
8. Select “Submit” to send the response to the Buyer.

9. Select “OK” confirming document will be accepted.

10. Select “Done”.

11. Select “Done”.