Web PO Self Help

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Web PO Self Help

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- How will I know the difference between SIRFIS and Supporting Items (PSI) PO's?
- If I am not sure that I have acknowledge a new PO, how can I check?
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- What if I need to change a supplier tender date?
- What happen if I forget to acknowledge a new PO or changed PO?

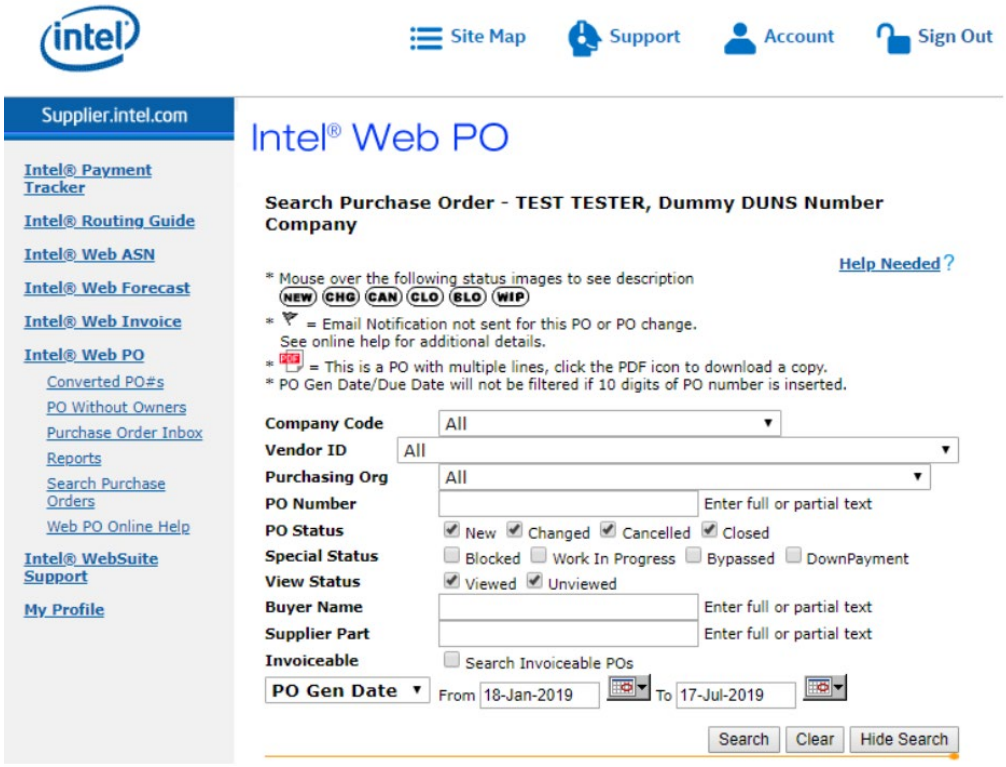
Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

Get started

What is Intel Web PO?

- Online interface for communicating with suppliers about non-SIRFIS CSI PO's.
    - Only a certain subset of CSI items are forecasted in SIRFIS (Pumps/ Abatement/ Frames/ Chillers).
- **Intel Web PO** allow Intel users and suppliers to view detailed POs generated by Intel's Purchasing system.
- Provide suppliers 24/7 full access to POs
- Allows suppliers to electronically respond to certain PO types with changes or other items.



Web PO Self Help

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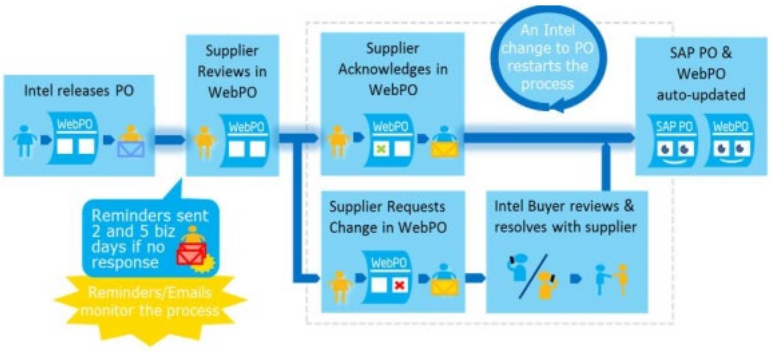
How does Intel Web PO work?

Step	Action
1	Intel Buyer enter new PO information.
2	PO created will become viewable by the supplier after **TWENTY-FOUR** (24) hours.
3	Supplier receives e-mail notification from **Intel Web PO**.
4	Supplier review and respond on the PO received.

Web PO High Level Process:



- New PO is created and will become viewable by the supplier after TWENTY- FOUR (24) hours.
- Supplier receives email notification from Intel Web PO.
- Supplier reviews and responds on the PO received.
- Noted: The STD needs to be a valid future date that reflects the best- known ship date. If the STD is not final 7 days post PO creation, the supplier should update to worst – case STD.

Web PO Self Help

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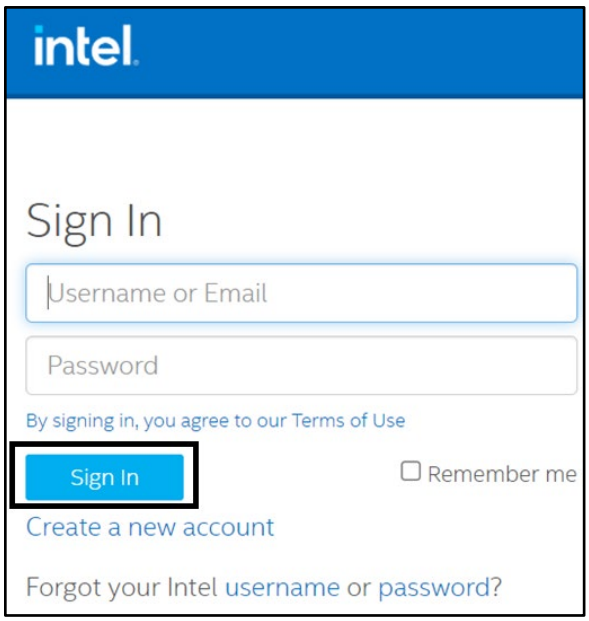
How do I start using Intel Web PO?

Step	Action
1	Go to supplier.intel.com.
2	Click on **Supplier Sign In**, it will be redirected to Intel Login Page.
3	Enter **Username or Email, Password** and click on **Sign In** 
4	Select **Intel Web PO** button to use Intel Web PO Tool as shown below

Web PO Self Help

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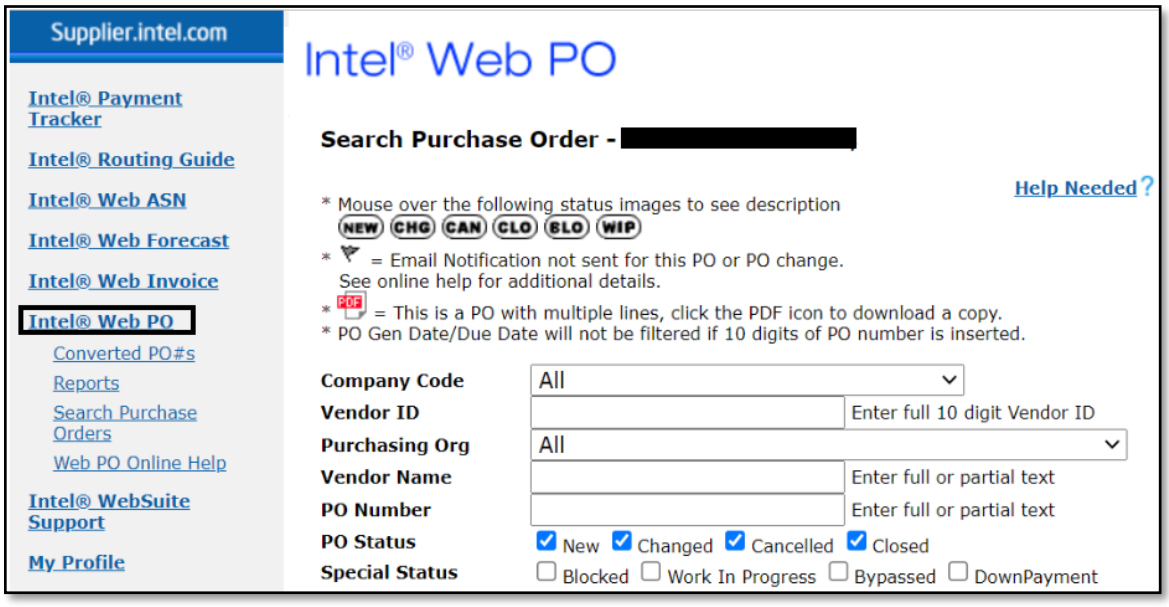
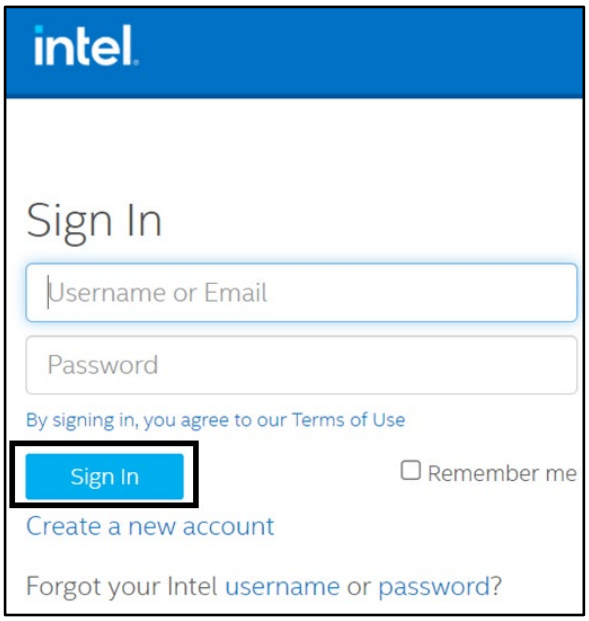
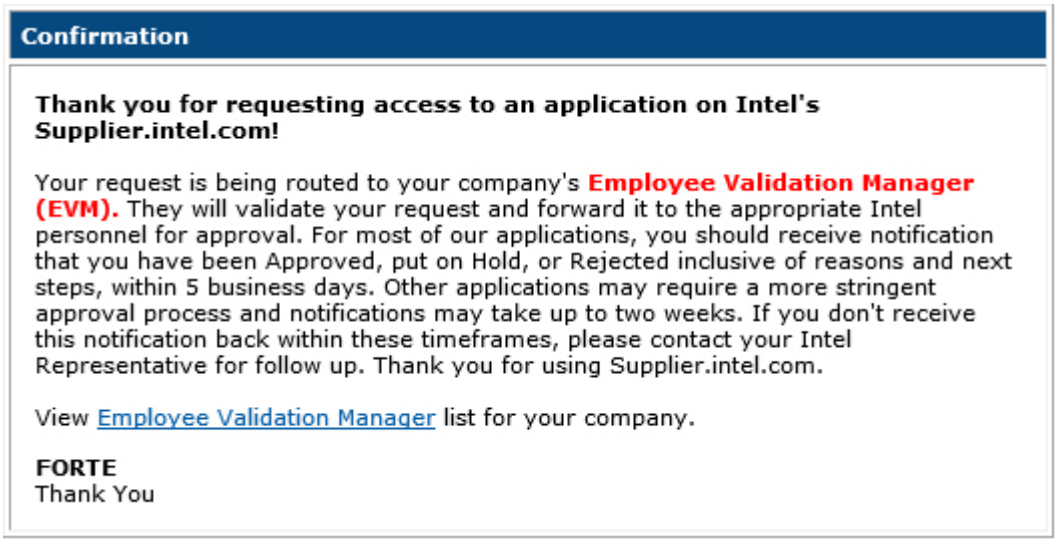


Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

How do I request access for additional application?

Step	Action
1	Go to supplier.intel.com.
2	Click on **Supplier Sign In**, it will be redirected to Intel Login Page.
3	Enter **Username or Email, Password** and click on **Sign In** 
4	Click **Account > Application Access**. **Result**: The **Application Access** page will be displayed.

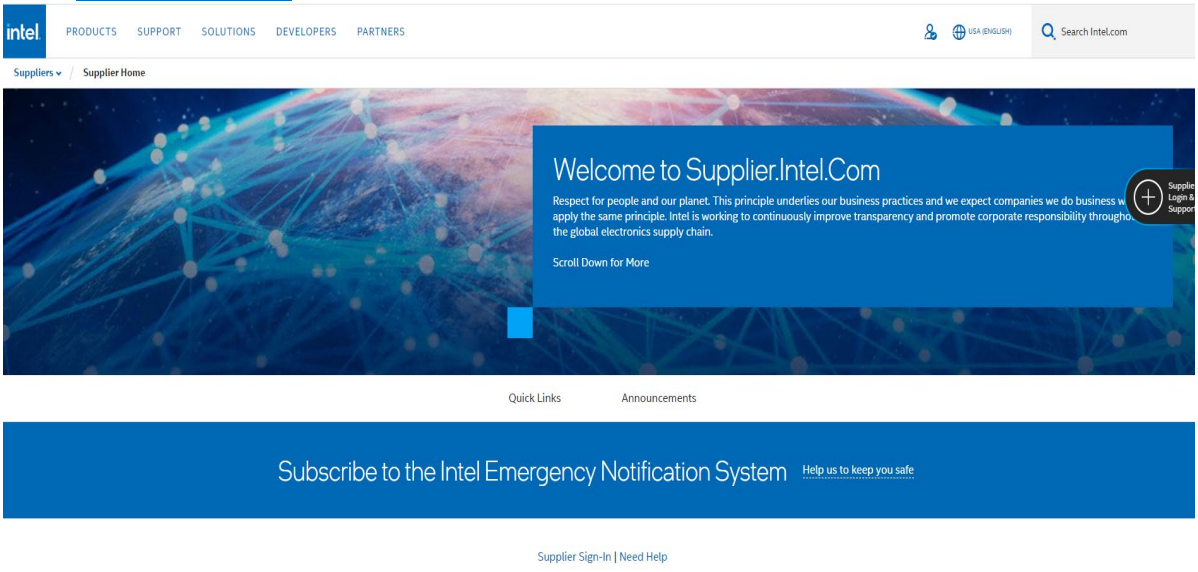
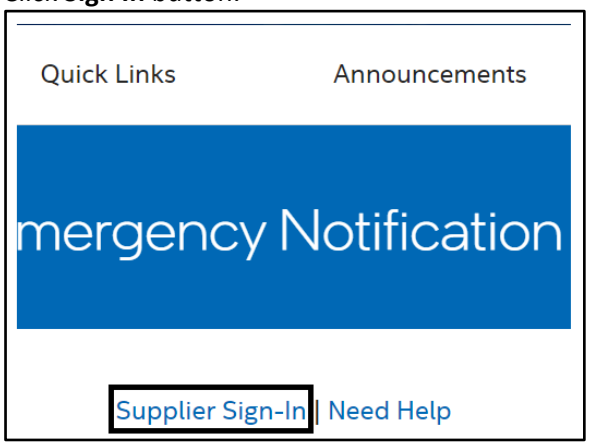
5	Select checkbox to request for additional permissions.
6	Click **Next**. **Note**: You might be prompted to provide additional information. **Result**: The **confirmation message** will be displayed. Your application is now subject to your EVM's approval. 

Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

How do I upgrade to Standard (Full) Registration account?

Scenario 1: Upgrade from **Manage My Account** page.

Step	Action
1	Go to supplier.intel.com. 
2	Click **Sign In** button.  **Result**: The **Intel Login** page will be displayed.
3	Enter your **User ID** and **Password**.
4	Click **Sign In** button. **Result**: The Supplier Information page will be displayed.

5	Click **Manage My Account** > **Upgrade to Standard (Full) Registration** link. **Result**: The **Upgrade to Standard (Full) Registration** page will be displayed.
6	Click **Begin** button.
7	Select the checkbox for **Intel® WebSuite (Invoice/PO/Payment Tracker/ASN/Forecast) - Suppliers Only**.
8	Click **Next** button. **Result**: The access request form will be displayed.
9	Update all the mandatory fields.
10	Click **Next** button. **Result**: The upgrade request will be routed to your company's EVM for approval. **Note**: If your company does not have EVM, kindly refer to Supplier Registration **> How do I become an EVM?**

Scenario 2: Upgrade from Web PO page.

Step	Action
1	Go to **Intel Web PO**.
2	Click **EVM conversion** link. **NOTE:** As a Web Suite Lite Registration user, your company is limited to view the most recent 25 PO's. If your company exceeds the 25 active PO limit, access to the oldest POs will be restricted and you will receive a message on how to gain additional access. For additional explanation regarding this limit, please click here. If you believe your company will exceed this limit, you can convert to the Standard Registration Process utilizing Intel's Employee Validation Manager (EVM) functionality by clicking the following lin EVM Conversion **Result**: The **Upgrade to Standard (Full) Registration** page will be displayed.
3	Click **Begin** button.
4	Select the checkbox for **Intel® WebSuite (Invoice/PO/Payment Tracker/ASN/Forecast) - Suppliers Only**.

5	Click **Next** button. **Result**: The access request form will be displayed.
6	Update all the mandatory fields. **Note**: Mouse over the "?" icon for explanation of what to fill.
7	Click **Next** button. **Result**: The upgrade request will be routed to your company's EVM for approval. **Note**: If your company does not have EVM, kindly refer to Supplier Registration **>** **How do I become an EVM?**

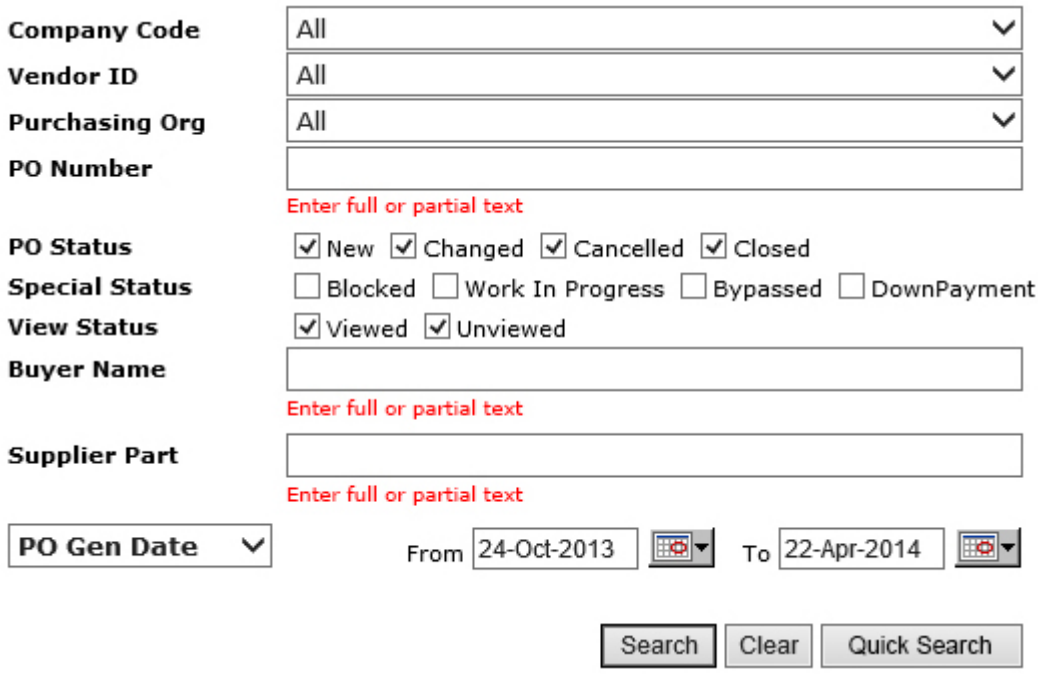
View PO

How do I search for a PO?

Step	Action
1	Go to **Intel Web PO**.
2	Click **Advance Search** button.
	Result: The **Advance Search** form will be displayed.

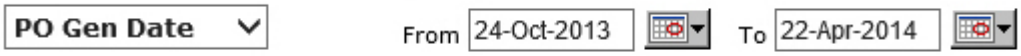
Web PO Self Help

Browse through the navigation tabs for the information you are interested in.



3 Enter related keywords to specify and narrow down the search criteria.

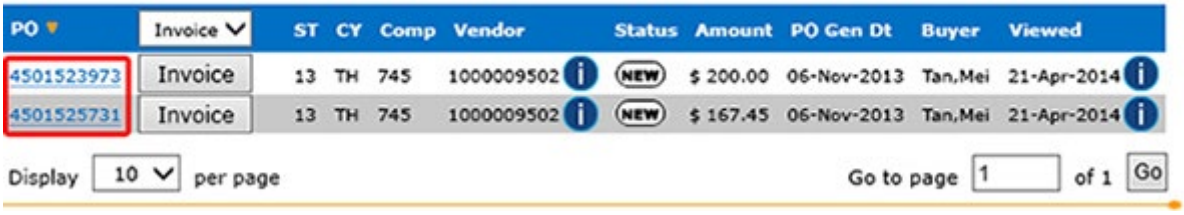
Note:PO Gen Date:by default the date ranges will return PO's no older than 6 months since creation.



4 Click **Search** button.

Result: The matching POs will be generated.

Active PO

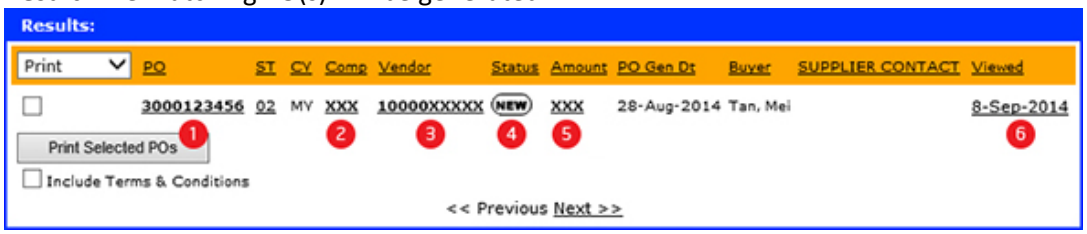


Note: Most statuses of a specific PO will be displayed under the Status column, **EXCEPT** for **Bypassed PO** and **Down Payment PO** .

Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

How do I view PO details?

Step	Action
1	Go to **Intel Web PO**.
2	Enter **PO Number**. For example, 3000123456.
3	Click **Search** button. Search **Result**: The matching PO(s) will be generated.  **Notes**:

Subject	Remark
1	PO number.
2	Official Company Code for Intel.
3	Intel Supplier ID/number.
4	Status of PO. For example, "**NEW**" indicates a new PO has been created; "**CHG**" indicates a PO has been updated/changed.
5	PO total amount.
6	Date of the PO being viewed.

Web PO Self Help

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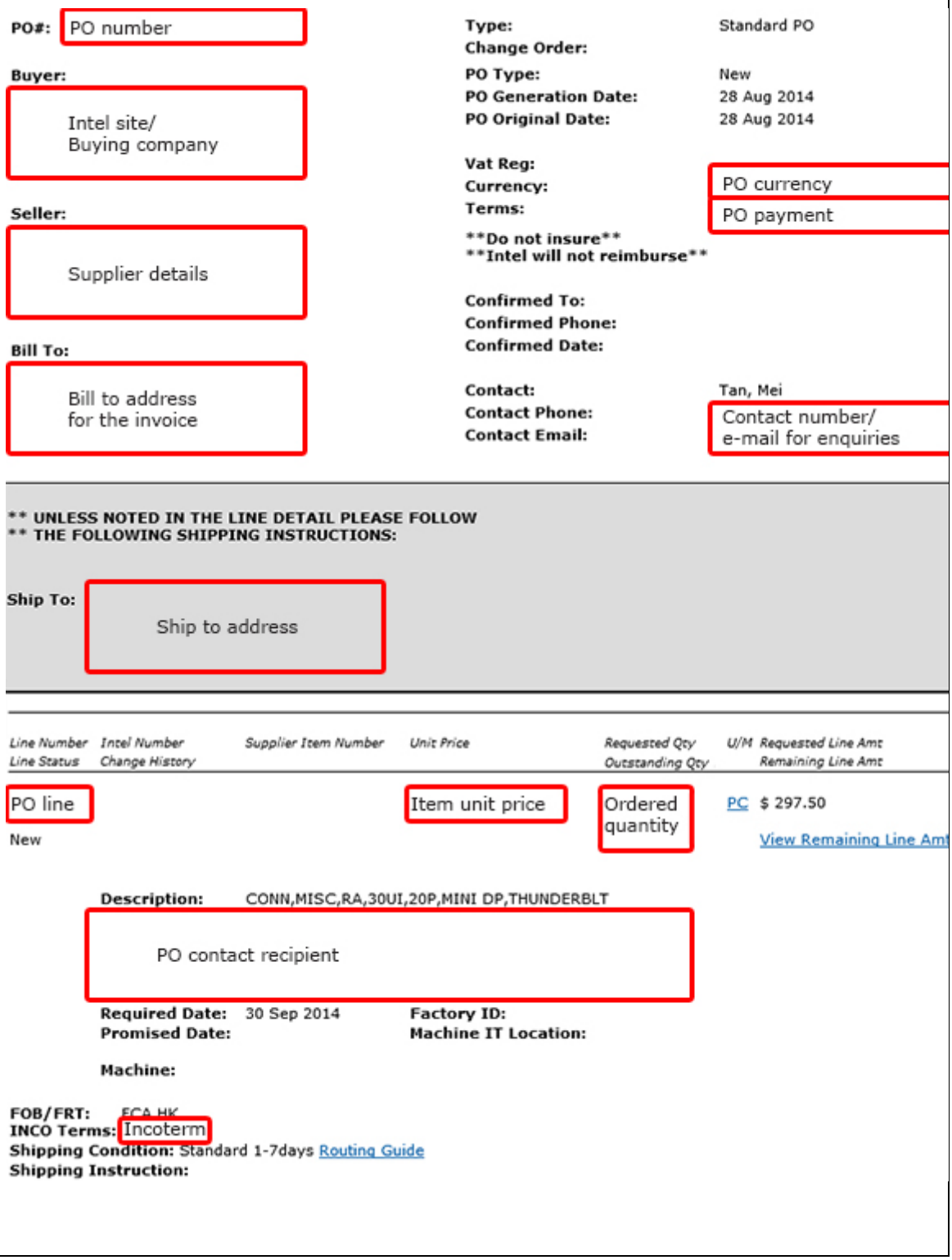
4

Click **PO number**.

Result: The respective PO details will be displayed in a new tab.



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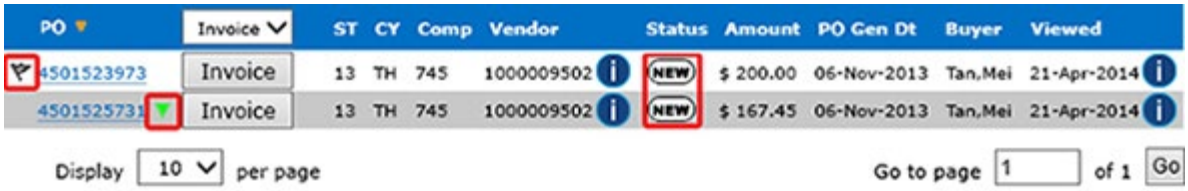
How do I differentiate PO statuses?

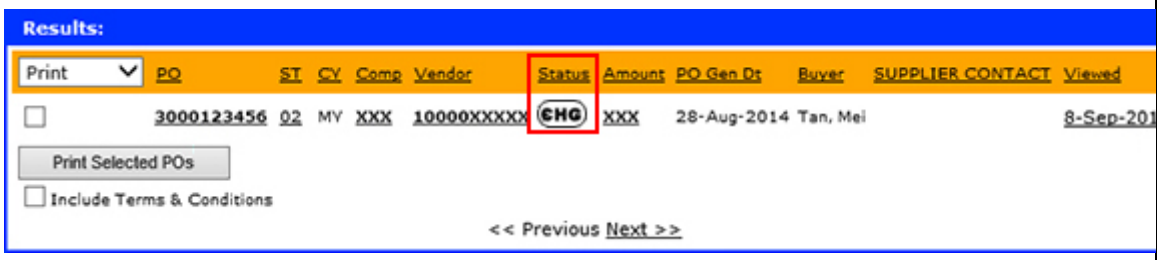
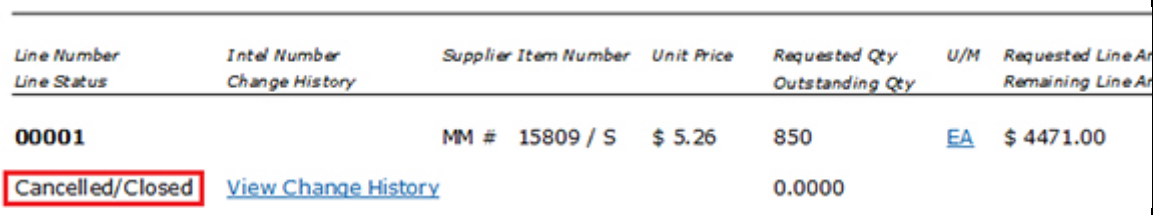


Icon	Remark
NEW	New PO
CHG	Changed PO
CAN	Cancelled PO
CLO	Closed PO
BLO	Blocked PO • PO blocked by Intel Buyer • Supplier users are unable to access or print them • Web ASNs cannot be processed for these POs
WIP	Work in Progress • Intel Buyer has changed the PO to unapproved status • Supplier users are unable to access or print them • Web ASNs cannot be processed for these POs
	Bypassed PO • Intel Buyer has decided to bypass the supplier notification e-mail • Normally due to minor changes (such as buyer name, buyer code, phone number, etc) with almost no impact on actual goods or services transaction
	Down Payment PO • Details for this PO type will display the down payment amount and date

Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

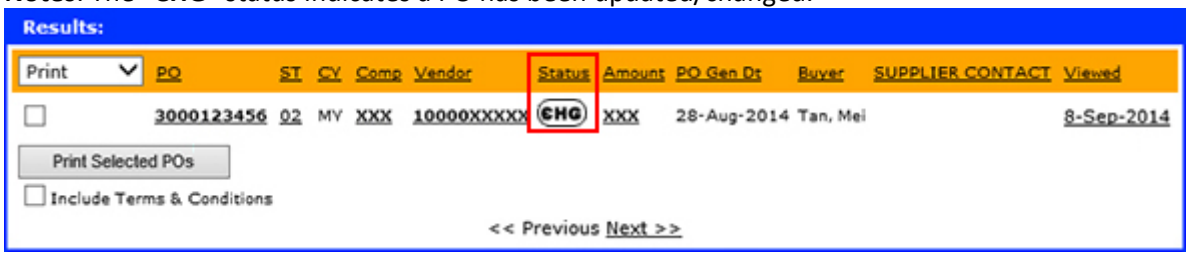
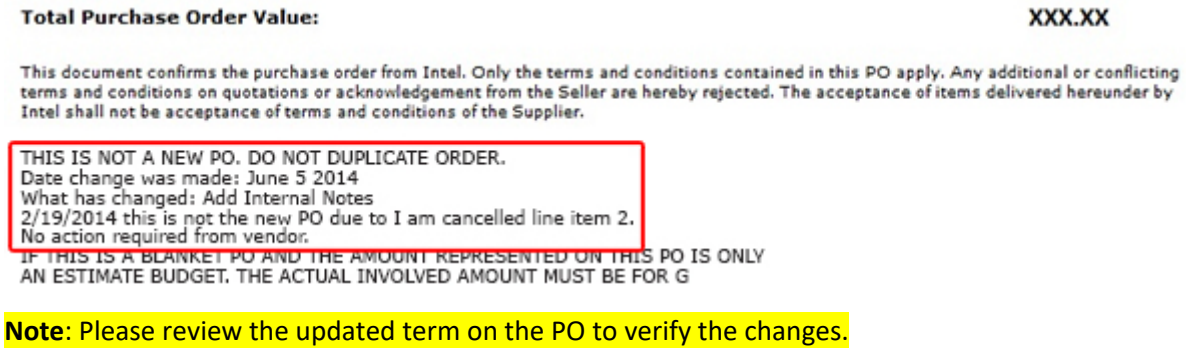
How Do I know if my PO is Closed/Cancelled?

Step	Action
1	Go to **Intel Web PO**.
2	Enter **PO Number**. For example, 3000123456.
3	Click Search button. Search **Result**: The matching PO(s) will be generated. **Notes**: The "**CHG**" status indicates a PO has been updated/changed. 
4	Click PO number. **Result**: The respective PO details will be displayed in a new tab.
5	Scroll down and look for **Line Number**. **Result**: A note indicating the PO status will be displayed.  OR Scroll down and look for **Total Purchase Order Value**. **Notes**: • A note indicating the PO status will be displayed if the PO has been closed/cancelled. DATE:04 JUN 2014 PO CLOSED AND HAS BEEN MODIFIED FOR INTERNAL PURPOSES ONLY. NO ACTION REQUIRED FROM SUPPLIER. • Please contact the PO owner/recipient for detailed clarifications.

Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

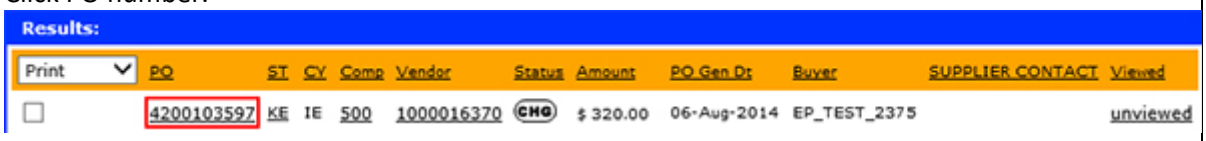
How do I know if my PO is Revised/Changed?

Step	Action
1	Go to **Intel Web PO**.
2	Enter **PO Number**. For example, 3000123456.
3	Click Search button. Search **Result**: The matching PO(s) will be generated.
	Notes: The "**CHG**" status indicates a PO has been updated/changed. 
4	Click PO number. **Result**: The respective PO details will be displayed in a new tab.
5	Scroll down and look for **Total Purchase Order Value**. **Result**:A note indicating the PO status will be displayed, indicating the PO had a change made.  **Note**: Please review the updated term on the PO to verify the changes.

Web PO Self Help

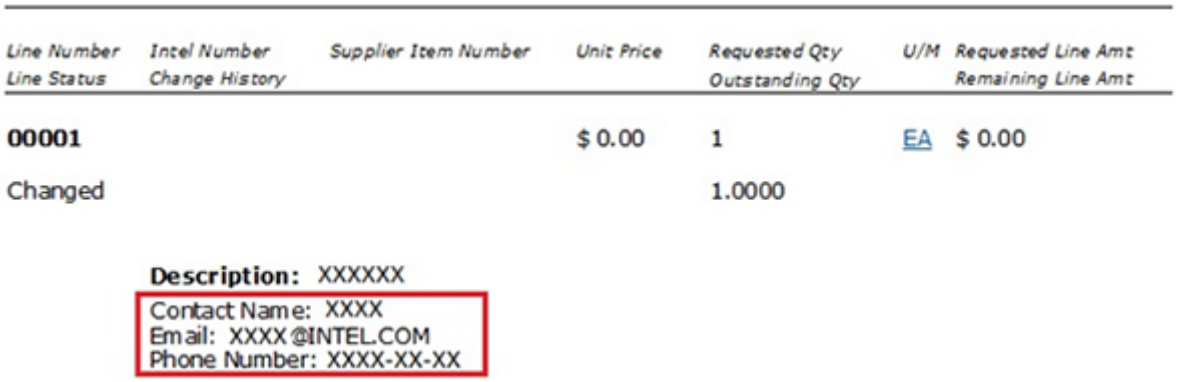
Browse through the navigation tabs for the information you are interested in.

How do I check PO type?

Step	Action
1	Go to **Intel Web PO**.
2	Enter **PO Number**. For example, 4200403597.
3	Click **Search** button. **Result**: The PO record will be generated.
4	Click PO number.  **Result**: • The detailed PO will be displayed in new tab. • The PO type will be displayed on screen. **PO#:** 4200103597 **Type:** Standard PO **Change Order:** **Note**: No invoice is required for Evaluated Receipt Settlement (ERS) PO/Line item. ERS PO/Line payment will be processed without a proper invoice.

How Do I know who the PO Recipient/Owner is?

Step	Action
1	Go to **Intel Web PO**.
2	Enter **PO Number**. For example, 3000123456.
3	Click Search button. **Result**: The matching PO(s) will be generated.
4	Click PO number. **Result**: The respective PO details will be displayed in a new tab.

5	Scroll down and look for **Description**. **Result**: The **PO Recipient/Owner** will be displayed.  *Line Number* / *Line Status* | *Intel Number* / *Change History* | *Supplier Item Number* | *Unit Price* | *Requested Qty* / *Outstanding Qty* | *U/M* | *Requested Line Amt* / *Remaining Line Amt* **00001** | $ 0.00 | 1 | EA | $ 0.00 Changed | 1.0000 **Description:** XXXXXX Contact Name: XXXX Email: XXXX@INTEL.COM Phone Number: XXXX-XX-XX **Note**: Contact the PO recipient IF • Delivery date cannot be met. • Price of items have changed. • All other verification.

How do I know the number of lines for a PO?

Step	Action
1	Go to **Intel Web PO**.
2	Enter **PO Number**. For example, 3000123456.
3	Click Search button. **Result**: The matching PO(s) will be generated.
4	Click PO number. **Result**: The respective PO details will be displayed in a new tab.
5	Scroll down and look for **Line Number**. **Result**: The **Line Number** will be displayed *Line Number* / *Line Status* | *Intel Number* / *Change History* | *Supplier Item Number* | *Unit Price* | *Requested Qty* / *Outstanding Qty* | *U/M* | *Requested Line Amt* / *Remaining Line Amt* **00010** | **XXXXXX** | **XXX-XXXX** | **$ XXX.XX** | 350 | PC | **$ XXX.XX** **Note**: The lines will be indicated in sequence for multiple line items. For example, 00010, 00020, and 00030.

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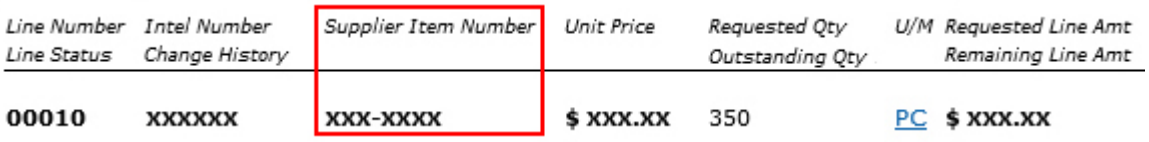
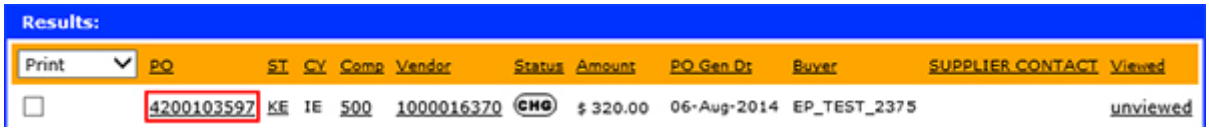
How do I view Part Number/Supplier Item Number for a PO?

Step	Action
1	Go to **Intel Web PO**.
2	Enter **PO Number**. For example, 3000123456.
3	Click Search button. Search **Result**: The matching PO(s) will be generated.
4	Click PO number. **Result**: The respective PO details will be displayed in a new tab.
5	Scroll down and look for **Supplier Item Number**.  *Line Number* / *Line Status* | *Intel Number* / *Change History* | *Supplier Item Number* | *Unit Price* | *Requested Qty* / *Outstanding Qty* | *U/M* | *Requested Line Amt* / *Remaining Line Amt* **00010** | **XXXXXX** | **XXX-XXXX** | **$ XXX.XX** | 350 | PC | **$ XXX.XX**

How do I check PO remaining amount?

Step	Action
1	Go to **Intel Web PO**.
2	Enter PO number. For example, 4200403597.
3	Click **Search** button. **Result**: The PO record will be generated.
4	Click PO number.  Results: Print | PO | ST | CY | Comp | Vendor | Status | Amount | PO Gen Dt | Buyer | SUPPLIER CONTACT | Viewed 4200103597 | KE | IE | 500 | 1000016370 | CHG | $ 320.00 | 06-Aug-2014 | EP_TEST_2375 | unviewed **Result**:The detailed PO will be displayed in new tab.
5	Scroll down to view the required line item.

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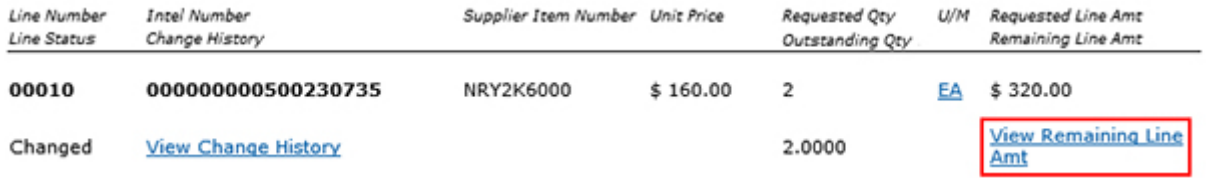
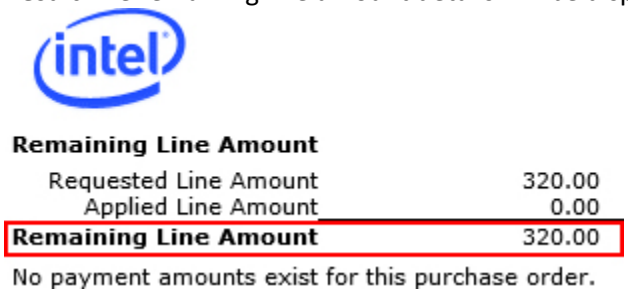
6	Click **View Remaining Line Amt** link.  **Result**:The remaining line amount details will be displayed in a new pop-up window. 

Line Number / Line Status	Intel Number / Change History	Supplier Item Number	Unit Price	Requested Qty / Outstanding Qty	U/M	Requested Line Amt / Remaining Line Amt
00010	000000000500230735	NRY2K6000	$ 160.00	2	EA	$ 320.00
Changed	View Change History			2.0000		View Remaining Line Amt

How do I check PO Bill To?

Step	Action
1	Go to **Intel Web PO**.
2	Enter PO number. For example, 4200403597.
3	Click **Search** button. **Result**: The PO record will be generated.
4	Click PO number.

Results:

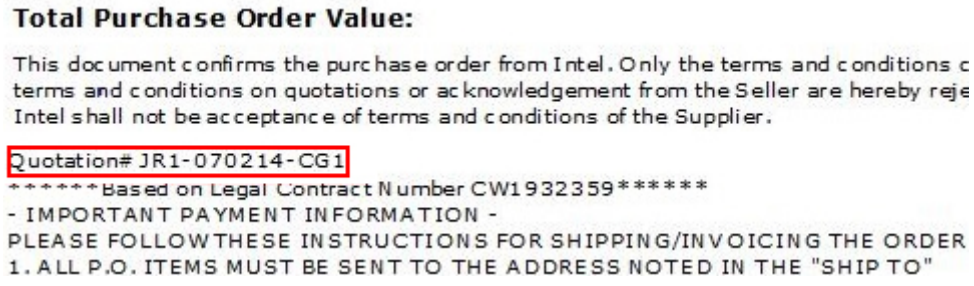
Print	PO	ST	CY	Comp	Vendor	Status	Amount	PO Gen Dt	Buyer	SUPPLIER CONTACT	Viewed
☐	4200103597	KE	IE	500	1000016370	CHG	$ 320.00	06-Aug-2014	EP_TEST_2375		unviewed

Bill To:
INTEL CORPORATION
HILLSBORO
ATTN: ACCOUNTS PAYABLE
P.O. BOX 1000
HILLSBORO OR 97123
USA

Web PO Self Help

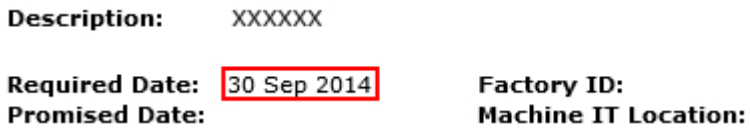
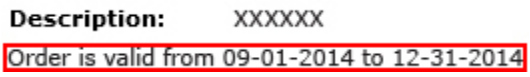
Browse through the navigation tabs for the information you are interested in.

How do I view Quote Number for a PO?

Step	Action
1	Go to **Intel Web PO**.
2	Enter **PO Number**. For example, 3000123456.
3	Click Search button. Search **Result**: The matching PO(s) will be generated.
4	Click PO number. **Result**: The respective PO details will be displayed in a new tab.
5	Scroll down and look for **Total Purchase Order Value**. **Result**: The **Quotation # or Quote ID** will be displayed. 

How do I identify the Delivery/Validity Date for a PO?

Step	Action
1	Go to **Intel Web PO**.
2	Enter **PO Number**. For example, 3000123456.
3	Click Search button. Search **Result**: The matching PO(s) will be generated.
4	Click PO number. **Result**: The respective PO details will be displayed in a new tab.

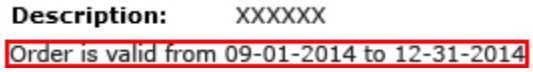
5	Scroll down and look for **Description**. **Result**: The PO **Validity Date** or **Required Date** will be displayed. **Notes**: • **Required Date** is the date which the items are expected to reach Intel.  • **Order is valid from** date is the validity date to indicate the duration/length of services being procured. 

How Do I know if my PO is Limit/Goods PO?

Step	Action
1	Go to **Intel Web PO**.
2	Enter **PO Number**. For example, 3000123456.
3	Click Search button. **Result**: The matching PO(s) will be generated.
4	Click PO number. **Result**: The respective PO details will be displayed in a new tab.
5	Scroll down and look for **Description**.

Limit PO

- **Limit** PO is represented when you see Order is valid from (also known as validity date).



- **Order is valid from** date is the validity date to indicate the duration/length of services being procured.
- For Limit POs, you may submit multiple invoices until the PO has been fully paid.

Goods PO

- **Goods** PO is represented when you see Required Date (the date which the items are expected to reach Intel.)

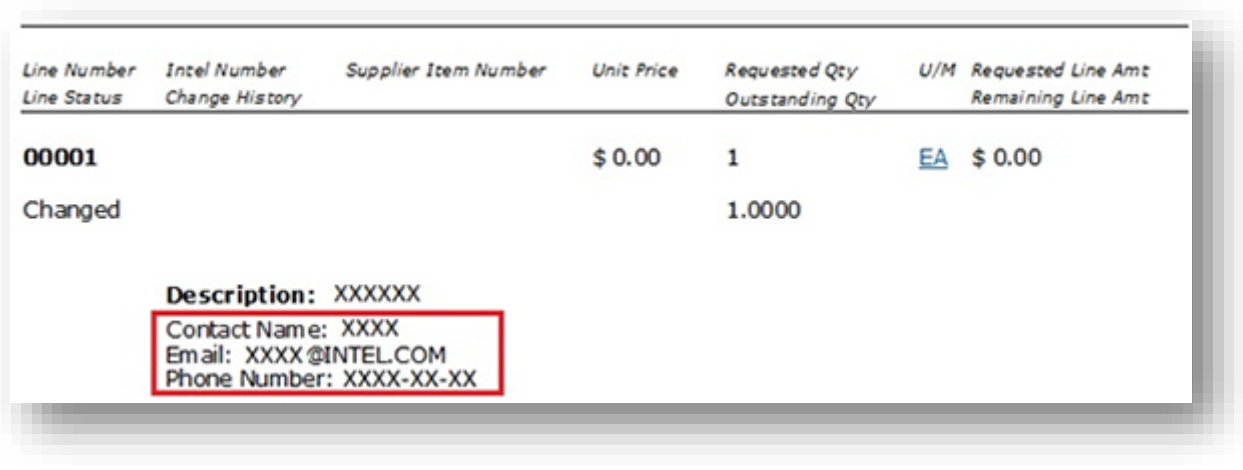
Description: XXXXXX

Required Date: 30 Sep 2014 **Factory ID:**
Promised Date: **Machine IT Location:**

- For Goods POs, you are required to bill the unit price per number of quantities delivered.

What should I do if my PO is showing zero amount?

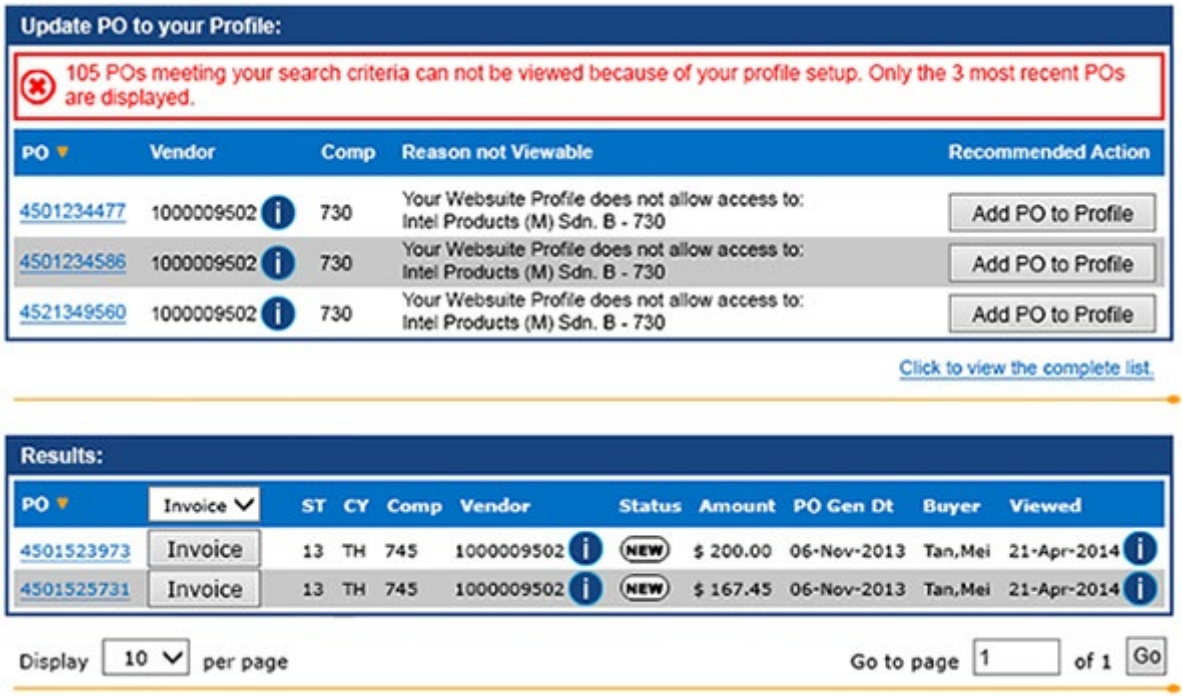
- The PO has been closed/cancelled by Intel.
- Please contact the PO owner/recipient if you feel that the PO should not have been closed. You can find contact in the PO by following the steps below:

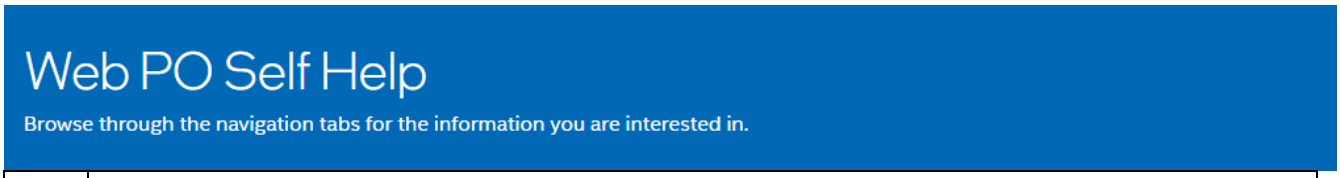
Step	Action
1	Go to **Intel Web PO**.
2	Enter **PO Number**. For example, 3000123456.
3	Click Search button. Search **Result**: The matching PO(s) will be generated.
4	Click PO number. **Result**: The respective PO details will be displayed in a new tab.
5	Scroll down and look for **Description** to find the point of contact in the PO. 

Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

What should I do if I am unable to view a specific PO?

Step	Action
1	Go to **Intel Web PO**.
2	Enter related keywords to specify and narrow down the search criteria.
3	Click **Search** button. **Result**: The search result with matching criteria will be generated.  **Note**: You need to modify your profile setting in order to view more search results.



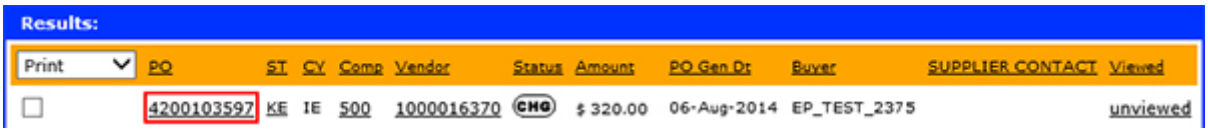
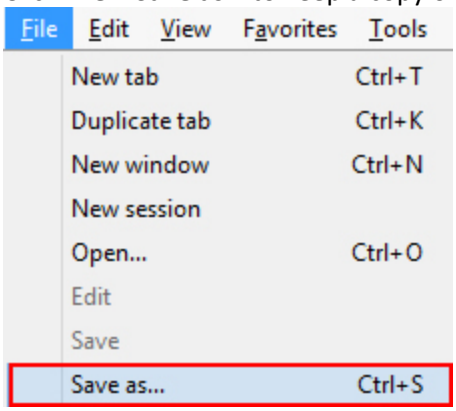
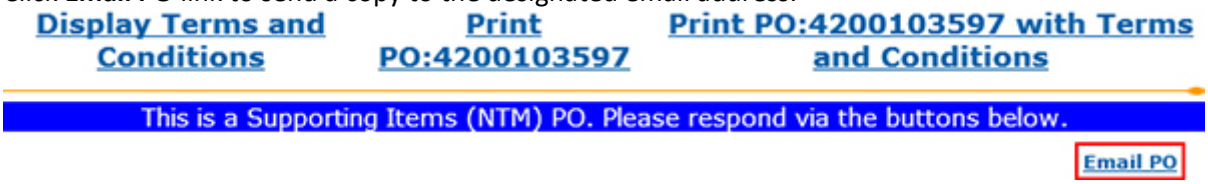
4	Click **Add PO to Profile** button. Add PO to Profile OR, Click link to view and select PO from a pop up window. Click to view the complete list. **Results**: • If successful, the acknowledgement message will be displayed. Your profile has been updated to view this PO. Please perform Search to see the changes. OR, • Error message will be displayed. This PO does not belong to your DUNS hierarchy. Please contact Intel Technical Support for details. **Notes** • It takes 1 to 2 minutes to update your profile to the system. • Error message will be generated in case the same Supplier Number/Vendor ID has already clicked on the same PO and still pending for approval. There is already a PENDING submission currently in process. Click HERE to check status.
5	Click **Search** button again to view the newly added PO result. Search

How do I request for a PO copy?

Step	Action
1	Go to **Intel Web PO**.
2	Enter PO number. For example, 4200403597.
3	Click **Search** button. **Result**: The PO record will be generated.

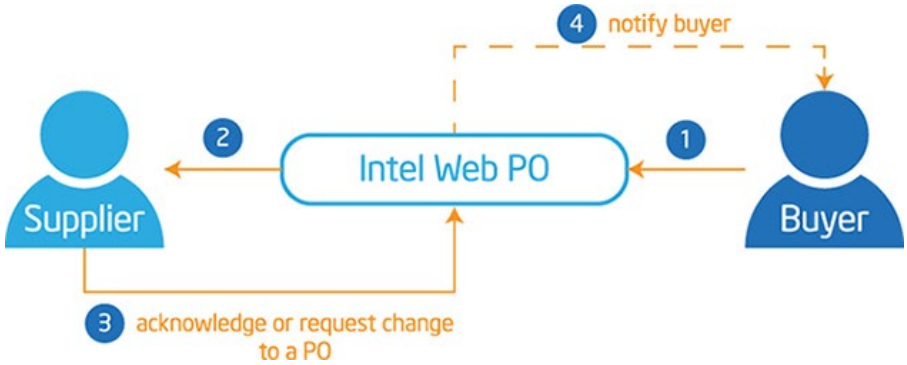
Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

4	Click PO number.  **Result**: The detailed PO will be displayed in new tab.
5	Click **File** > **Save as**… to keep a copy on your desktop.  OR, Click **Email PO** link to send a copy to the designated email address. 

Validate a PO

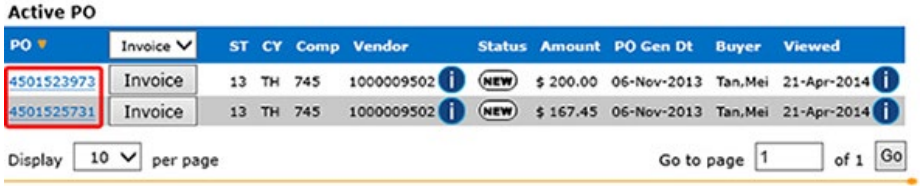
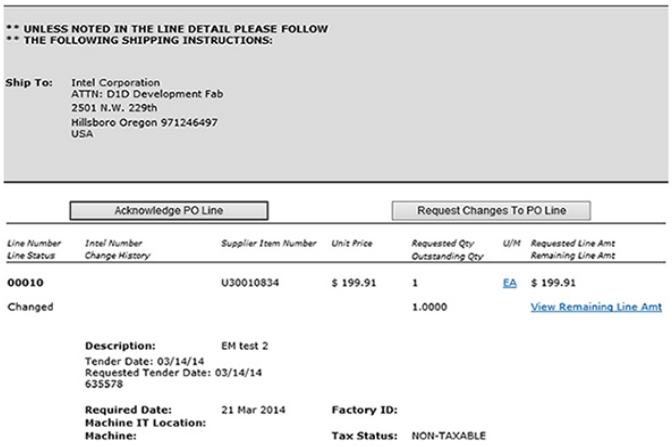
How does PO Validation work?



Step	Action
1	Intel Web PO notify Supplier on new/changed PO.

2	PO created will become viewable by the supplier after **TWENTY-FOUR** (24) hours.
3	Supplier checked and acknowledge or request change to the PO.
4	(optional) Intel Web PO notify Intel Buyer on the change request and actions required.

How do I validate my PO?

Step	Action
1	Go to **Intel Web PO**.
2	Enter **PO number**. For example, 4200403597.
3	Click **Search** button. **Result**: The matching PO(s) will be generated.
4	Click on **PO number** to open a specific PO record.  **Result**: Details of the selected PO will be displayed in new tab.  **Notes**: • In case there exist no clickable response buttons within the PO record, this indicates that particular PO type does not require online validation. • Interface and clickable buttons might vary for different PO types.

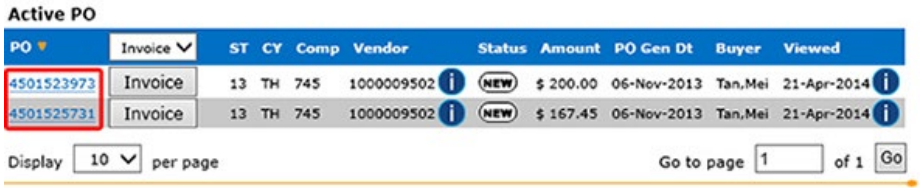
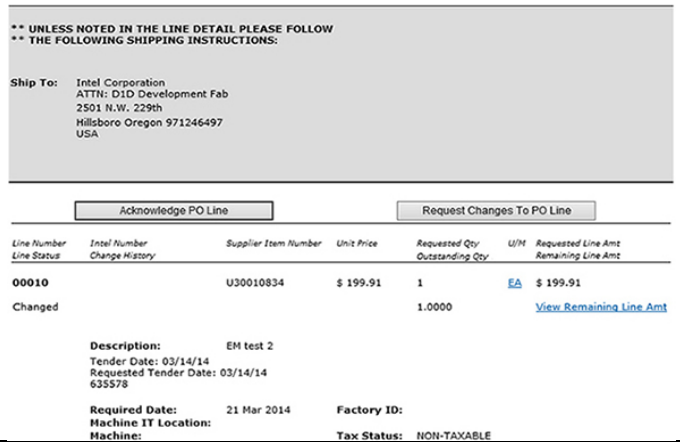
Web PO Self Help

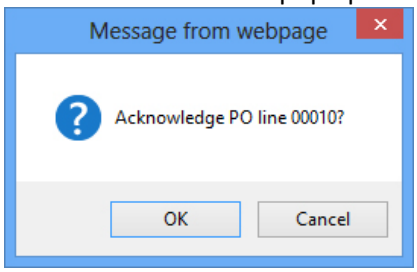
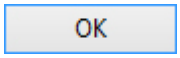
Browse through the navigation tabs for the information you are interested in.

How do I know when Intel makes a change on a PO that I need to acknowledge?

Supplier will receive an e-mail with detailed changes that are in need of a response.

How do I acknowledge a PO?

Step	Action
1	Go to **Intel Web PO**.
2	Enter **PO number**. For example, 4200403597.
3	Click **Search** button. **Result**: The matching PO(s) will be generated.
4	Click on **PO number** to open a specific PO record.  **Result**: Details of the selected PO will be displayed in new tab. 

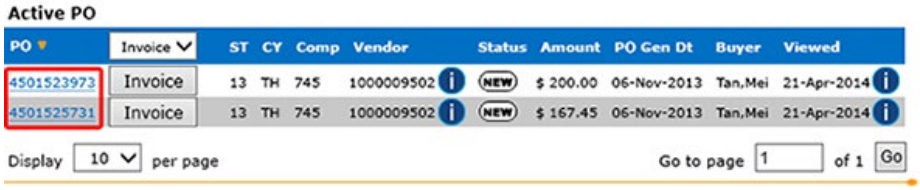
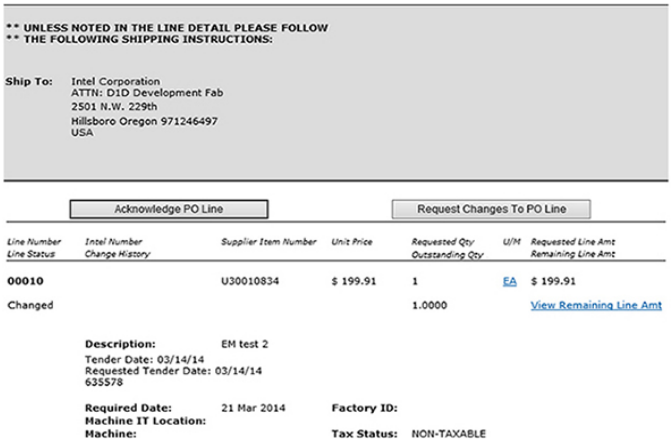
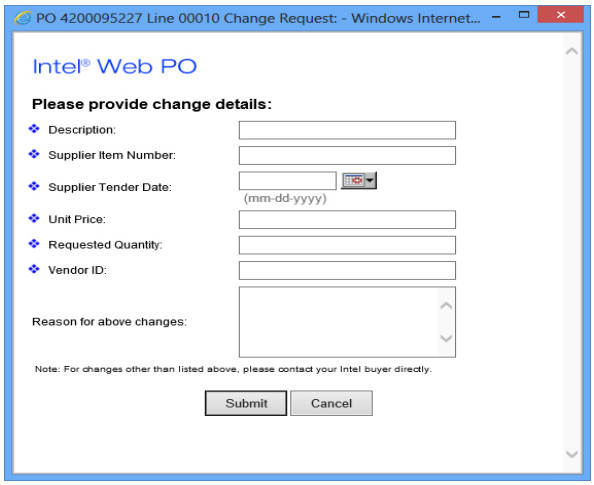
5	Click **Acknowledge PO Line** button. **Result**: A confirmation pop up will be displayed.  **Note**: • Interface and clickable buttons might vary for different PO types. • Acknowledging a PO indicates you are confirming that the information on the PO is accurate, and you will ship the item on the Request Tender Date (RTD) stated.
6	Click **OK** button.  **Result**: • PO acknowledgement will be sent over to Intel. • PO will be updated with Tender date (equal to the RTD) from Supplier. **Note**: For POs that have been previously updated with tender date, acknowledging the PO will keep the tender date unchanged.

How do I request changes to PO?

Step	Action
1	Go to **Intel Web PO**.
2	Enter **PO number**. For example, 4200403597.
3	Click **Search** button. **Result**: The matching PO(s) will be generated.

Web PO Self Help

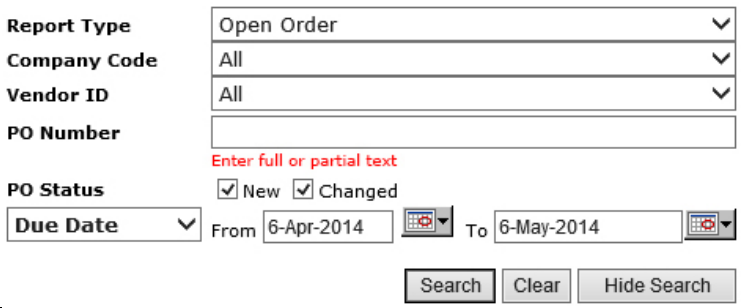
Browse through the navigation tabs for the information you are interested in.

4	Click on **PO number** to open a specific PO record.  **Result**: Details of the selected PO will be displayed in new tab. 
5	Click **Request Changes to PO Line** button. **Result**: A change details pop up will be displayed.  **Note**: Interface and clickable buttons might vary for different PO types.
4	Enter the updated details. **Note**: Comments are required for all change requests.

5	Click **Submit** button. **Result**: PO change request will be submitted. **Note**: • If the new Tender Date is not more than 7 days earlier than the RTD, PO will be automatically updated. • Else, PO Change Request will go to Intel Buyer for disposition, and they will contact the respective Supplier off-line for confirmation.

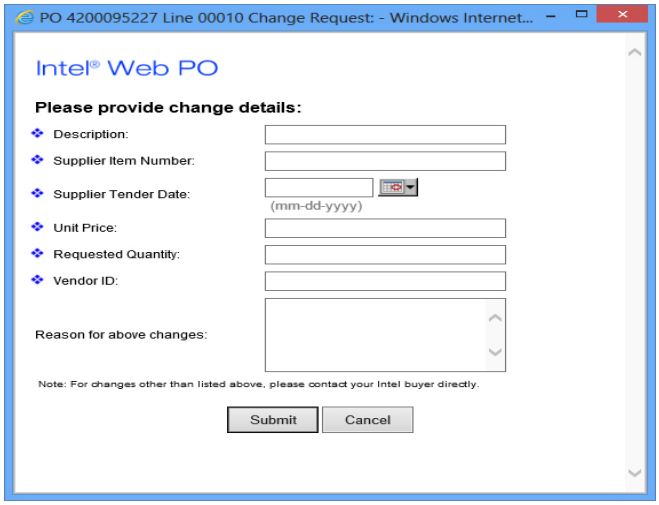
Generate Reports

How do I generate Open Order, Past Due, and Supplier History Request reports?

Step	Action
1	Go to **Intel Web PO**.
2	Click **Reports** tab. **Result**: The PO Report page will be displayed. 

Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

3	Click on the dropdown arrow. **Note**: Open Order is the default report. 
4	Select the report type: **Note**: Report Type — Remark Open Order Report • Shows all pending and active orders. • Including any past due orders. Past Due Report • Shows only those orders that are still active and have gone beyond the due date established on the PO. Supplier Requests History • Shows all Supplier responses to specified PO fields or values. • Contain the responses history for a rolling 6-months period.
5	Enter the rest of the search criteria.
6	Click **Search** button. **Result**: The matching PO records will be generated.

Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

Troubleshooting & Support

Why was my invoice blocked?

- For blocked invoices, usually the block will clear off within 20 days. Please check the invoice status again in the Intel Payment tracker while your Intel buyer works on removing the block.
- For an invoice to go through to Intel, there must be a three-way match in SAP between the PO, Supplier Invoice, and Goods Receipt.
    - This three-way match is based on PO Line item.
- If a PO has multiple line items, there must be a three-way match per each line item.
- When the Quantity or Price is mismatched between PO, GR and IR, the invoice will get blocked
- Buyer of the PO ensures 3-way match in SAP and resolves the discrepancy by correcting PO, GR or IR.

Why was my invoice rejected?

Invoices that do not meet the Intel processing requirement will be rejected and an email notification will be sent to the supplier's registered email. This will notify the supplier on the rejected invoice, and which actions are needed from them, if any.

Below are frequent reasons for invoice rejection from the Intel Payables end:

RITS Reason: The PO number on the invoice is invalid or missing

Action Needed: Supplier to revise the invoice to include PO number and send it back to Intel.

RITS Reason: Line item(s) on invoice does not match with the PO

Action Needed: Supplier to revise the invoice to the correct line item and send it back to Intel

RITS Reason: Remit-to address/name does not match with system / Wrong bill-to-name

Action Needed: Supplier to contact their Intel buyer to get the correct remit to address and revise the invoice and send the invoice over to Intel.

Alternatively, for PO invoices, remit to address can be located in Web PO tools and provide the correct address to supplier.

RITS Reason: Bank account doesn't match from the invoice and our system

Action Needed: Kindly submit ticket under "Support" to get the bank information to be updated.

Alternatively, supplier can contact Intel buyer for the account update.

RITS Reason: Invoice includes multiple PO numbers

Action Needed: Supplier to revise the invoice to include one PO number and send it to Intel.

If supplier unsure which PO number to be used, please check with their Intel buyer.

RITS Reason: Duplicate invoice submission

Action Needed: This is a duplicate invoice submitted and the invoice# that has been processed. Please check in Intel Payment Tacker for further information.

RITS Reason: Supplier submitted a pro-forma invoice

Action Needed: Please submit original tax invoice according to the proforma invoice as proforma invoice is not accepted for processing and payment.

RITS Reason: Supplier is a web-invoice submitter

Action Needed: Please submit invoice through Intel web portal as hardcopy invoices will not be accept for processing unless supplier able to provide error message receive during web invoice submission.

RITS Reason: Intel VAT/GST registration number/GUI number/address/phone number/banking information missing/incorrect

Action Needed: Please revise to the correct Intel VAT/GST registration number/GUI number/address/phone number/banking information and send invoice back to Intel.

RITS Reason: Incorrect Invoice format

Action Needed: Please submit an invoice with the proper invoice format and send it back to Intel.

How do I log a ticket in WebSuite?

1. Login to Intel Web PO. At the top of the page select "Support".
2. This will bring you to the Supplier Self Help Overview Page. From here, please click "Request for Help". The Service Request Form is displayed.
3. From here, select the "Issue Category"
4. Once the Issue Category is identifying, you will be asked to provide further details and a brief description of the problems you are experiencing.
   Pease provide any relevant attachments here as well.
5. TAC should send a confirmation email with a ticket number. Please ensure you give them your email information.
6. Once TAC has resolved the issue, you should receive an email with details and the closing of the ticket.

Web PO Self Help

Browse through the navigation tabs for the information you are interested in.

How to Contact WebSuite support?

1. Login to Intel Web PO. At the top of the page, select “Support.”
2. This will bring you to the Supplier Self Help Overview Page. From here, please scroll to the bottom and click “Contact Us.”
3. The Intel Supplier E-Business Support page is displayed. If your region is not immediately listed, please click “Show More.”
4. This will list the WebSuite support number for all regions.

• The U.S. WebSuite support number is 1-877-811-2574

• TAC should send a confirmation email with a ticket number. Please ensure you give them your email information.

• Send your ticket info to your Intel buyer so they can follow up.

• Once TAC has resolved the issue, you should receive an email with the details and the closing of the ticket.

Additional Information

How will I know the difference between SIRFIS and Supporting Items (PSI) PO’s?

When PO is viewed in Web PO, at the top of PO it will clearly state which type of PO that it is.

If I am not sure that I have acknowledged a new PO, how can I check?

Reopen PO in Web PO and if you have acknowledged PO, then the “tender date” will be shown on PO.

How will I know when Intel makes a change on a PO that I need to acknowledge?

Supplier will get e-mail with detailed changes that need a response.

What if I need to change a supplier tender date?

You will be able to go into the Web PO and request a change to the tender date

What happens if I forget to acknowledge a new PO or changed PO?

You will get a reminder e-mail 2 and 5 business days after a new PO is issued or changed.