

## Add PDF Acknowledgment to PO

With this new Software for Hardware enhancement you can now save a vendor PDF acknowledgment to an existing purchase order. At a later date, anyone can open the purchase order and view the PDF acknowledgment. A PDF acknowledgment can also be changed or deleted.

### How it works:

To conserve space and keep database size at a minimum, this enhancement stores the path and filename of the PDF file in the SFH database. Therefore, once you save the PDF acknowledgment to your computer it is imperative that you not move, delete or rename the file.

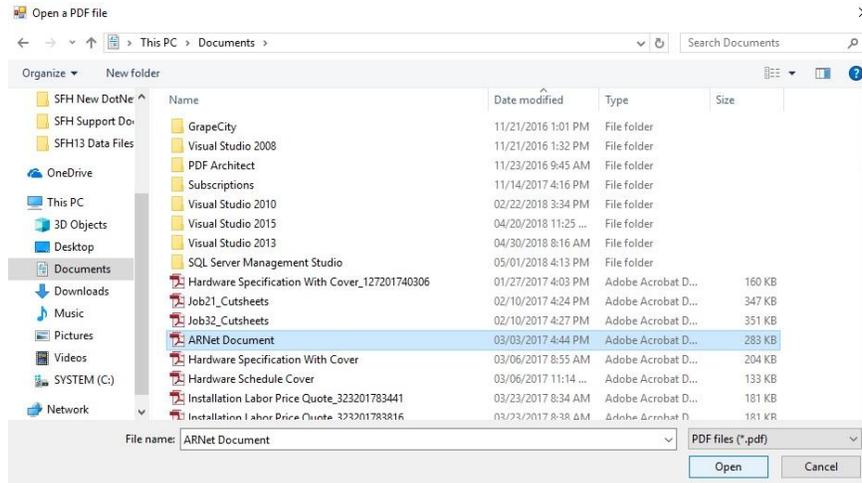
When you click the *Save* or *Change* buttons the standard Windows open file dialog box appears defaulting to your Documents folder. If the PDF file you wish to associate to the PO is not located in this folder, simply browse to the folder that contains your desired PDF acknowledgment file. The correct path, folder and filename will be stored inside the SFH database.

1. **Save a PDF acknowledgement to an existing purchase order:**
  - a. Open the existing PO associated to the PDF Acknowledgment.

The screenshot shows a software interface with a blue header bar. On the left, there is a checkbox labeled "Change to Wholesaler". To its right is a section titled "PDF Acknowledgment" containing four buttons: "Save", "View", "Change", and "Delete". Below this header, the interface is divided into four quadrants, each with a label and an input field:

- Top-left: "Estimated In-Bound Freight Amt" with an input field containing "0.00".
- Top-right: "Date Required: (MM/DD/YYYY)" with an input field showing a date mask "--/--/----".
- Bottom-left: "Actual In-Bound Freight Amt" with an empty input field.
- Bottom-right: "Manf Promise Date: (MM/DD/YYYY)" with an input field showing a date mask "--/--/----".

- b. Located in the upper right corner of the PO screen you will see a new panel containing *PDF Acknowledgment* wording and four buttons, *Save*, *View*, *Change* and *Delete*.
- c. **Note** – If the panel background color is light gray, as it is above, then no PDF file has yet been saved to this PO.
- d. Click *Save* to associate a PDF Acknowledgment to this purchase order.



- e. Select the desired PDF document from the *Open a PDF file* dialogue box and click *Open*.
- f. You will be prompted to verify saving the selected PDF document.
- g. Once successfully saved you will notice the *PDF Acknowledgment* panel has turned red to let you know a PDF file has been saved to the PO.

**Change to Wholesaler**

**PDF Acknowledgment**

Save

View

Change

Delete

**Estimated In-Bound Freight Amt**

0.00

**Date Required: (MM/DD/YYYY)**

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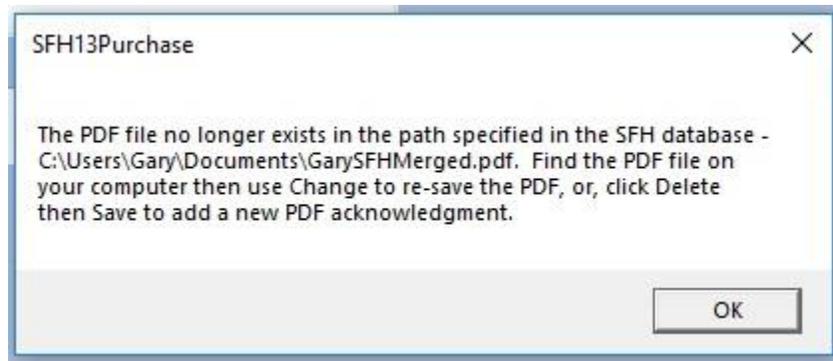
**Actual In-Bound Freight Amt**

**Manf Promise Date: (MM/DD/YYYY)**

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**2. View the PDF acknowledgment:**

- a. Open an existing PO that has a PDF saved, (the *PDF Acknowledgment* panel will have a red background).
- b. Click the *View* button and your PDF acknowledgment will pop-up inside your default PDF viewer.
- c. From here, you can view or print the PDF acknowledgment.
- d. If the PDF file location has changed then the following message will appear:



- e. The best practice would be to create a common folder and place all PDF acknowledgments inside then they would never be accidentally moved, deleted or renamed, and thus, preventing the above message from appearing.

**3. Change the PDF acknowledgement:**

- a. If your vendor sends a revised PDF acknowledgment then you can change the PDF acknowledgment.
- b. Open the corresponding PO in SFH.
- c. The *PDF Acknowledgment* panel should be red. If it is light gray, then simply click *Save* and follow the above steps to add the revised PDF to the SFH database.
- d. To replace the existing PDF acknowledgment with the revised PDF acknowledgment click *Change*.
- e. Follow the steps outlined above for saving a PDF acknowledgment.

**4. Delete the PDF acknowledgment:**

- a. Open the PO in SFH that contains the PDF acknowledgment you want to delete.
- b. Click the *Delete* button located inside the *PDF Acknowledgment* panel.
- c. You will be asked to verify the delete. Click *Yes* to delete, *No* to cancel.
- d. After a successful delete you will notice the *PDF Acknowledgment* panel changes back to light gray.