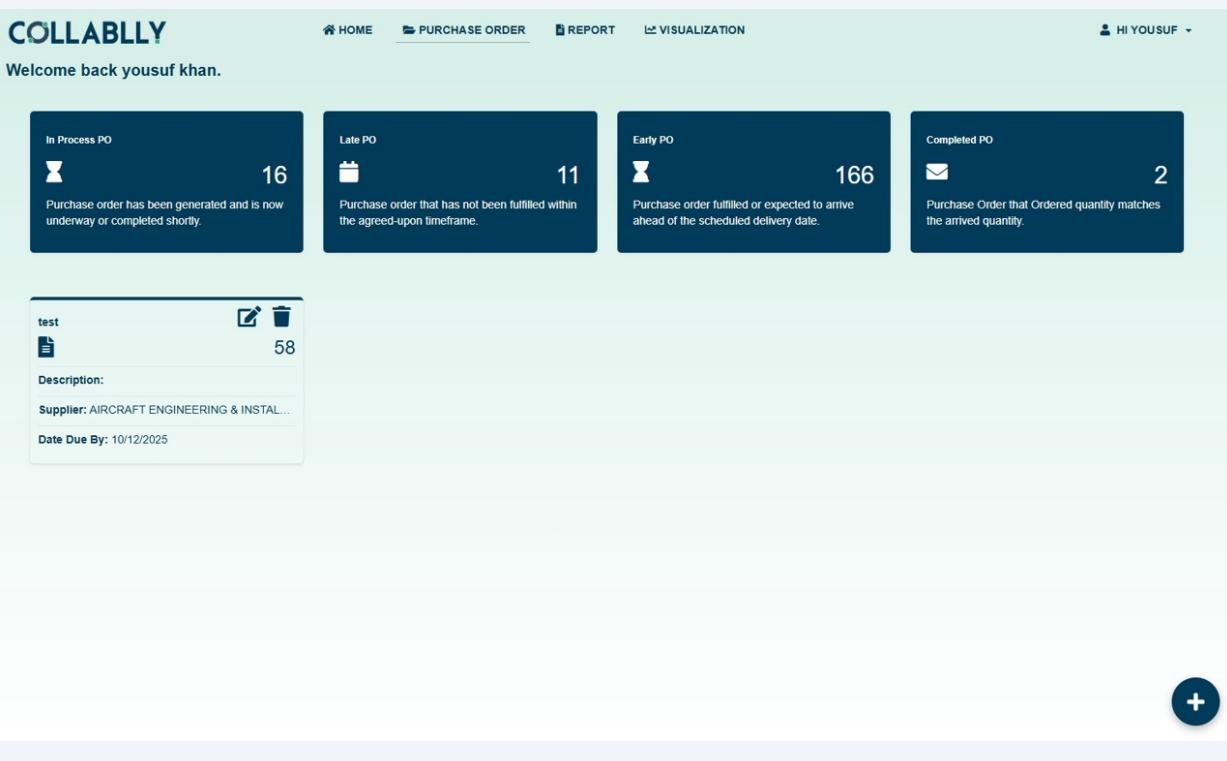


How to Send PO-Line Communication in Collabllly

This tutorial guides you through the process of sending PO-line communication in Collabllly. Learn how to initiate communication, update due dates, add tracking information, and send updates to suppliers efficiently. Perfect for buyers looking to streamline the communication process with suppliers.

1

In this guide, you will learn how to manage PO-Line communications. First, open your web browser and go to **mammoth.collabllly.com**. Log in using your credentials. Once logged in, you will be directed to the **Collabllly Dashboard**.



The screenshot shows the Collabllly Dashboard. At the top, there are navigation links: HOME, PURCHASE ORDER, REPORT, and VISUALIZATION. A user profile is shown on the right. Below the navigation, a welcome message says "Welcome back yousuf khan." The dashboard features four dark blue boxes with white text and icons: "In Process PO" (16), "Late PO" (11), "Early PO" (166), and "Completed PO" (2). Below these boxes is a detailed view of a purchase order for "test" (ID 58). The view includes fields for "Description", "Supplier: AIRCRAFT ENGINEERING & INSTAL...", and "Date Due By: 10/12/2025". A blue circular button with a plus sign is located in the bottom right corner of the dashboard area.

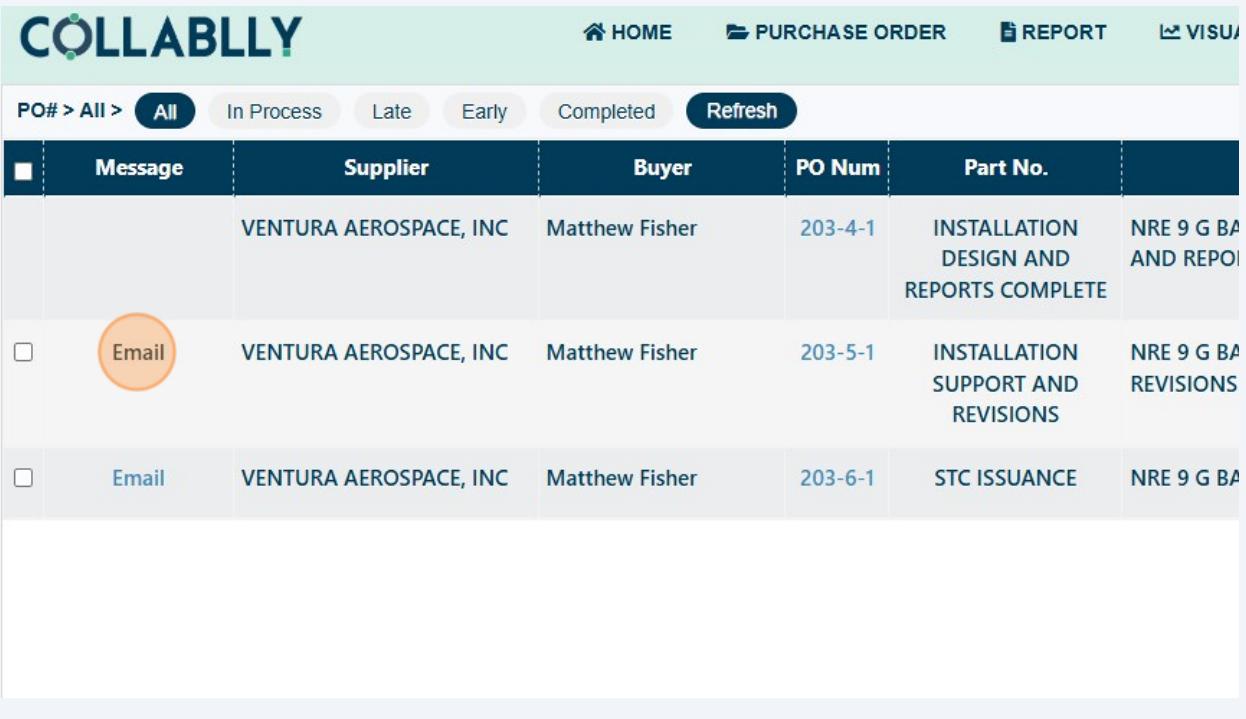
2 From the top menu, click on **Purchase Orders**. This will take you to the PO-level grid view

test			58
Description:			

3 Click on the **PO number** for the purchase order you wish to communicate about. This will open the PO details and display all the open PO-lines.

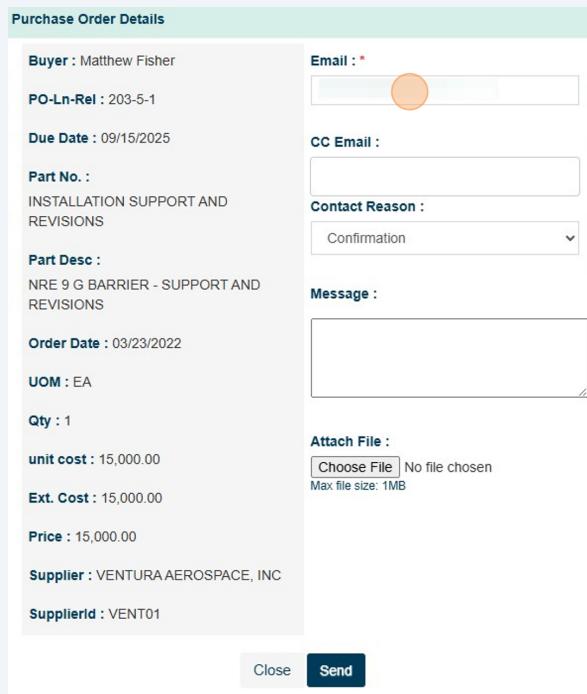
Order Date	PO. No	PO Approved?	Part No.	Supplier Id	Supplier Name
03/23/2022	203	true	INSTALLATION DESIGN AND REPORTS COMPLETE	VENT01	VENTURA INC.
01/06/2022	137	true	77F532313-11	AERW01	AEROMARINE CORP
06/20/2022	254	true	77E352101-101	AEIE01	AIR ENGINEERING INSTA
01/21/2022	147	true	77S-C25-8000-1	ALTI01	ALTECH AEROSPACE DBA AEROSPACE
02/14/2022	180	true	FIRST PRODUCTION	CRAN01	ELDEC CORPORATION

4 To initiate single-line communication, click **Email** under the **Message** column for the respective PO-line. This will open the communication window for that line.



PO#	All	In Process	Late	Early	Completed	Refresh
	Message	Supplier	Buyer	PO Num	Part No.	
		VENTURA AEROSPACE, INC	Matthew Fisher	203-4-1	INSTALLATION DESIGN AND REPORTS COMPLETE	NRE 9 G BA AND REPO
	Email	VENTURA AEROSPACE, INC	Matthew Fisher	203-5-1	INSTALLATION SUPPORT AND REVISIONS	NRE 9 G BA REVISIONS
	Email	VENTURA AEROSPACE, INC	Matthew Fisher	203-6-1	STC ISSUANCE	NRE 9 G BA

5 If the **Email** field has a pre-generated email address, please confirm it is valid. If the field is empty, enter a valid supplier email address before proceeding.



Purchase Order Details

Buyer : Matthew Fisher	Email : *
PO-Ln-Rel : 203-5-1	CC Email :
Due Date : 09/15/2025	Contact Reason :
Part No. : INSTALLATION SUPPORT AND REVISIONS	Confirmation
Part Desc : NRE 9 G BARRIER - SUPPORT AND REVISIONS	Message :
Order Date : 03/23/2022	
UOM : EA	
Qty : 1	
unit cost : 15,000.00	Attach File :
Ext. Cost : 15,000.00	Choose File No file chosen Max file size: 1MB
Price : 15,000.00	
Supplier : VENTURA AEROSPACE, INC	
SupplierId : VENT01	

6 Select a contact reason from the drop-down menu: **Confirmation, Change, or Update**, depending on the nature of your communication.

Purchase Order Details

Buyer : Matthew Fisher	Email : *
PO-Ln-Rel : 203-5-1	<input type="text" value="hassan@collably.com"/>
Due Date : 09/15/2025	CC Email : <input type="text"/>
Part No. : INSTALLATION SUPPORT AND REVISIONS	Contact Reason : <input type="text" value="Confirmation"/>
Part Desc : NRE 9 G BARRIER - SUPPORT AND REVISIONS	Message : <input type="text"/>
Order Date : 03/23/2022	
UOM : EA	
Qty : 1	
unit cost : 15,000.00	Attach File : <input type="button" value="Choose File"/> No file chosen Max file size: 1MB
Ext. Cost : 15,000.00	
Price : 15,000.00	
Supplier : VENTURA AEROSPACE, INC	
SupplierId : VENT01	

Close **Send**

7 Click **Choose File** if you wish to attach a PDF document. Please note, the maximum file size allowed is 1MB

Purchase Order Details

Buyer : Matthew Fisher	Email : *
PO-Ln-Rel : 203-5-1	<input type="text" value="hassan@collably.com"/>
Due Date : 09/15/2025	CC Email : <input type="text"/>
Part No. : INSTALLATION SUPPORT AND REVISIONS	Contact Reason : <input type="text" value="Confirmation"/>
Part Desc : NRE 9 G BARRIER - SUPPORT AND REVISIONS	Message : <input type="text"/>
Order Date : 03/23/2022	
UOM : EA	
Qty : 1	
unit cost : 15,000.00	Attach File : <input type="button" value="Choose File"/> No file chosen Max file size: 1MB
Ext. Cost : 15,000.00	
Price : 15,000.00	
Supplier : VENTURA AEROSPACE, INC	
SupplierId : VENT01	

Close **Send**

8

If you wish to send a note to the supplier, please enter it in the provided text box.

Purchase Order Details

Buyer : Matthew Fisher	Email : *
<input type="text" value="hassan@collably.com"/>	
PO-Ln-Rel : 203-5-1	CC Email :
<input type="text"/>	
Due Date : 09/15/2025	Contact Reason :
<input type="text"/>	
Part No. : INSTALLATION SUPPORT AND REVISIONS	Message :
<input type="text"/>	
Part Desc : NRE 9 G BARRIER - SUPPORT AND REVISIONS	Attach File :
<input type="text"/>	
Order Date : 03/23/2022	<input type="button" value="Choose File"/> No file chosen Max file size: 1MB
UOM : EA	
Qty : 1	
unit cost : 15,000.00	
Ext. Cost : 15,000.00	
Price : 15,000.00	
Supplier : VENTURA AEROSPACE, INC	
SupplierId : VENT01	

Close **Send**

9

Please review all the information carefully and click **Send**. Once successfully sent, the **Message** column status will change from **Email** to **Awaiting Response**.

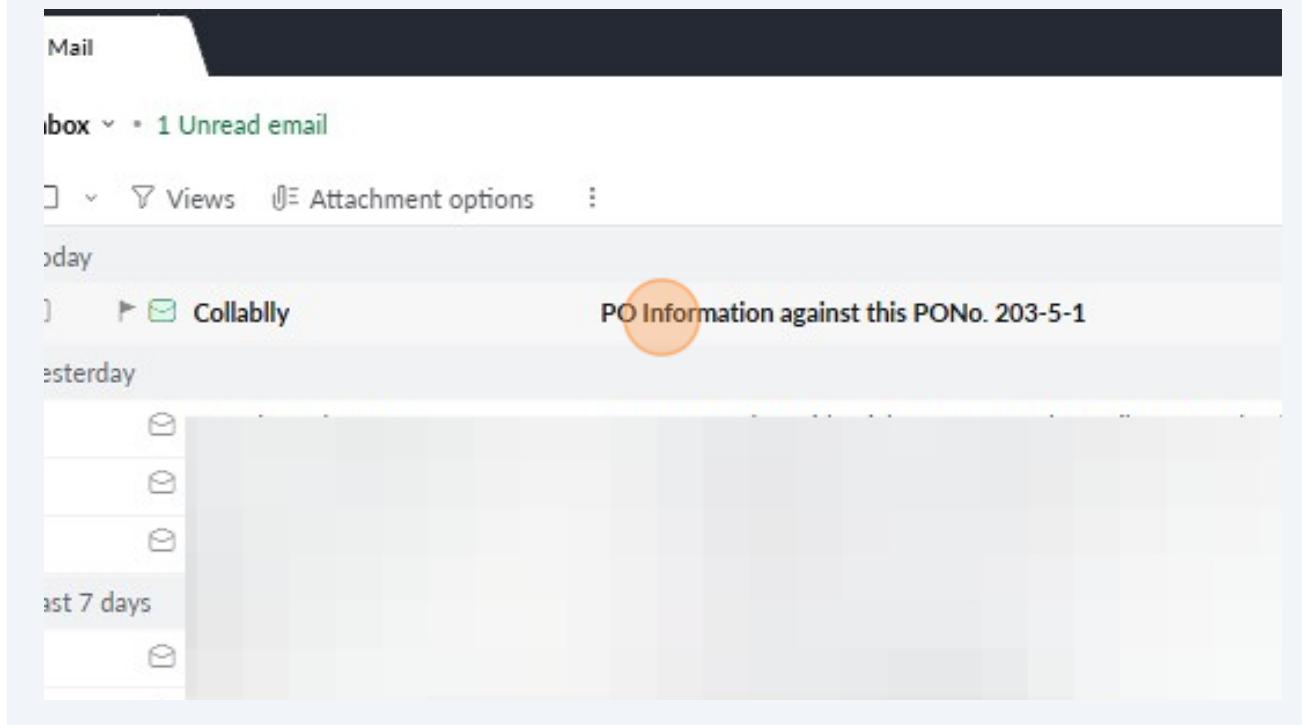
Purchase Order Details

Buyer : Matthew Fisher	Email : *
<input type="text" value="hassan@collably.com"/>	
PO-Ln-Rel : 203-5-1	CC Email :
<input type="text"/>	
Due Date : 09/15/2025	Contact Reason :
<input type="text"/>	
Part No. : INSTALLATION SUPPORT AND REVISIONS	Message :
<input type="text" value="add any notes here for supplier"/>	
Part Desc : NRE 9 G BARRIER - SUPPORT AND REVISIONS	Attach File :
<input type="text"/>	
Order Date : 03/23/2022	<input type="button" value="Choose File"/> No file chosen Max file size: 1MB
UOM : EA	
Qty : 1	
unit cost : 15,000.00	
Ext. Cost : 15,000.00	
Price : 15,000.00	
Supplier : VENTURA AEROSPACE, INC	
SupplierId : VENT01	

Close **Send**

10

From the Supplier's point of view, they will receive an email from Collabll with the subject line **PO Information for PO number - Line Number - Release Number**. This email contains the details of the communication sent by the buyer.



11

The email body will contain the PO details. The supplier clicks **Confirm** to stick with the original delivery date or **Propose Change** to suggest a new date.

Purchase Order Details Confirmation Request

Buyer:	yousuf khan
PO-Line-Rel:	203-5-1
Part No.:	INSTALLATION SUPPORT AND REVISIONS
Qty:	1
Due Date:	09/15/2025
Price:	15,000.00
Message: add any notes here for supplier	
Confirm	Propose Change

12

Once the supplier clicks **Confirm**, their web browser will open the Collabll PO Details page. If the original due date has passed, they must select a new date starting from the current day.



Supplier Submission

Supplier	PO-Line-Rel	Part No.
VENTURA AEROSPACE, INC	203-5-1	INSTALLATION SUPPORT AND RE

New Due Date:

09/15/2025



For FTL or LTL go to our shipping portal [Worldwide Express \(wwex.com\)](http://wwex.com)

Tracking No.:

Select from list



Upload File:

Choose File No file chosen

Please attach only PDF files. Maximum size allowed is 1MB.

Submit

13

If the supplier would like to provide a tracking number, they can enter it in the **Tracking No.** field.



Supplier Submission

Supplier	PO-Line-Rel	Part No.
VENTURA AEROSPACE, INC	203-5-1	INSTALLATION SUPPORT AND RE

New Due Date:

10/30/2025



For FTL or LTL go to our shipping portal [Worldwide Express \(wwex.com\)](http://wwex.com)

Tracking No.:

Select from list



Upload File:

Choose File No file chosen

Please attach only PDF files. Maximum size allowed is 1MB.

Submit

14 If the supplier has entered a tracking number, they must select the carrier and shipping type from the drop-down menu.

COLLABLY

Supplier Submission

Supplier	PO-Line-Ref	Part No.
VENTURA AEROSPACE, INC	203-5-1	INSTALLATION SUPPORT AND RI

New Due Date:

For FTL or LTL go to our shipping portal [Worldwide Express \(wwex.com\)](http://www.wwex.com)

Tracking No.: 

Upload File: No file chosen

Please attach only PDF files. Maximum size allowed is 1MB.

Submit

15 The supplier has the option to attach a PDF document by clicking the **Choose File** button, if desired.

COLLABLY

Supplier Submission

Supplier	PO-Line-Ref	Part No.
VENTURA AEROSPACE, INC	203-5-1	INSTALLATION SUPPORT AND RE

New Due Date:

For FTL or LTL go to our shipping portal [Worldwide Express \(wwex.com\)](http://www.wwex.com)

Tracking No.: 

Upload File:  No file chosen

Please attach only PDF files. Maximum size allowed is 1MB.

Submit

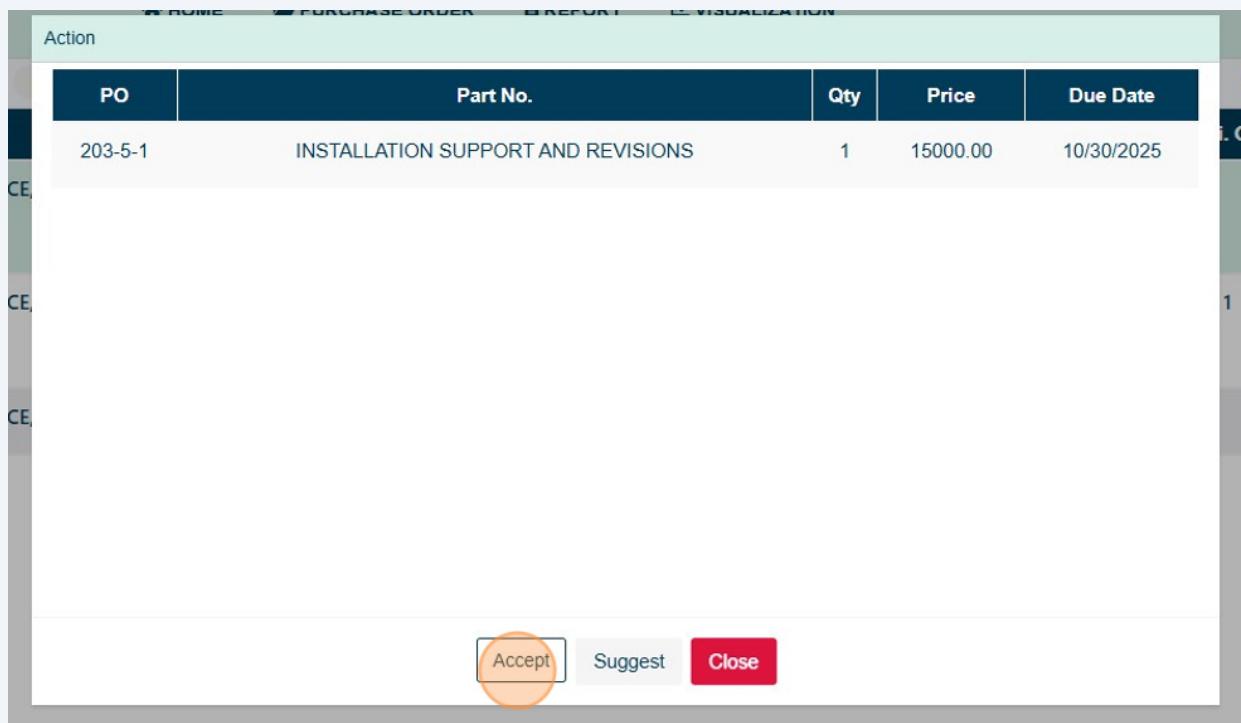
16 Finally, the supplier clicks the **Submit** button. Once the transaction is complete, the supplier will be notified, that the transaction was successfully processed.

Supplier Submission Form		
Supplier	PO-Line-Rel	Part No.
VENTURA AEROSPACE, INC	203-5-1	INSTALLATION SUPPORT AND REVIS
New Due Date: <input type="text" value="10/30/2025"/> <input type="button" value="Calendar"/> For FTL or LTL go to our shipping portal Worldwide Express (wwex.com)		
Tracking No.: <input type="text" value="123-456-7891"/> <input type="button" value="UPS 2nd Day Air"/>		
Upload File: <input type="button" value="Choose File"/> No file chosen Please attach only PDF files. Maximum size allowed is 1MB.		
<input style="border: 2px solid orange; border-radius: 5px; padding: 5px;" type="button" value="Submit"/>		

17 Once the supplier has completed the necessary steps, the buyer will receive a notification email. Log in to Collabllly to review the PO-line status, where the **Message** column will update from **Awaiting Response** to **Action Required**. The buyer should then click on **Action Required** to proceed.

PO# > All >	All	In Process	Late	Early	Completed	Refresh	Last Refreshed: 10/14/2025, 4:31:17 PM
	Message	Supplier	Buyer	PO Num	Part No.		
	Action Required	VENTURA AEROSPACE, INC	Matthew Fisher	203-5-1	INSTALLATION SUPPORT AND REVIS	NRE 9 G BA	REVISIONS
		VENTURA AEROSPACE, INC	Matthew Fisher	203-4-1	INSTALLATION DESIGN AND REPORTS COMPLETE	NRE 9 G BA	AND REPOI
	Email	VENTURA AEROSPACE, INC	Matthew Fisher	203-6-1	STC ISSUANCE	NRE 9 G BA	

18 Click **Accept** to confirm



Action	PO	Part No.	Qty	Price	Due Date
CE	203-5-1	INSTALLATION SUPPORT AND REVISIONS	1	15000.00	10/30/2025
CE					
CE					

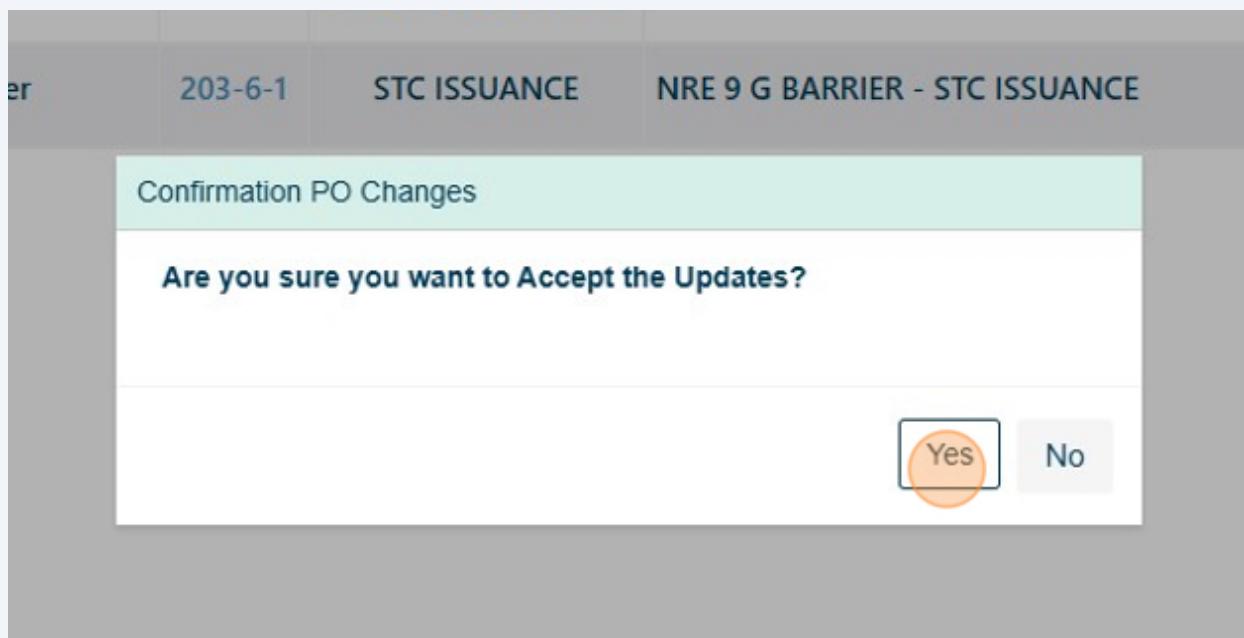
Accept Suggest Close

19

You will be prompted with the title **Confirmation PO Change** and the message **Are you sure you want to accept the updates?**. The button options will be **Yes** or **No**.

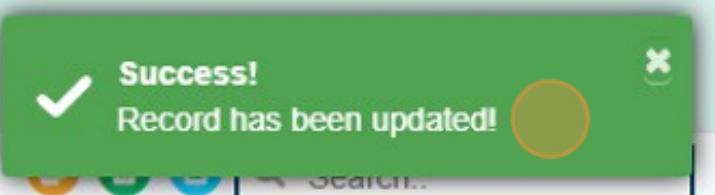
Click **Yes** to finalize the changes, which will then be updated in the ERP.

Any tracking number submitted on the PO-line will also be displayed on the respective PO-line's PDF, printed after the transaction is complete.



20

Once the update is successfully submitted to the ERP, you will see a green banner in the top right with the message "**Success!**".



	Order Qty	Arri. Qty	Rcvd. Qty	Price	Ord
ID	1			15,000.00	03/2
ON DESIGN	1	1		450,000.00	03/2

21

Now, the **Message** column for the respective PO-line is updated to **Resend Email**. This option is available if you need to restart the communication for any reason.

 HOME PURCHASE ORDER REPORT VISUALIZATION						
PO# > All > All In Process Late Early Completed Refresh Last Refreshed: 10/14/2025, 4:31:17 PM						
Message	Supplier	Buyer	PO Num	Part No.	Line D	
Resent Email	VENTURA AEROSPACE, INC	Matthew Fisher	203-5-1	INSTALLATION SUPPORT AND REVISIONS	NRE 9 G BARRIER - SUP REVISIONS	
	VENTURA AEROSPACE, INC	Matthew Fisher	203-4-1	INSTALLATION DESIGN AND REPORTS COMPLETE	NRE 9 G BARRIER - PIN AND REPORTS	
Email	VENTURA AEROSPACE, INC	Matthew Fisher	203-6-1	STC ISSUANCE	NRE 9 G BARRIER - STC	

22

If you wish to see the transaction history, messages, or the shared PDF, click on the respective **PO-Line-Rel** link in the **PO Num** column.

 HOME PURCHASE ORDER REPORT VISUALIZATION						
PO# > All > All In Process Late Early Completed Refresh Last Refreshed: 10/14/2025, 4:31:17 PM						
Message	Supplier	Buyer	PO Num	Part No.	Line D	
Resent Email	VENTURA AEROSPACE, INC	Matthew Fisher	203-5-1	INSTALLATION SUPPORT AND REVISIONS	NRE 9 G BARRIER - SUP REVISIONS	
	VENTURA AEROSPACE, INC	Matthew Fisher	203-4-1	INSTALLATION DESIGN AND REPORTS COMPLETE	NRE 9 G BARRIER - PIN AND REPORTS	
Email	VENTURA AEROSPACE, INC	Matthew Fisher	203-6-1	STC ISSUANCE	NRE 9 G BARRIER - STC	

23

The communication history will be displayed here, with the tracking number under the **Track Record** column and attached files in the **Document** column.

PO	Part No.	Type	Action	Qty	Price	Due Date	Message	Created On	Service Type	Track Record	Document
203-5-1	INSTALLATION SUPPORT AND REVISIONS	Buyer	Accept	1	15000.00	10/30/2025	In Epicor	10/14/2025 16:32			
203-5-1	INSTALLATION SUPPORT AND REVISIONS	Supplier	Accept	1	15000.00	10/30/2025			UPS 2nd Day Air	Open	
203-5-1	INSTALLATION SUPPORT AND REVISIONS	Buyer	New	1	15000.00	09/15/2025	add any notes here for supplier	10/14/2025 16:29			

24

To track the shipping, simply click **Open**. This will open a new browser window with the respective carrier's website, displaying the tracking history.

	Message	Created On	Service Type	Track Record	Document
5	In Epicor	10/14/2025 16:32			
5			UPS 2nd Day Air	Open	
5	add any notes here for supplier	10/14/2025 16:29			

25 To close the communication history, click **Close**.

Price	Due Date	Message	Created On	Service Type	Track Record	Document
15000.00	10/30/2025	In Epicor	10/14/2025 16:32			
15000.00	10/30/2025			UPS 2nd Day Air	Open	
15000.00	09/15/2025	add any notes here for supplier	10/14/2025 16:29			

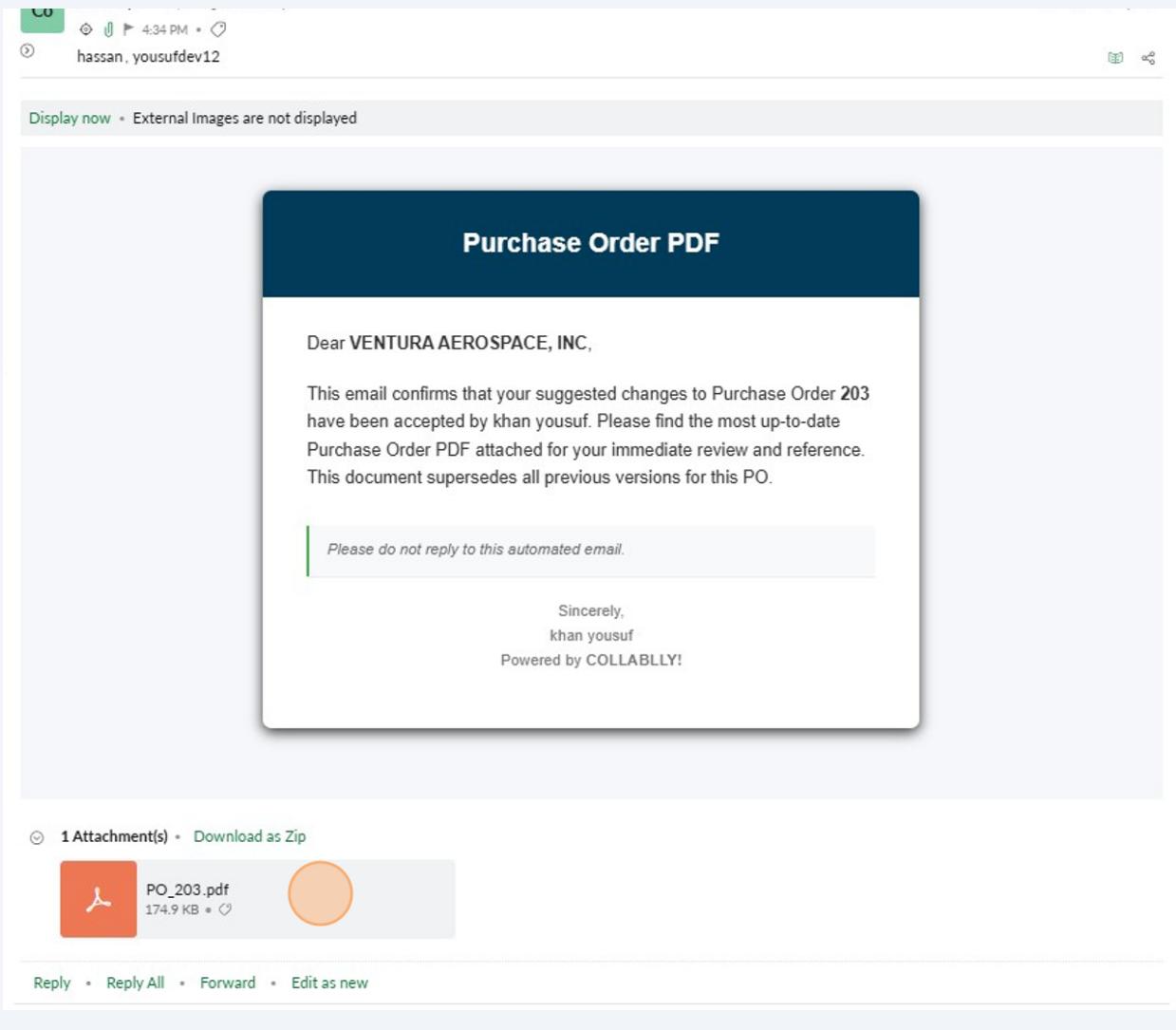
Close

26

Once the buyer has accepted the changes and the ERP has been updated, Collably will automatically generate the latest PO PDF with updated details, such as the due date and tracking number, and send it to the supplier.

The supplier will receive an email from Collably with the subject **Updated Purchase Order**, containing the updated PO PDF as an attachment.

This concludes the full cycle of PO-line communication.



The screenshot shows an email interface with the following details:

- Header:** From: hassan, yousufdev12, Date: 4:34 PM
- Subject:** Purchase Order PDF
- Content:**
 - Header:** Purchase Order PDF
 - Text:** Dear VENTURA AEROSPACE, INC,
This email confirms that your suggested changes to Purchase Order 203 have been accepted by khan yousuf. Please find the most up-to-date Purchase Order PDF attached for your immediate review and reference. This document supersedes all previous versions for this PO.
 - Note:** Please do not reply to this automated email.
 - Signatures:** Sincerely,
khan yousuf
Powered by COLLABLY!
- Attachments:** 1 Attachment(s) - PO_203.pdf (174.9 KB)
- Actions:** Reply, Reply All, Forward, Edit as new