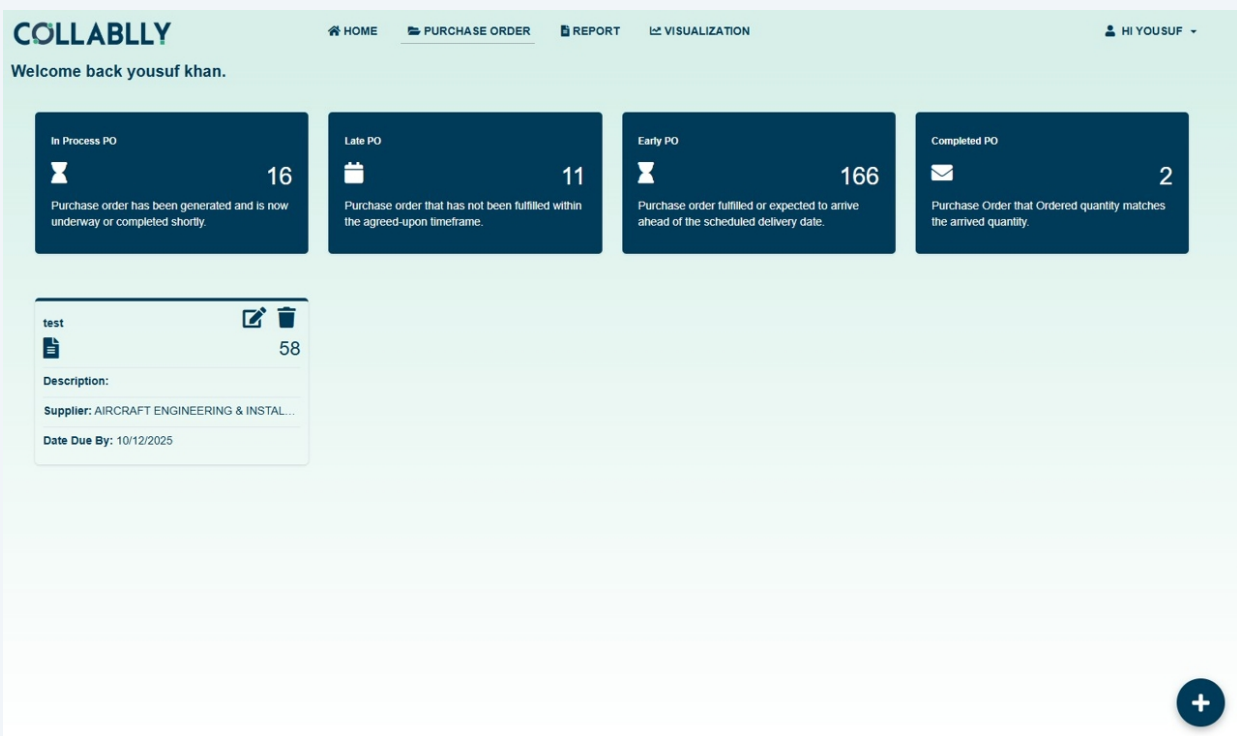


How to Send PO-Line Communication in Collabli

This tutorial guides you through the process of sending PO-line communication in Collabli. 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.collabli.com**. Log in using your credentials. Once logged in, you will be directed to the **Collabli Dashboard**.



2

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

COLLABLY HOME PURCHASE ORDER REPORT VISUALIZATION

Welcome back yousuf khan.

In Process PO

16
Purchase order has been generated and is now underway or completed shortly.

Late PO

11
Purchase order that has not been fulfilled within the agreed-upon timeframe.

Early PO

1
Purchase order fulfilled or expected to arrive ahead of the scheduled delivery date.

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.

COLLABLY HOME PURCHASE ORDER REPORT VISUALIZATION

Purchase Order > All All In Process Late Early Completed Refresh Last Refreshed: 10/10/2025,

	Order Date	PO. No	PO Approved?	Part No.	Supplier Id	Supplier
	03/23/2022	203	true	INSTALLATION DESIGN AND REPORTS COMPLETE	VENT01	VENTURA II
	01/06/2022	137	true	77F532313-11	AERW01	AERCORPC
	06/20/2022	254	true	77E352101-101	AEIE01	AIRC ENGINE INSTAI SERVICE
<input type="checkbox"/>	01/21/2022	147	true	77S-C25-8000-1	ALT101	ALTECH / DBA A AEROSI
	02/14/2022	180	true	FIRST PRODUCTION	CRAN01	ELDEC CO

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.

COLLABLY						
HOME PURCHASE ORDER REPORT VISUAL						
PO# > All > 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
<input type="checkbox"/>	Email	VENTURA AEROSPACE, INC	Matthew Fisher	203-5-1	INSTALLATION SUPPORT AND REVISIONS	NRE 9 G BA REVISIONS
<input type="checkbox"/>	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
PO-Ln-Rel : 203-5-1
Due Date : 09/15/2025
Part No. :
 INSTALLATION SUPPORT AND REVISIONS
Part Desc :
 NRE 9 G BARRIER - SUPPORT AND REVISIONS
Order Date : 03/23/2022
UOM : EA
Qty : 1
unit cost : 15,000.00
Ext. Cost : 15,000.00
Price : 15,000.00
Supplier : VENTURA AEROSPACE, INC
SupplierId : VENT01

Email : *

CC Email :

Contact Reason :


Message :

Attach File :
 No file chosen
 Max file size: 1MB

6

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


Purchase Order Details

<p>Buyer : Matthew Fisher</p> <p>PO-Ln-Rel : 203-5-1</p> <p>Due Date : 09/15/2025</p> <p>Part No. : INSTALLATION SUPPORT AND REVISIONS</p> <p>Part Desc : NRE 9 G BARRIER - SUPPORT AND REVISIONS</p> <p>Order Date : 03/23/2022</p> <p>UOM : EA</p> <p>Qty : 1</p> <p>unit cost : 15,000.00</p> <p>Ext. Cost : 15,000.00</p> <p>Price : 15,000.00</p> <p>Supplier : VENTURA AEROSPACE, INC</p> <p>SupplierId : VENT01</p>	<p>Email : * hassan@collabily.com</p> <p>CC Email : <input type="text"/></p> <p>Contact Reason : Confirmation </p> <p>Message : <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div></p> <p>Attach File : <input type="button" value="Choose File"/> No file chosen <small>Max file size: 1MB</small> </p>
---	--

7

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

Purchase Order Details

<p>Buyer : Matthew Fisher</p> <p>PO-Ln-Rel : 203-5-1</p> <p>Due Date : 09/15/2025</p> <p>Part No. : INSTALLATION SUPPORT AND REVISIONS</p> <p>Part Desc : NRE 9 G BARRIER - SUPPORT AND REVISIONS</p> <p>Order Date : 03/23/2022</p> <p>UOM : EA</p> <p>Qty : 1</p> <p>unit cost : 15,000.00</p> <p>Ext. Cost : 15,000.00</p> <p>Price : 15,000.00</p> <p>Supplier : VENTURA AEROSPACE, INC</p> <p>SupplierId : VENT01</p>	<p>Email : * hassan@collabily.com</p> <p>CC Email : <input type="text"/></p> <p>Contact Reason : Confirmation </p> <p>Message : <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div></p> <p>Attach File : <input type="button" value="Choose File"/> No file chosen <small>Max file size: 1MB</small> </p>
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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
PO-Ln-Rel : 203-5-1
Due Date : 09/15/2025
Part No. :
 INSTALLATION SUPPORT AND REVISIONS
Part Desc :
 NRE 9 G BARRIER - SUPPORT AND REVISIONS
Order Date : 03/23/2022
UOM : EA
Qty : 1
unit cost : 15,000.00
Ext. Cost : 15,000.00
Price : 15,000.00
Supplier : VENTURA AEROSPACE, INC
SupplierId : VENT01

Email : *

CC Email :

Contact Reason :

Message :



Attach File :
 No file chosen
Max file size: 1MB

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
PO-Ln-Rel : 203-5-1
Due Date : 09/15/2025
Part No. :
 INSTALLATION SUPPORT AND REVISIONS
Part Desc :
 NRE 9 G BARRIER - SUPPORT AND REVISIONS
Order Date : 03/23/2022
UOM : EA
Qty : 1
unit cost : 15,000.00
Ext. Cost : 15,000.00
Price : 15,000.00
Supplier : VENTURA AEROSPACE, INC
SupplierId : VENT01

Email : *

CC Email :

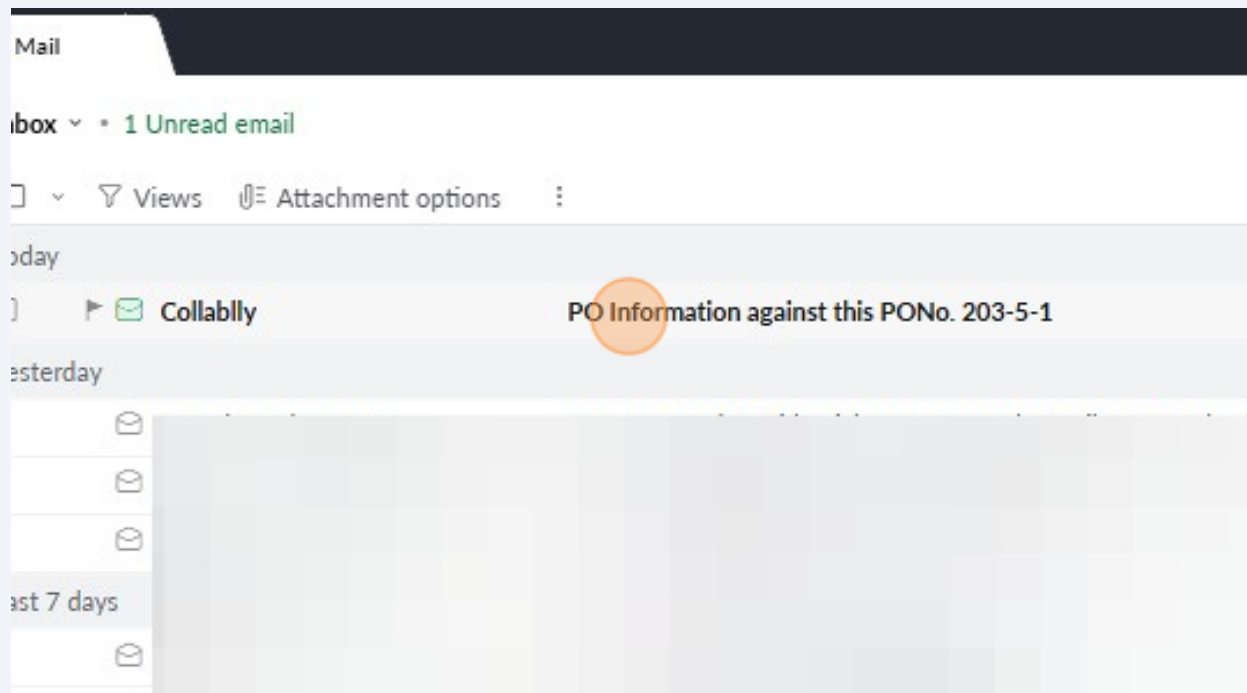
Contact Reason :

Message :

Attach File :
 No file chosen
Max file size: 1MB

10

From the Supplier's point of view, they will receive an email from Collabli 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 Collabllly PO Details page. If the original due date has passed, they must select a new date starting from the current day.

COLLABLLY

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 \(wwex.com\)](https://www.wwex.com)

Tracking No.:

Select from list



Upload 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.

COLLABLLY

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 \(wwex.com\)](https://www.wwex.com)

Tracking No.:

Select from list



Upload 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-Rel	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 \(wwex.com\)](https://www.worldwideexpress.com)

Tracking No.:



Upload File:

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

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-Rel	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 \(wwex.com\)](https://www.worldwideexpress.com)

Tracking No.:



Upload File:

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

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

COLLABLY

Supplier Submission Form

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

New Due Date:

10/30/2025



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

Tracking No.:

123-456-7891

UPS 2nd Day Air



Upload File:

Choose File

No file chosen

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

Submit

- 17 Once the supplier has completed the necessary steps, the buyer will receive a notification email. Log in to Collably 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.

COLLABLY

HOME

PURCHASE ORDER

REPORT

VISUAL

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.	
<input checked="" type="checkbox"/>	Action Required	VENTURA AEROSPACE, INC	Matthew Fisher	203-5-1	INSTALLATION SUPPORT AND REVISIONS	NRE 9 G BA REVISIONS
<input type="checkbox"/>		VENTURA AEROSPACE, INC	Matthew Fisher	203-4-1	INSTALLATION DESIGN AND REPORTS COMPLETE	NRE 9 G BA AND REPOI
<input type="checkbox"/>	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
203-5-1	INSTALLATION SUPPORT AND REVISIONS	1	15000.00	10/30/2025

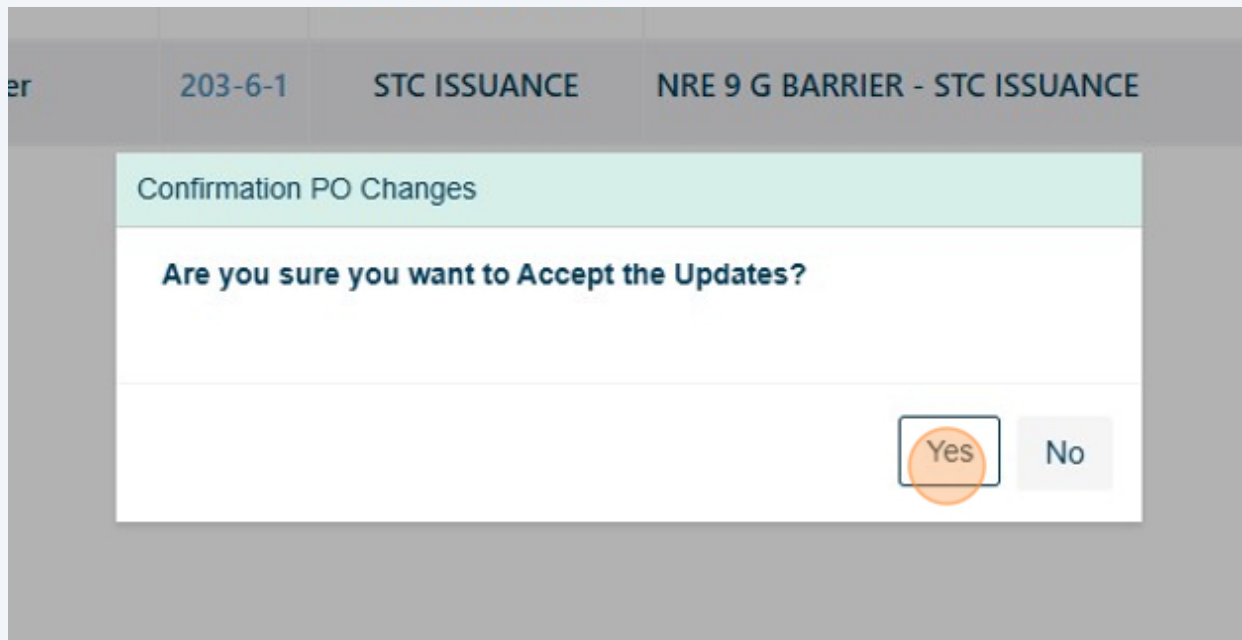
Accept Suggest Close

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.



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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

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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.

COLLABLY						
HOME PURCHASE ORDER REPORT VISUALIZATION						
PO# > All > All In Process Late Early Completed Refresh Last Refreshed: 10/14/2025, 4:31:17 PM						
<input type="checkbox"/>	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 - SUF REVISIONS
		VENTURA AEROSPACE, INC	Matthew Fisher	203-4-1	INSTALLATION DESIGN AND REPORTS COMPLETE	NRE 9 G BARRIER - PIN AND REPORTS
<input type="checkbox"/>	Email	VENTURA AEROSPACE, INC	Matthew Fisher	203-6-1	STC ISSUANCE	NRE 9 G BARRIER - STC

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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.

COLLABLY						
HOME PURCHASE ORDER REPORT VISUALIZATION						
PO# > All > All In Process Late Early Completed Refresh Last Refreshed: 10/14/2025, 4:31:17 PM						
<input type="checkbox"/>	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 - SUF REVISIONS
		VENTURA AEROSPACE, INC	Matthew Fisher	203-4-1	INSTALLATION DESIGN AND REPORTS COMPLETE	NRE 9 G BARRIER - PIN AND REPORTS
<input type="checkbox"/>	Email	VENTURA AEROSPACE, INC	Matthew Fisher	203-6-1	STC ISSUANCE	NRE 9 G BARRIER - STC

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

Communication History											
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			

Close

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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

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Once the buyer has accepted the changes and the ERP has been updated, Collabli 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 Collabli with the subject **Updated Purchase Order**, containing the updated PO PDF as an attachment.

This concludes the full cycle of PO-line communication.

