

# Overview of Vendor Follow-Up

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This guide provides an overview of the Vendor Follow-Up module. It is intended for general users.

The Vendor Follow-Up module pulls tracking information for items listed on your [purchase orders \(POs\)](#) (<https://aace6.knowledgeowl.com/help/overview-of-purchase-orders>). You can view all the tracking and vendor follow-up details for your POs in one location. Additionally, you can send follow-up emails to your vendors directly from the Vendor Follow-Up module.

To access the Vendor Follow-Up module, navigate from Main Menu > Accts Payable > Vendor Follow-Up. This module only has a [list view](#) (<https://aace6.knowledgeowl.com/help/overview-of-the-list-view>).

Code	Description	Job	Expected Date	Req By Date	Qty	Unit Cost	Total	Rec Qty	Rem Qty
<b>LearnWright Inc. (50003)</b>									
> 50450	LearnWright Inc.		TBD						
> TECH-A	Electronic Whiteboard	> 50717.1	TBD	09/22/23	1	49.95	49.95	0	1
> TECH-A	Electronic Whiteboard	> 50722.1	TBD	09/22/23	1	49.95	49.95	0	1
Tracking Status: Vendor Confirmed					Next Step: 09/15/23 <input type="checkbox"/> Confirm Receipt of PO				
					2		99.90	0	2
					2		99.90	0	2
<b>McGullicuddy McGuire-Hall (50009)</b>									
> 50466	McGullicuddy McGuire-Hall		TBD						
> TB-LIT130	Beowulf - A New Translation		TBD		36	39.99	1,439.64	0	36
Tracking Status:					Next Step: 09/22/23 <input type="checkbox"/> Confirm Receipt of PO				
					36		1,439.64	0	36
					36		1,439.64	0	36
<b>Textbook Emporium (50012)</b>									
> 50464	Textbook Emporium		TBD						
> TB-FRNOH3	J'Apprends: I Learn French 3rd		TBD		150	29.99	4,498.50	0	150
Tracking Status: Vendor Confirmed					Next Step: 09/22/23 <input type="checkbox"/> Followup Call				
					150		4,498.50	0	150
					150		4,498.50	0	150

You can use the Go-To links (>) to view the related POs, [line item codes](#) (<https://aace6.knowledgeowl.com/help/overview-of-line-item-codes>), and [jobs](#) (<https://aace6.knowledgeowl.com/help/overview-of-jobs>). You can also search the listed follow-ups using the [Quick Search bar](#) (<https://aace6.knowledgeowl.com/help/using-the-quick-search-bar>) or locate records using the search links in the module footer.