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).

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.