



DDMS[®]/DDMSPLUS[®]: Setting Up & Using Haworth[®] Lynx

Updated February 2024



Contents

- About Haworth® Lynx 3**
- Setting Up Haworth Lynx..... 3**
 - Receiving Authorization 3
 - Contacting Haworth Lynx 3
 - Setting Up a Shared Folder on the Network 3
 - Setting Up the Vendor Database 3
 - Setting Up Furniture Contracts 5
 - Setting Up P/O Communication Defaults 5
- Setting Up Multiple Locations (Optional)..... 7**
 - Changing the Location 8
 - Setting Vendor Supply Options for Multiple Locations 8
 - Setting Up P/O Communication Defaults for Multiple Locations 8
- Sending Quotes & Receiving Quote Acknowledgments 9**
 - Setting Furniture Profile Settings..... 9
 - Beginning a Sales Order to Send as a Quote to Haworth Lynx 10
 - Beginning a Quote to Send to Haworth Lynx 13
 - Receiving Quote Acknowledgments 14
- Building, Transmitting, & Receiving P/Os..... 18**
 - Releasing a Furniture Quote to an Order 18
 - Building the P/O 19
 - Receiving Purchase Order Acknowledgments 21
- Using the Haworth Lynx Site..... 23**

About Haworth® Lynx

You can use Haworth® Lynx to batch transmit purchase orders and receive acknowledgments. Haworth Lynx also includes the ability to accept transmitted quotes. If enabled, the Communications P/Os window automatically opens from Furniture Order Entry so you can transmit the quote to the vendor. This useful feature allows reviewing pricing information, which can save time and pricing errors. You can also receive your quote and purchase order acknowledgments without leaving Furniture Order Entry.

Setting Up Haworth Lynx

Before you set up parameters for Haworth Lynx, make sure you have PSN set up. If this is your first PSN vendor and PSN is not already set up, start by following the steps in the handout [Setting Up PSN](#).

Once PSN is set up, setting parameters to communicate with Haworth Lynx involves the following:

1. Receiving authorization.
2. Contacting Haworth Lynx.
3. Setting up a shared folder on the network.
4. Setting up the vendor database.
5. Setting up furniture contracts.
6. Setting up P/O communication defaults.

Receiving Authorization

Contact ECI Support at ddmssupport@ecisolutions.com to request authorization.

Contacting Haworth Lynx

Contact Haworth Lynx to obtain all eligible contract numbers and expiration dates.

Setting Up a Shared Folder on the Network

Define a folder on the DDMS® or DDMSPLUS® server to be used for the Haworth Lynx P/O files.



1. Locate the designated folder using HostedExplorer.
2. Right-click the folder and select Properties.
3. Go to the Sharing tab and select Share this Folder.
4. Share the folder with users to grant read/write permissions.


Setting Up the Vendor Database

Use the following instructions to set up the destination ID for Haworth Lynx and select the features to enable:

1. Set up Haworth Lynx as a vendor.



- 1.1 From the Master Menu, double-click .
- 1.2 In the Vendor Master tab, retrieve your existing Haworth vendor. You can retrieve vendors by ID, name, or phone number. You can also click  to query.


- 1.3 Click the Name box and enter a name for Haworth Lynx.
- 1.4 Click the drop-down menu in the Comm box and select Haworth Lynx.
- 1.5 Click .

2. Set PSN parameters.

- 2.1 Click . The Supply Options dialog box opens.

- 2.2 In the Location box, enter a G/L location, or accept the default of 1.





Note: For information on setting up multiple locations, see the heading **Setting Up Multiple Locations**.

- 2.3 In the Destination ID box, type **HAWORTHLNX**.
 - 2.4 In the Sign On ID box, enter your sign on ID for Haworth Lynx.
 - 2.5 In the Sign On Pass box, enter your sign on password for Haworth Lynx.
 - 2.6 From the Supported Features list, click Purchase Order.
 - 2.7 Click Exit.
3. Click .

Setting Up Furniture Contracts

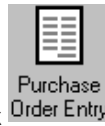
If you previously set up your furniture contracts, go to the heading **Setting Up P/O Communication Defaults**. If you have not set up your furniture contracts, use the Furniture Contract Maintenance dialog box to create a furniture contract.



1. From the Master Menu, double-click  Vendor.
2. In the Vendor Master tab, click  to retrieve your Haworth Lynx vendor.
3. In the Vendor window, click  to open the Furniture Contract Maintenance dialog box.
4. Click  to add a new contract.
5. In the Contract ID box, enter the new contract number.
6. If the contract has an expiration date, enter it in the Exp Date box. Enter the date all in one string, such as 123120.
7. Press Enter and the date displays as 12/31/2020.
8. To add a description for this contract, click the Description box and enter it.
9. Continue adding all eligible contracts for Haworth Lynx. If a contract is specific to a particular customer, you can enter their ECI account number and/or department. Start typing in the Account box to open the Customer Query box.
10. When finished, click OK.
11. At the Save Changes prompt, click Yes. The cursor returns to the Vendor window and the contract information you specified is saved.

Setting Up P/O Communication Defaults

To place an order with Haworth Lynx, you must set up default parameters in the Communicate P/Os window. These parameters include information such as an account number, contract or bid number, and bill-to address. These parameters are defaults only and can be overridden when you send the P/O to Haworth Lynx.



1. From the Master Menu, double-click **Purchase Order Entry**. The Purchase Order Entry Master tab opens.
2. In the Action Code drop-down menu, click **Communicate**. The Communicate P/Os window opens.
3. From the Vendor Type grid, click **Haworth Lynx**.
4. Click the View menu and select **Default Vendor Options**. The Communication Options dialog box opens. Be sure **Haworth Lynx** is the vendor selected in the Vendor drop-down menu.
5. In the Header Information section, the required default options are listed in bold on the left side of the window. You must enter a value in all of these boxes before any information can be transmitted to Haworth Lynx. You must also enter a due date.

If you do not set any defaults, each time you build a P/O for Haworth Lynx, you must manually enter the information. To set defaults, click a box name and enter a value. Box names in bold are required.

Set up the following recommended defaults.

- 5.1 In the Contract box, set the default contract number. To look up a contract number, click the box and then click

Options	Value
Transaction Type	Normal Order
Dealer Number	Z1093
Contract Number	50090
Contract Option	AA
Currency	USD
Order Type	REGULAR
Bill Type	DEALER
BillTo Code	Z1093
ShipTo Code	Z1093
SoldTo Code	Z1093
SoldTo Contact	JOHN SMITH
SoldTo Contact Ph	8009583300
BillTo Name	ECI/DDMS
BillTo Address	4400 ALLIANCE GATEWAY FRW
BillTo Suite	SUITE 154
BillTo City	FORT WORTH
BillTo State	TX
BillTo Zip	76177
Call Before Del	
ShipTo Contact	MELISSA
ShipTo Contact Ph	8009583301
ShpTo Name	ECI/DDMS
ShpTo Address	4400 ALLIANCE GATEWAY FRW
ShpTo Suite	SUITE 154
ShpTo City	FORT WORTH
ShpTo State	TX
ShpTo Zip	76177

5.2 In the Order Type box, enter one of the following codes:

N	Normal
R	Rush/Start it up Rush
NG	Normal GSA
RG	RUSH GSA
NM	Mockup
NA	Completion/Warranty
RD	Dealer Display Rush
NL	Normal International Mockup
RM	Rush
RL	RUSH International
ND	Showroom Order
RP	Major Projects rush
C	Start it up Normal
NP	Major Project

5.3 In the S Code box, enter your account number with Haworth Lynx as the sold to company code.

5.4 In the S Comp Name box, enter the name of your company as the sold to company name.

5.5 In all of the S boxes, enter your company's billto address.

5.6 In the ST Code box, your shipto code with Haworth Lynx should default.

5.7 In all of the ST boxes, enter your company's warehouse address where the shipment is to be delivered. If there is an alternate shipto address on the purchase order, the system populates these boxes with the customer's ship to address from the ticket.

5.8 In the Output Path box, enter the shared folder in your network. This should match the Outbound Volume/Folder field in the (L6X) PSN Parameter screen. Enter the true network path as \\ddmserver name\path. For example, a valid path is \\ddmserver\ddms\w2.

5.9 In the Input Path box, enter the shared folder in your network. This should match the Inbound Volume/Folder field in the (L6X) screen. Enter the true network path as \\ddmserver name\path. For example, a valid path is \\ddmserver\ddms\w2.

6. Click .

7. At the Save Vendor Option Changes prompt, click Yes. A message displays that confirms the vendor options have been updated.

8. Click OK.

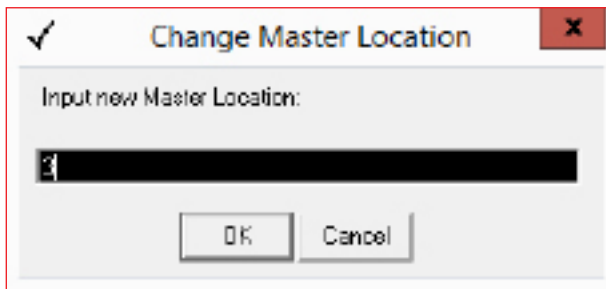
Setting Up Multiple Locations (Optional)

If you have multiple locations that need to transmit P/Os electronically to Haworth Lynx, you must set up the Vendor Supply Options and Default Communication parameters for each specific location. If you do not have multiple locations or have previously set up multiple locations to transmit to Haworth Lynx, go to the heading **Sending Quotes to Haworth Lynx**.

Changing the Location

Before you can set up Vendor Supply Options and Default Communication parameters for multiple locations, you must change the location in DDMSPLUS.

1. From the Master Menu, click the current location in the bottom-left corner of the screen. The Change Master Location dialog box opens.
2. In the Input Master Location box, enter the number of the new location, 3 for example.



3. Click OK.

Setting Vendor Supply Options for Multiple Locations

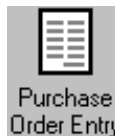
To set up each new location, set the supply options based on the location:



1. From the Master Menu, double-click **Vendor**.
2. Make sure Haworth Lynx is your selected vendor.
3. Click . The Supply Options dialog box opens.
4. Click the Location box and enter the same G/L location you used in **Step 2** in the heading **Changing the Location**.
5. In the Destination ID box, type **HAWORTHLNX**.
6. From the Supported Features menu, click Purchase Order.
7. Click Exit.
8. Click .

Setting Up P/O Communication Defaults for Multiple Locations


To place an order with Haworth Lynx, you must set up default parameters in the Communicate P/Os window. These parameters are defaults only and may be overridden when you send the P/O to Haworth Lynx.



1. From the Master Menu, double-click **Purchase Order Entry**. The Purchase Order Entry Master tab opens.
2. In the Action Code drop-down menu, click Communicate. The Communicate P/Os window opens.
3. From the Vendor Type grid, click Haworth Lynx.

4. Click the View menu and select Default Vendor Options. The Communication Options dialog box opens.
5. Make sure Haworth Lynx is the vendor selected in the Vendor drop-down menu.
6. In the Header Information section, the required default options are listed in bold on the left side of the window. You must enter a value in all of these boxes before any information can be transmitted to Haworth Lynx.

If you do not set any defaults, each time you build a P/O for Haworth Lynx, you must manually enter the information.

7. To set defaults, click a box name and enter a value. Box names in bold are required.
8. Click .
9. At the Save Vendor Option Changes prompt, click Yes. The updated vendor options are saved.
10. At the Confirmation message, click OK.

Sending Quotes & Receiving Quote Acknowledgments

In addition to transmitting and receiving P/Os, you can transmit quotes to Haworth Lynx. This option allows reviewing the pricing information before actually building and transmitting the P/O. The Communicate P/Os window automatically opens from Furniture Order Entry so you can easily transmit and receive quotes using less keystrokes.

You can return to Furniture Order Entry and change the quote and resend it to Haworth Lynx as often as needed. Unlike a purchase order, instead of updating acknowledgment dates, you can update costs, list prices, and selling price information. Once the quote has been accepted, you can build and transmit the P/O, as well as receive the P/O acknowledgment.

You can send quotes using the following two methods:

- You can begin placing a sales order and send the information to Haworth Lynx as a quote.
- You can begin placing a quote and send the quote information to Haworth Lynx.

Setting Furniture Profile Settings

You can begin placing a sales order but retain the ability to send a quote to Haworth Lynx by setting a default option in the Furniture Profile Settings dialog box. If you select this option, the system displays the Build PO or Send Quote box in the Order Totals tab. When the Purchase Order Info dialog box opens, you can click Send Quote.



1. From the Master Menu, double-click **Order Entry**. The Order Entry window opens.
2. If the window does not default to Furniture Order Entry, click the Order Style drop-down menu and click Furniture.
3. Click the Action Code drop-down menu and select Order.
4. Click Furniture Profile Settings. The Furniture Settings dialog box opens.

- In the Default Options section, check the Send Quote at End of Order box. This option gives you the ability to send a quote when a sales order is ended in the Order Totals tab. If you select this option, the system displays the Build PO or Send Quote box in the Order Totals tab.

- Click OK.

Beginning a Sales Order to Send as a Quote to Haworth Lynx

You can begin placing a sales order but transmit the order as a quote to Haworth Lynx. Once the order becomes a quote, it can be built and sent as you normally would a P/O in Furniture Order Entry.

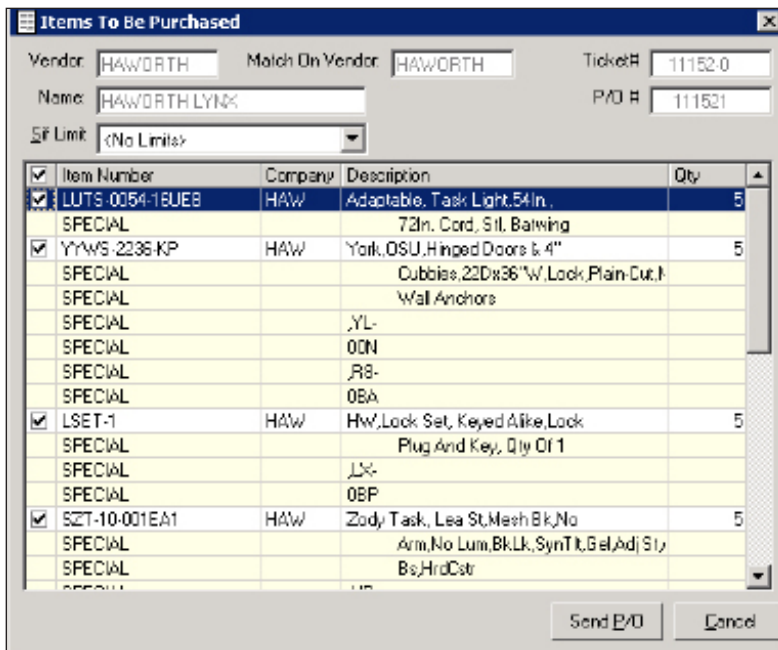


- From the Master Menu, double-click **Order Entry**.
- From the Order Style drop-down menu, click Furniture.
- Click the Action Code drop-down menu and select Order.
- Continue placing the sales order as you normally would.
- When all the furniture items have been added to the order, click the Order Totals tab. The Order Totals tab opens.

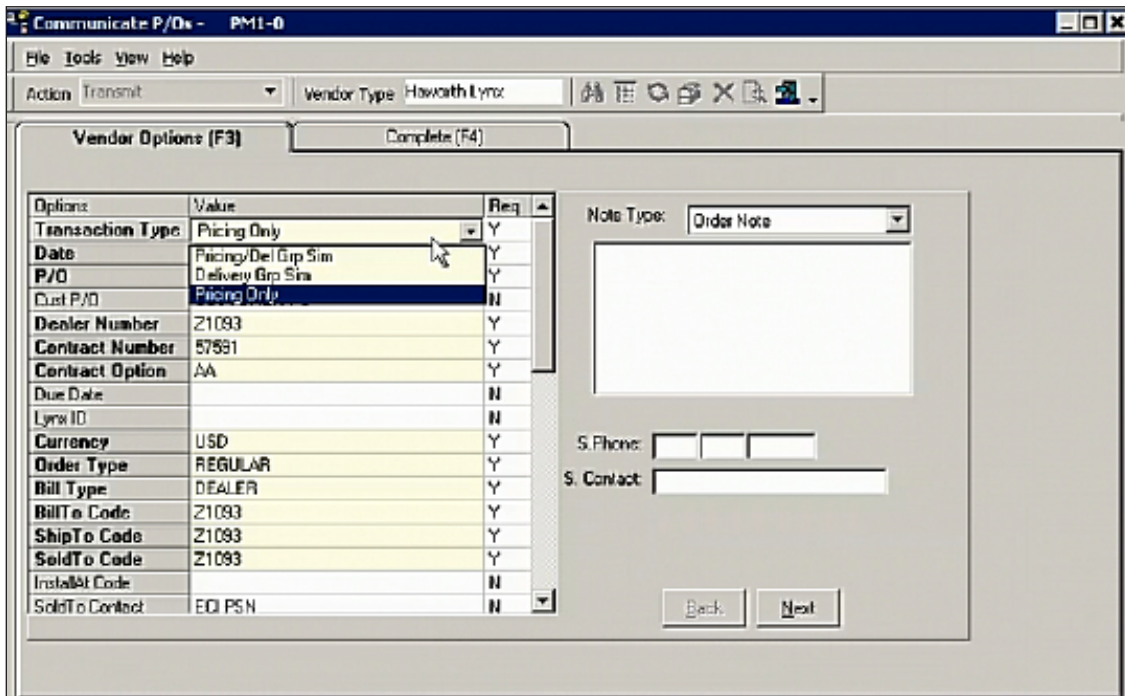
- To send the sales order to Haworth Lynx as a quote, click Build P/O or Send Quote.

Copies	Format Type	Format	Printer
1	Print Ticket	PT	
1	Pro Forma	PF	
1	Acknowledgment	AT	
1	Delivery	DT	
1	Install Ticket	IT	
1	Quote		
1	Invoice	FD	
1	PIC's	POSTP	
1	Excise Bpt		

- Click Accept Order.
- When the Purchase Order Information dialog box opens, make any necessary changes. When finished, click Send Quote.
- Click Accept.
- In the Items to Be Purchased dialog box, click the box to the left of the Item Number box to select all items shown. To select individual items, click each item to include.
- When finished, click Send Quote. The system uses the number shown in the Ticket # box when transmitting the Quote information to Haworth Lynx.



12. At the Finished Adding Items message, click OK. The Communicate P/Os window opens.
13. When sending quotes, the Vendor Options tab displays different settings. For example, in the Transaction Type box, you can click the drop-down menu to select Pricing Only, Delivery Group Simulation, or Pricing & Delivery Group Simulation. Change the vendor options, as necessary.



Note: You can also set default vendor options when sending quotes. To do so, click the View menu and select Default Vendor Options.

14. When finished setting options, click Next. The Complete tab opens.
15. When you are ready to build, click Build. The quote information is sent to Haworth Lynx.

Beginning a Quote to Send to Haworth Lynx

You can create and send quotes to Haworth Lynx in Furniture Order Entry.



1. From the Master Menu, double-click **Order Entry**.
2. From the Order Style drop-down menu, click Furniture.
3. Click the Action Code drop-down menu and select Order.
4. Select the customer for this furniture quote.
5. Click the Pay Code drop-down menu and select Quote.
6. Continue placing the quote as you normally would.
7. When all the furniture items have been added to the quote, click the Order Totals tab.
8. Because you have created a quote and not a sales order, the Build P/O or Send Quote box is replaced with Send Quote. Click the Send Quote box to send the quote to the Haworth Lynx.

Copies	Format Type	Format	Printer
1	Fac Ticker	FT	1
1	Pro Forma	FP	1
1	Acknowledgme	AT	1
1	Delvewy	DT	1
1	Instal Ticker	IT	1
1	Quote		
1	Invoice	FD	1
1	P/O's	POSP	1
1	Excise Exp		

9. Click Accept Order.

10. In the Purchase Order Information dialog box, make any necessary changes.

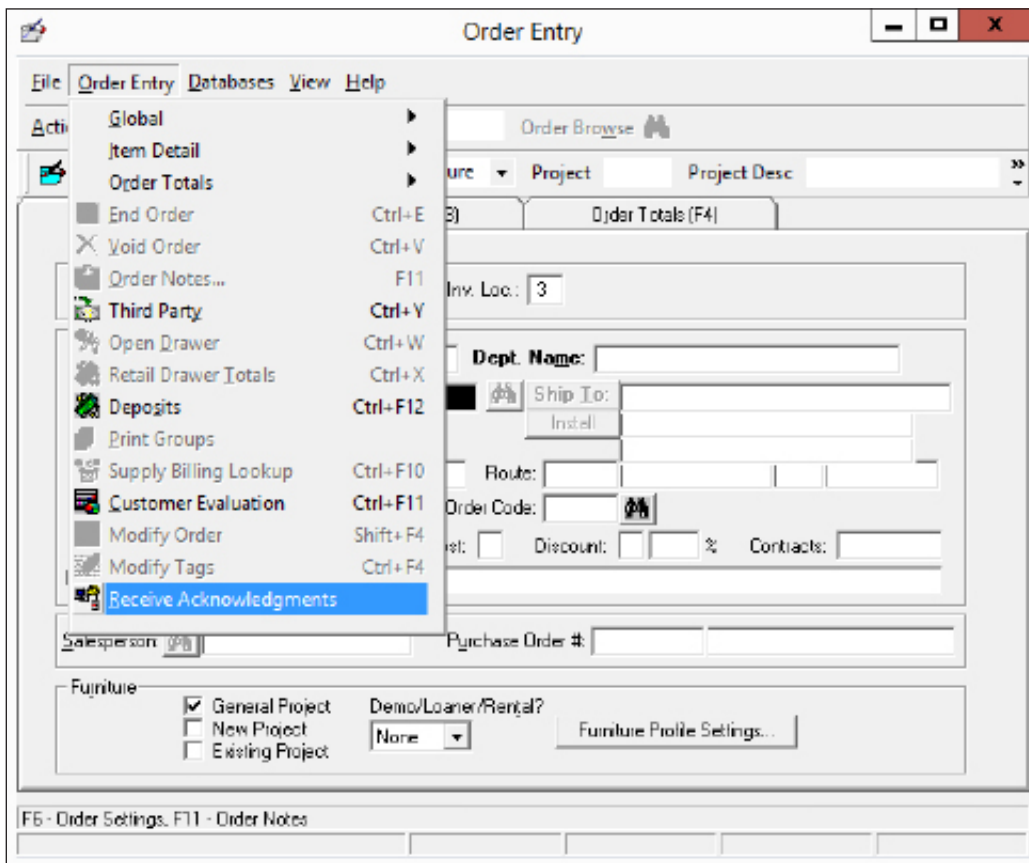
11. When finished, click Accept.
12. When the Items to Be Purchased dialog box opens, select the items to include and click Send Quote.
13. At the Finished Adding Items message, click OK. The Communicate P/Os window opens.
14. In the Vendor Options tab, make any necessary changes.
15. When you finish, click Next. The Complete tab opens.
16. When you are ready to build, click Build. The quote information is sent to Haworth Lynx.

Receiving Quote Acknowledgments

You can receive quotes without leaving the Furniture Order Entry window. You can also receive multiple quotes at once. Unlike receiving purchase orders, when receiving quotes, you don't update the acknowledgment dates. However, you have the ability to update the cost, list price, and sell price.



1. From the Master Menu, double-click **Order Entry**.
2. From the Order Style drop-down menu, click Furniture.
3. Click the Order Entry menu and select Receive Acknowledgments.



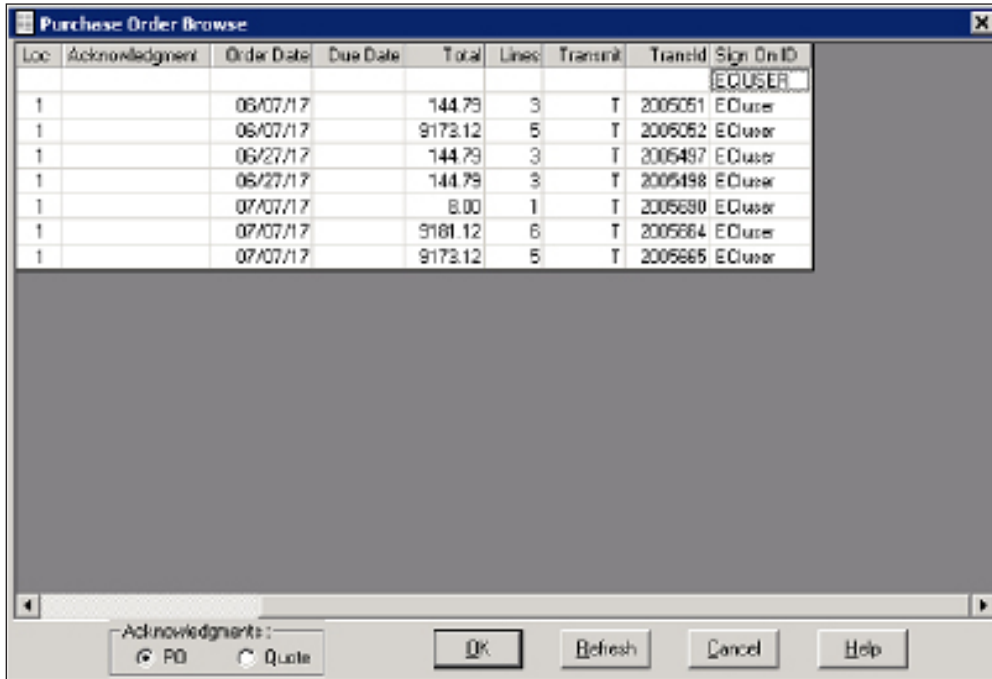
4. The Communicate P/Os window automatically opens, displaying the Vendor Info tab. Select the vendor for whom to receive an acknowledgment.
5. In the Acknowledgements section, click Quote. The dialog box changes to display only quotes.

Mark	PO #	Vendor #	Vendor Name	Loc	Acknowledgment	Order Date	Due Date	Total
<input type="checkbox"/>								
<input type="checkbox"/>	30985-0	HAWORTHUNX	HAWORTH LYNX PSN	1		05/19/17		18.99
<input type="checkbox"/>	30993-0	HAWORTHUNX	HAWORTH LYNX PSN	1		05/19/17		1146.87
<input type="checkbox"/>	30999-0	HAWORTHUNX	HAWORTH LYNX PSN	1		05/22/17		5580.62
<input type="checkbox"/>	DE2-0	HAWORTHUNX	HAWORTH LYNX PSN	1		06/02/17		262.78
<input type="checkbox"/>	PM1-0	HAWORTHUNX	HAWORTH LYNX PSN	1		06/02/17		141.39
<input type="checkbox"/>	DJK9-0	HAWORTHUNX	HAWORTH LYNX PSN	1		06/02/17		141.39
<input type="checkbox"/>	FUN3-0	HAWORTHUNX	HAWORTH LYNX PSN	1		05/30/17		141.39
<input type="checkbox"/>	Hw77-0	HAWORTHUNX	HAWORTH LYNX PSN	1		06/01/17		141.39
<input type="checkbox"/>	31016-0	HAWORTHUNX	HAWORTH LYNX PSN	1		05/26/17		144.79
<input type="checkbox"/>	31028-0	HAWORTHUNX	HAWORTH LYNX PSN	1		06/01/17		144.79
<input type="checkbox"/>	31032-0	HAWORTHUNX	HAWORTH LYNX PSN	1		06/02/17		144.79
<input type="checkbox"/>	FURN8-0	HAWORTHUNX	HAWORTH LYNX PSN	1		06/01/17		262.78

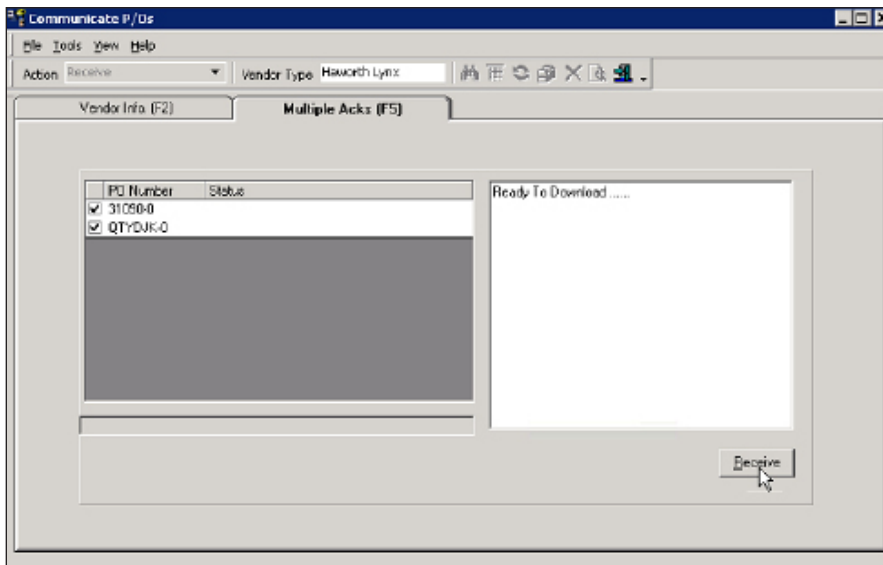
Acknowledgments:
 PO Quote


Buttons: OK, Refresh, Cancel, Help

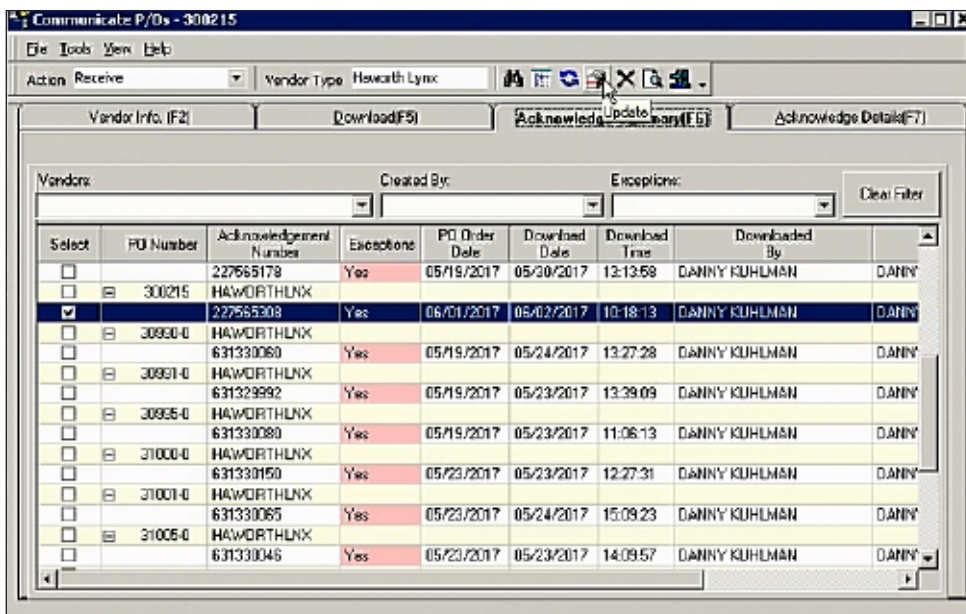
- In the Purchase Order Browse window, you can also limit to view a specific user, such as the individual who sent the quote. To do so, click the first Sign On ID box and enter the user's ID. The window refreshes, displaying quotes for the user ID you specified.



- Check the first Mark box to select all quotes shown, or click the Mark box beside each quote for which to receive an acknowledgment. You can select as many quotes as necessary.
- When finished, click OK.
- In the Vendor Info tab, click Next.
 - If you selected to receive one quote, the Download tab opens. Click Download to receive the quote acknowledgment.
 - If you selected to receive more than one quote, the quotes you selected display in the Multiple Acks tab. Click Receive.



10. Once the download is complete, you can update the cost, list price, and selling price, if necessary. To do so, click the Acknowledge Summary tab.
11. Check the first Select box to update all line items, or click each individual line item to update.
12. Click .



13. In the Update PO dialog box, click OK. The quotes or sales orders you selected are updated. You can continue to transmit and receive the quote or sales order from Haworth Lynx, updating the information as many times as necessary.

Note: Acknowledgment files are archived on your DDMSPLUS server in the Inbound folder specified under Vendor options. We recommend you purge the Inbound and Outbound paths regularly.

Building, Transmitting, & Receiving P/Os

When you are ready, you can build the P/O. You can then transmit the P/O and receive the P/O acknowledgment. You can perform the following functions from the Furniture Order Entry window:

- Releasing the quote to an order (if necessary)
- Building the P/O
- Receiving purchase order acknowledgments

If you began by creating a sales order and sending it to Haworth Lynx as a quote, it is not necessary to release the quote to an order. Go to the Order Entry window and retrieve the sales order as you normally would. Go to the heading **Building the P/O**.

Releasing a Furniture Quote to an Order

If you created a quote, before you can build the P/O and transmit it to Haworth Lynx, you must first release the quote to an order.



1. From the Master Menu, double-click **Order Entry**.
2. Click the Action Code list box, and click Release.
3. In the Order Release dialog box, enter the quote number in the Quote # box. Press Enter. You can also click to query.

4. Make any necessary changes to the quote. For details, see your online documentation. When finished, click Release.

Note: Once you click Release, information you specified in the Order Release dialog box is used when creating the order.

5. If you did not specify to release the entire order, the Release Line Item Selection dialog box opens listing all the items on the order. To change the ordered or shipped quantities, or the item price, enter the information and click OK.
6. The cursor returns to the Item Detail tab so you can add more items, if needed.

Building the P/O



1. From the Master Menu, double-click **Order Entry**.
2. From the Order Style drop-down menu, click Furniture.
3. Click the Action Code drop-down menu and select Order.
4. Continue building the P/O as you normally would. Then, click the Order Totals tab.
5. Click the Build P/O or Build P/O or Send Quote box. The Purchase Order Info dialog box opens.
6. Verify the correct vendor is shown in the Vendor box. To change it, enter the vendor's name or account number over the existing vendor, or click to open the Vendor Query dialog box.
7. Check the PO box to send a purchase order to Haworth Lynx.

Purchase Order Info

Vendor: HAWORTH Match: HAWORTH Contact: _____

Name: HAWORTH LYNX Phone: - -

Address: _____ Remit. Phone: - -

City: _____ Fax: - -

Account#: _____ Last P/O: _____

Current P/O: _____

Next P/O Number: 111521 P/O Comments...
 Ship Date: _____ Ack #: _____ Send: Quote Global Info

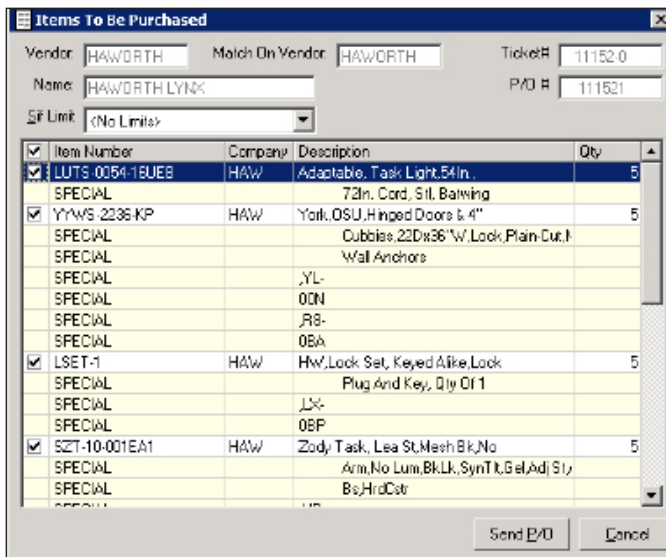
Please Drop Ship the Following Order To End the P/O Accept
 Ship To... ECI Use Pick Cost Delete
 Customer SUITE 154 Vendor Contracts: _____
 Dealer 4400 ALLIANCE GATEWAY FWY To: _____
 Vendor FORT WORTH TX 76177 Cancel

Existing Purchase Orders

Vendor Nbr.	P/O Nbr.	Due Date	Ship to	Ended

8. You can also specify information for this purchase order, including the following:
 - **P/O Number:** Enter the purchase order number.
 - **Ship Date:** This is the date sent to Haworth Lynx as Requested Delivery Date.

- **Ship To:** Enter the shipping address to which to ship items on the purchase order.
 - **End the P/O:** Check this box to end the P/O before you can transmit it to Haworth Lynx.
9. To add shipping information, do the following:
 - 9.1 Click P/O Comments. The Order Notes dialog box opens.
 - 9.2 In the Start of Order box, you can designate notes to appear as Top Level notes when sent to Haworth Lynx. Use the drop-down menu to select the type of note. You can select P/O, Shipping Attention, Shipping Instruction, or Shipping Tag.
 - 9.3 Enter the note in the Start of Order box.
 10. To view global information, do the following:
 - 10.1 Click Global Info. The system displays information for the vendor (manufacturer). You can use this dialog box to specify a vendor contract.
 - 10.2 If you don't know the vendor contract, click to open the Furniture Contract dialog box.
 - 10.3 Use this dialog box to enter a P/O description, a category code, and any comments.
 - 10.4 To exclude a P/O from being transmitted to Haworth Lynx, check the Exclude from Transmit P/O box.
 - 10.5 Click OK. The cursor returns to the Purchase Order Information dialog box.
 11. When you finish entering information, click Accept. The Items to Be Purchased dialog box opens. The system automatically checks the items that match the vendor alias and displays them in this box. Select the items to include.
 12. You can use this dialog box to limit to a specific SIF file. To do so, click the SIF Limit drop-down menu and click the SIF file by which to limit this P/O.
 13. Click Send P/O.



14. At the Finished Adding Items to P/O message, click OK.

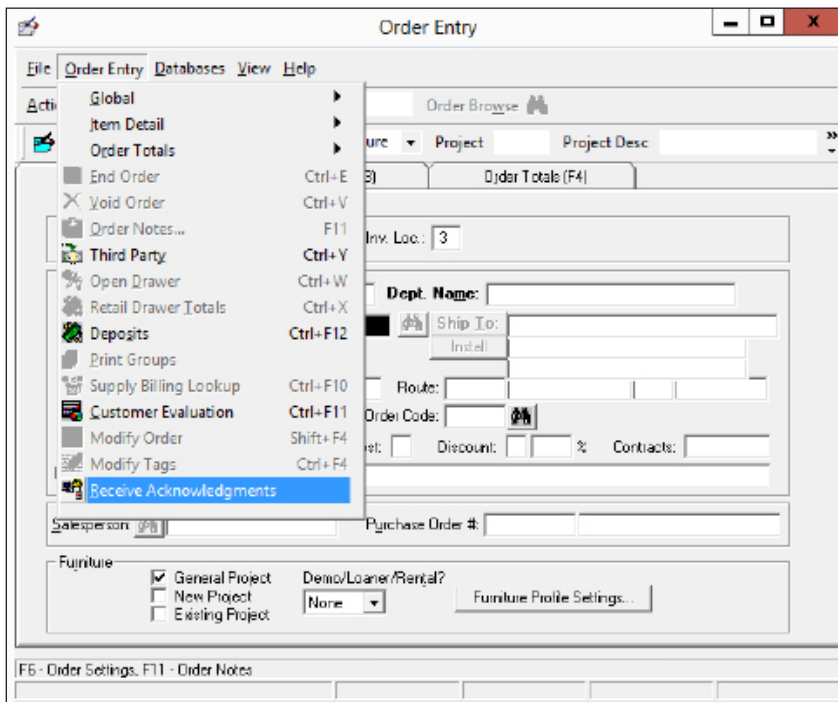
15. The Purchase Order Information dialog box reopens for every vendor alias match on the order. After you select the vendor, enter the appropriate information. When the Items to Be Purchased dialog box reopens, select the items to purchase and click Send P/O.
16. When all the items on the order are on a P/O, the Finished Adding Items to P/O # message displays. Click OK.

Receiving Purchase Order Acknowledgments

You can receive acknowledgments without leaving the Furniture Order Entry window:

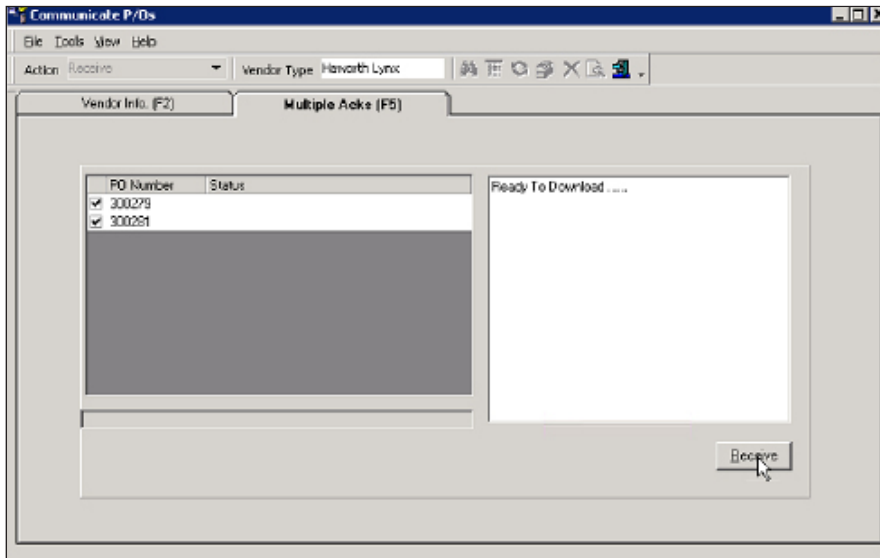


1. From the Master Menu, double-click **Order Entry**.
2. From the Order Style drop-down menu, click Furniture.
3. Click the Order Entry menu and select Receive Acknowledgments.

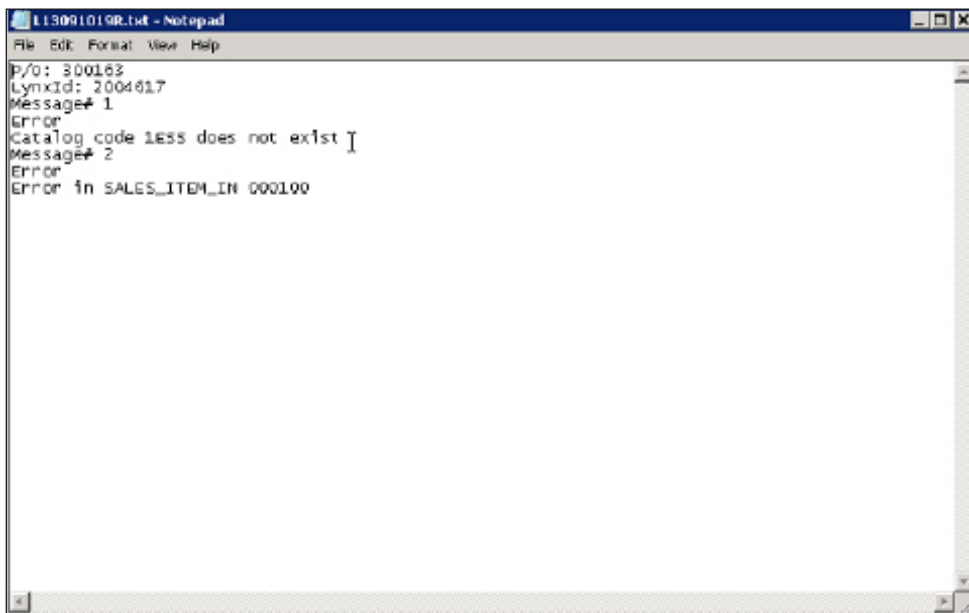


4. The Communicate P/Os window automatically opens, displaying the Vendor Info tab. Select the vendor for whom to receive an acknowledgment.
5. In the Purchase Order Browse window, you can limit to view a specific user, such as the individual who sent the P/O. To do so, click the first Sign On ID box and enter the user's ID. The window refreshes, displaying purchase orders for the user ID you specified.
6. Check the first Mark box to select all purchase orders shown or click the Mark box beside each P/O for which to receive an acknowledgement. You can select as many purchase orders as necessary.
7. When finished, click OK.
8. In the Vendor Info tab, click Next.

- If you selected one P/O to receive, the Download tab opens. Click Download to receive the acknowledgment.
- If you selected to receive more than one P/O, the purchase orders you selected display. Click Receive.



9. The system displays the status as the purchase orders are received. If there is an error, the system displays a message in a Microsoft® Windows Notepad window. When finished viewing, close the window.



10. At this point, you can update the cost, list price, and sell price on the purchase order, if needed. To do so, click the Acknowledge Summary tab and select the P/O to update.
11. Click the Acknowledge Details tab.

12. The Update Cost, Original Price and Acknowledgement Price boxes display the cost and pricing information. If you did not update the cost and prices from Haworth Lynx when receiving the quote, you can now update the purchase order with the cost and price from Haworth Lynx. Check the first Select box to update all line items, or click each individual line item to update.

13. Click .

14. In the Update PO dialog box, click OK. The system updates the cost and price, as well as the acknowledgment dates.

Note: Acknowledgment files are archived on your DDMSPLUS server in the Inbound folder specified under Vendor options. We recommend you purge the Inbound and Outbound paths regularly.

Using the Haworth Lynx Site

You can go to <https://lynx.haworth.com/> and log in to view information, including a quote's status, for example. You receive your user name and password from Haworth Lynx. For more details on using this site, see Haworth Lynx's documentation.

