



SUPPLIER REGISTRATION

Managing Purchase Order

Abstract

This job aide will show you how to view and acknowledge a purchase order.

PPL Supplier Enablement Team
[Email address]

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Overview

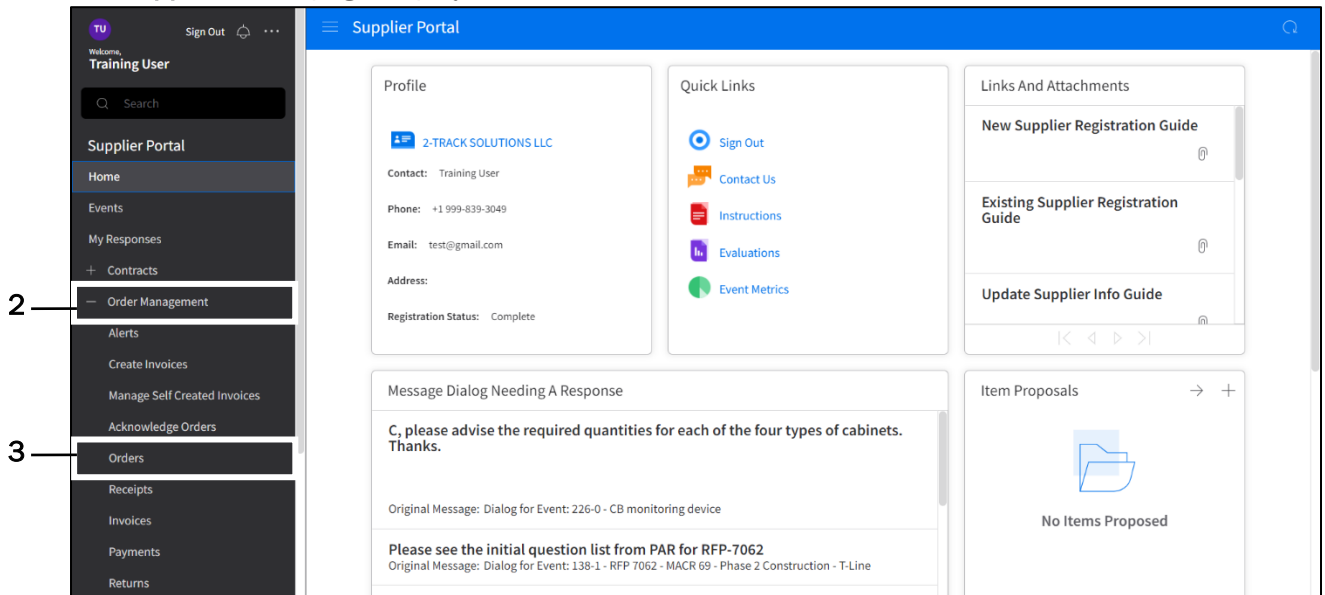
Infor serves as the modern solution for work management, contract, and invoice processing. This document is intended to provide you with a step-by-step guidance on how to view and acknowledge a purchase order.

By reading this document at its entirety you will be able to:

- View a purchase order
- Acknowledge a purchase order

Viewing the Purchase Order

1. Enter the Username and Password and click the **Sign On** button. The **Supplier Portal** page displays.



2. Click **Order Management**

- 3. Click **Orders**.
The **Orders** page displays.
Dashboard tab allows you to search and filter orders.

Enter a purchase order in the search field.

Click the **Filter Search** icon to view fields you can use to refine your search.

The screenshot shows the 'Orders' dashboard with a sidebar on the left containing navigation options like 'Supplier Portal', 'Home', 'Events', 'My Responses', 'Contracts', 'Order Management', 'Alerts', 'Create Invoices', 'Manage Self Created Invoices', 'Acknowledge Orders', 'Orders', 'Receipts', 'Invoices', 'Payments', and 'Returns'. The main area displays a list of purchase orders with columns for 'Purchase Order Number', 'Total', and 'Date'. A callout box points to the search field with the text 'Enter a purchase order in the search field.' Another callout box points to a filter icon with the text 'Click the Filter Search icon to view fields you can use to refine your search.' Below the list, a detailed view of a purchase order (1000020510) is shown, including fields for 'Purchase Order Total', 'Purchase Order Date', 'Purchase From Location', 'Company', 'Delivery Date', 'Ship To Location', and 'Buyer'. A 'Filter Search' icon is also visible in the top right corner of the dashboard.

All Orders Start A Dialog

Q Purchase Order Number

Company
[] [Q]

Purchase Order
[]

Buyer
[] [Q]

Purchase From Location
[A] [] [Q]

Total
[]

Status
[A] []

Purchase Order Date
[] []

Default Delivery Date
[] []

Ship To

Clear Search

Open Orders tab displays purchase orders you are expected to deliver.

Click **View Purchase Order Details** to view details about the selected purchase order.

	Purchase Order	Date	Delivery Date	Amount	Currency	Number Of...	Status	Reference 1	Reference 2	Rush Order
<input type="checkbox"/>	1000013290	6/17/2015	6/16/2022	4,652.00	USD	1	Released	09001923		No
<input type="checkbox"/>	1000020414	2/18/2022	2/23/2022	175.00	USD	2	Emailed			No
<input type="checkbox"/>	1000020415	2/18/2022	2/24/2022	175.00	USD	2	Emailed			No
<input type="checkbox"/>	1000020430	2/24/2022	3/2/2022	100.00	USD	1	Printed			No
<input type="checkbox"/>	1000020510	3/4/2022	3/9/2022	131.60	USD	1	Released revision	test		No

Select to scroll to next and previous record.

Purchase Order 1000013290 Details

Purchase Order Total: 4,652.00 USD

Vendor Location: 01 - PPL - LINCROFT NJ

Ship To Location: TBD - Conversion Location

Reference 1: 09001923

Lines

Line	Item	Description	Vendor Item	Quantity	UOM	Unit C...	Delivery ...	Ship To	Ship To Name
1	4370-GPS TRACKING SERVICES	Service Contract Line	4370-GPS TRACKING SERVICES	4,652.000	DO	1.000	6/16/2023	TBD	Conversion Location

Orders Not Received tab displays purchase orders shipped but not delivered.

Supplier Portal

Orders

Shipments Not Received

	Purchase Order	Date	Delivery Date	Amount	Currency	Delivery Days	Overdue	Reference 1	Reference 2	Rush Order
<input checked="" type="checkbox"/>	1000020414	2/18/2022	2/23/2022	175.00	USD	-15	Yes			No
<input type="checkbox"/>	1000020430	2/24/2022	3/2/2022	100.00	USD	-8	Yes			No
<input type="checkbox"/>	1000020510	3/4/2022	3/9/2022	131.60	USD	-1	Yes	test		No

Open Order Lines tab displays individual line items that need to be delivered.

Supplier Portal

Orders

Open Order Lines

	Expected D...	Purchase Order	Purchas...	Item	Vendor Item	Description	Remaini...	UOM	Rush Or...
<input type="checkbox"/>	2/23/2022	1000020414	1	0000000259	0000000259	SWITCH, TEMPERATURE, ... 300-700 DEG F	5	EA	No
<input type="checkbox"/>	2/23/2022	1000020414	2	TESTINV218	TESTINV218	TESTINV218	5,000	EA	No
<input type="checkbox"/>	3/2/2022	1000020430	2	TESTINV218	TESTINV218	TESTINV218	5,000	EA	No
<input type="checkbox"/>	3/9/2022	1000020510	1	TEST34	TEST34	Test34	1,000	EA	No

Acknowledging Purchase Order

- Enter the Username and Password and click the **Sign On** button.
The **Supplier Portal** page displays.

- Click **Order Management**
- Click **Acknowledge Orders**.

The **Order Available For Acknowledgement** page displays.

Purchase Order	Date	Delivery Date	Amount	Currency	Number Of ...	Status	Reference 1	Reference 2	Dialog
1000013290	6/17/2015	6/16/2023	4,652.00	USD	1	Released	09001923		
1000020414	2/18/2022	2/23/2022	175.00	USD	2	Emailed			
1000020415	2/18/2022	2/24/2022	175.00	USD	2	Emailed			
1000020430	2/24/2022	3/2/2022	100.00	USD	1	Printed			
1000020510	3/4/2022	3/9/2022	131.60	USD	1	Released revision	test		

- Select the purchase order to acknowledge.
Note: Click on **Start Dialog** if you want to send a message to the Buyer about the selected purchase order.

Create Supplier Message And Dialog

Purchase Order Buyer
1000020414 : 302443 - Daniel Cecchetti

Message *

Attachment

Priority
Normal Response Required

Cancel Submit

Enter your message, select a priority (Normal is the default) and choose if a response is required. Then click **Submit**. You can also add an attachment.

8. Click **Create Acknowledgement**.

Purchase Order	Date	Delivery Date	Amount	Currency	Number Of ...	Status	Reference 1	Reference 2	Dialog
1000013290	6/17/2015	6/16/2023	4,652.00	USD	1	Released	09001923		
1000020414	2/18/2022	2/23/2022	175.00	USD	2	Emailed			
1000020415	2/18/2022	2/24/2022	175.00	USD	2	Emailed			
1000020430	2/24/2022	3/2/2022	100.00	USD	1	Printed			
1000020510	3/4/2022	3/9/2022	131.60	USD	1	Released revision	test		

The **Purchase Order Lines to Acknowledge** page displays.

The screenshot displays the 'Purchase Order Lines To Acknowledge' interface. The header includes 'Purchase Order Lines To Acknowledge', 'Return To List', and 'Finish Acknowledgements'. The company is '2041 - PPL Distribution' and the purchase order is '1000020414'. The table below shows the following data:

Purchase Order Line	Vendor Item	Ordered Quantity	UOM	Unit Cost	Delivery Date
1	0000000259	5.0000	EA	15.000	2/23/2022
2	TESTINV218	5.0000	EA	20.000	2/23/2022

The left sidebar contains the following navigation items: Home, Events, My Responses, + Contracts, - Order Management, Alerts, Create Invoices, Manage Self Created Invoices, **Acknowledge Orders**, Orders, Receipts, Invoices, Payments, and Returns.

You can make changes to the purchase order from this page. If changes are made, a message is generated to the Buyers and they must acknowledge and accept the changes.

10. Click **Finish Acknowledgement**.