

# 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]

**Business Use** 

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**Business Use** 

### 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.

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3—	Acknowledge Orders Orders Receipts Invoices Payments Returns	C, please advise the required quantities for each of the four types of cabinets. Thanks. Original Message: Dialog for Event: 226-0 - CB monitoring device Please see the initial question list from PAR for RFP-7062 Original Message: Dialog for Event: 138-1 - RFP 7062 - MACR 69 - Phase 2 Construction - T-Line	No Items Proposed

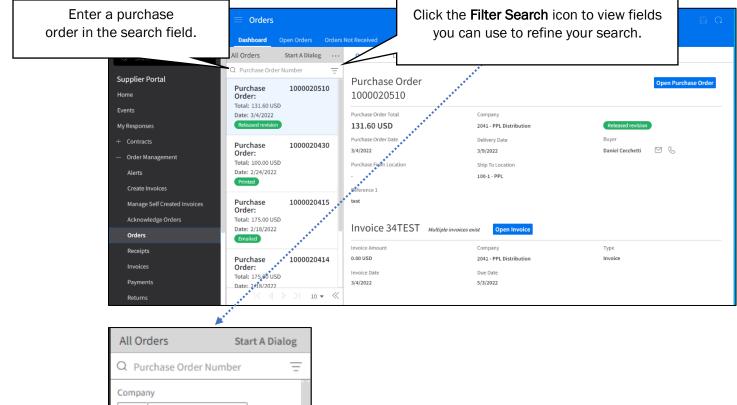
2. Click Order Management



### 3. Click Orders.

The **Orders** page displays.

Dashboard tab allows you to search and filter orders.



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Purchase Order		
= •		
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= •	Q=	
Purchase From Location		
[A] ¥	Q=	
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[A] <b>v</b>		
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Open Orders tab displays purchase orders you are expected to deliver.



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Wetcome, Training User	Dashboa	rd Open Orders	Orders Not Receive	ed Open Order Li	ines Closed	Orders					
Q Search	Shipmen	ts Not Received							🗁 Vie	w Purchase Orde	er Details 🕠
Supplier Portal	=	Purchase Order	Date	Delivery Date	Amount	Currency	Delivery Days	Overdue	Reference 1	Reference 2	Rush Order
Home		1000020414	2/18/2022	1 2/23/2022	175.00		-15	Yes			No
		1000020430	2/24/2022	() 3/2/2022	100.00		-8	Yes			No
Events		1000020510	3/4/2022	() 3/9/2022	131.60	USD	-1	Yes	test		No
+ Contracts - Order Management Alerts Create Invoices Manage Self Created Invoices Acknowledge Orders											
Orders											
Receipts											
Invoices											
Payments											
Returns					15 - 51	$ \rangle > $					20 🔻

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

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

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Welcome, Training User	Dashb	ooard Open	Orders Orders	s Not Receive	d Open Order	Lines Closed (	Orders			
Q Search	Open C	Order Lines								6
Supplier Portal		Expected D	Purchase Order	Purchas	Item	Vendor Item	Description	Remaini	UOM	Rush Or
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Events		3/2/2022	1000020430	2	TESTINV218	TESTINV218	TESTINV218	5.000		No
My Responses		3/9/2022	1000020510	1	TEST34	TEST34	Test34	1.000	EA	No
Contracts     Order Management     Alerts     Create Invoices     Manage Self Created Invoices     Acknowledge Orders     Orders										
Receipts Invoices Payments Returns										20 🔻



**Business Use** 

## Acknowledging Purchase Order

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

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Wikkomik, C Search Supplier Portal Home Events My Responses + Contracts - Order Management	Profile     Quick Links       Image: 2-TRACK SOLUTIONS LLC     Image: Sign Out       Contact:     Training User       Phone:     +1 999-839-3049       Email:     test@gmail.com       Address:     Image: Sign Out       Registration Status:     Complete	Links And Attachments New Supplier Registration Guide  Existing Supplier Registration Guide  Update Supplier Info Guide
Alerts Create Invoices Manage Self Created Invoices	Message Dialog Needing A Response	$ \langle d \rangle \rangle  $ $  \text{Item Proposals} \rightarrow +$
Acknowledge Orders Orders Receipts Invoices Payments	C, please advise the required quantities for each of the four types of cabinets. Thanks. Original Message: Dialog for Event: 226-0 - CB monitoring device Please see the initial question list from PAR for RFP-7062 Original Message: Dialog for Event: 138-1 - RFP 7062 - MACR 69 - Phase 2 Construction - T-Line	No Items Proposed
Returns		

- 5. Click Order Management
- 6. Click Acknowledge Orders.

The Order Available For Acknowledgement page displays.

ານ Sign Out 🗘 ····	🗧 Orders Av	ailable For Ad	cknowledgement			🔁 View Purchase Order Details	Create Acknowledgements	Start A Dialog	₹ G
Training User	Purchase Order	Date	Delivery Date	Amount Cu	irrency	Number Of Status	Reference 1	Reference 2	Dialog
Q Search	1000013290	6/17/2015	6/16/2023	4,652.00 US	D	1 Released	09001923		
	1000020414	2/18/2022	2/23/2022	175.00 US	D	2 Emailed			
Supplier Portal	1000020415	2/18/2022	2/24/2022	175.00 US	D	2 Emailed			
Home	1000020430	2/24/2022	3/2/2022	100.00 US	D	1 Printed			
	1000020510	3/4/2022	3/9/2022	131.60 US	D	1 Released revision	test		
Events									
My Responses									
Contracts									
<ul> <li>Order Management</li> </ul>									
Alerts									
Create Invoices									
Manage Self Created Invoices									
Acknowledge Orders									
Orders									
Receipts									
Invoices									
Payments									
Returns									20 🔻

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

#### 8. Click Create Acknowledgement.

<b>ひ</b> Sign Out	📃 Orders Av	ailable For Ac	cknowledgement			🗁 View Purch	ase Order Details	Create Acknowledgements	Start A Dialog	ΞQ
Training User	Purchase Order	Date	Delivery Date	Amount	Currency	Number Of	Status	Reference 1	Reference 2	Dialog
Q Search	1000013290	6/17/2015	6/16/2023	4,652.00	USD	1	Released	09001923		
	1000020414	2/18/2022	2/23/2022	175.00	USD	1	Emailed			
Supplier Portal	1000020415	2/18/2022	2/24/2022	175.00	USD	2	Emailed			
Home	1000020430	2/24/2022	3/2/2022	100.00	USD		Printed			
	1000020510	3/4/2022	3/9/2022	131.60	USD	1	Released revision	test		
Events										
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<ul> <li>Order Management</li> </ul>										
Alerts										
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Acknowledge Orders										
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The Purchase Order Lines to Acknowledge page displays.



TU Sign Out 🖨 ····	😑 Purchase Ord	er Lines To Acknowledge		Return To List 🛛 Finish Acknowledgements 📄	
wetcome, Training User	Company 2041 - PPL Distribution	Purchase Order 1000020414			
Q Search					
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Home	Purchase Order L	1 000000259	Ordered Quantity 5.0000	Unit Cost Delivery Date 15.000 2/23/2022	
Events		2 TESTINV218	5.0000	2/23/2022	
My Responses					
+ Contracts				2	20
<ul> <li>Order Management</li> </ul>					
Alerts					
Create Invoices					
Manage Self Created Invoices					
Acknowledge Orders					
Orders					
Receipts					
Invoices					
Payments					
Returns					

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

10. Click Finish Acknowledgement.

