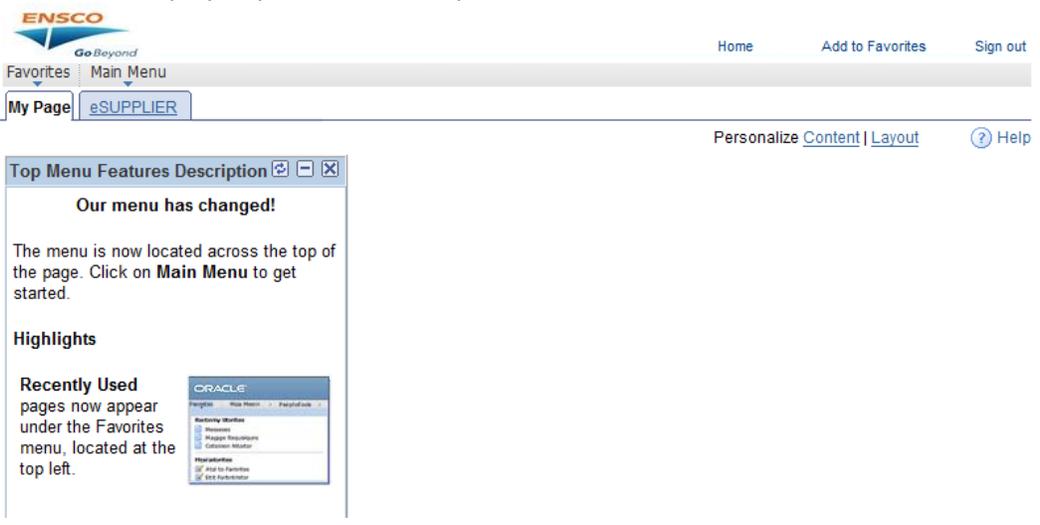
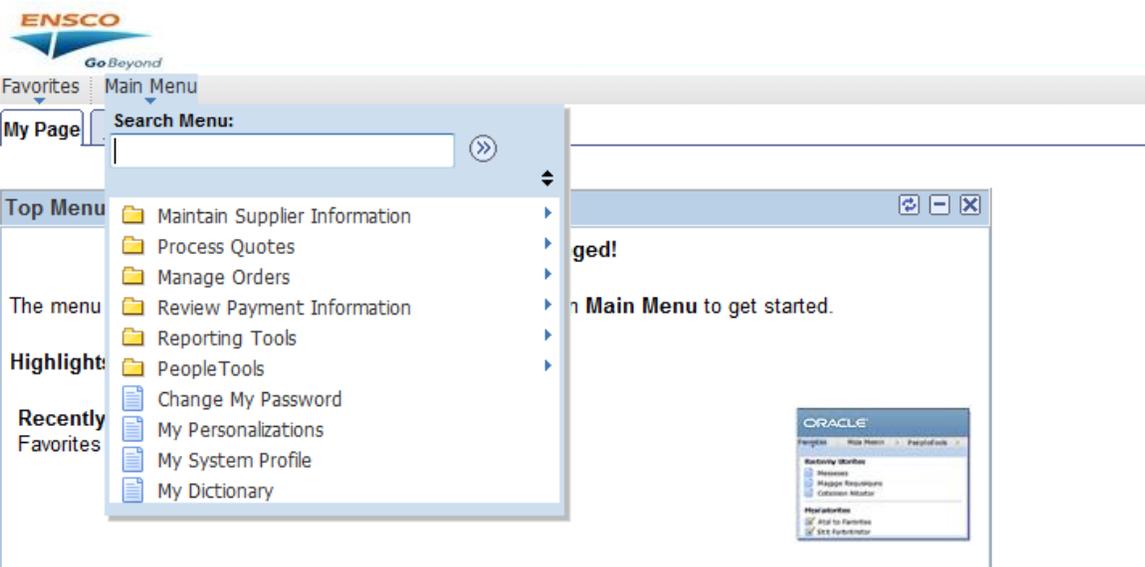


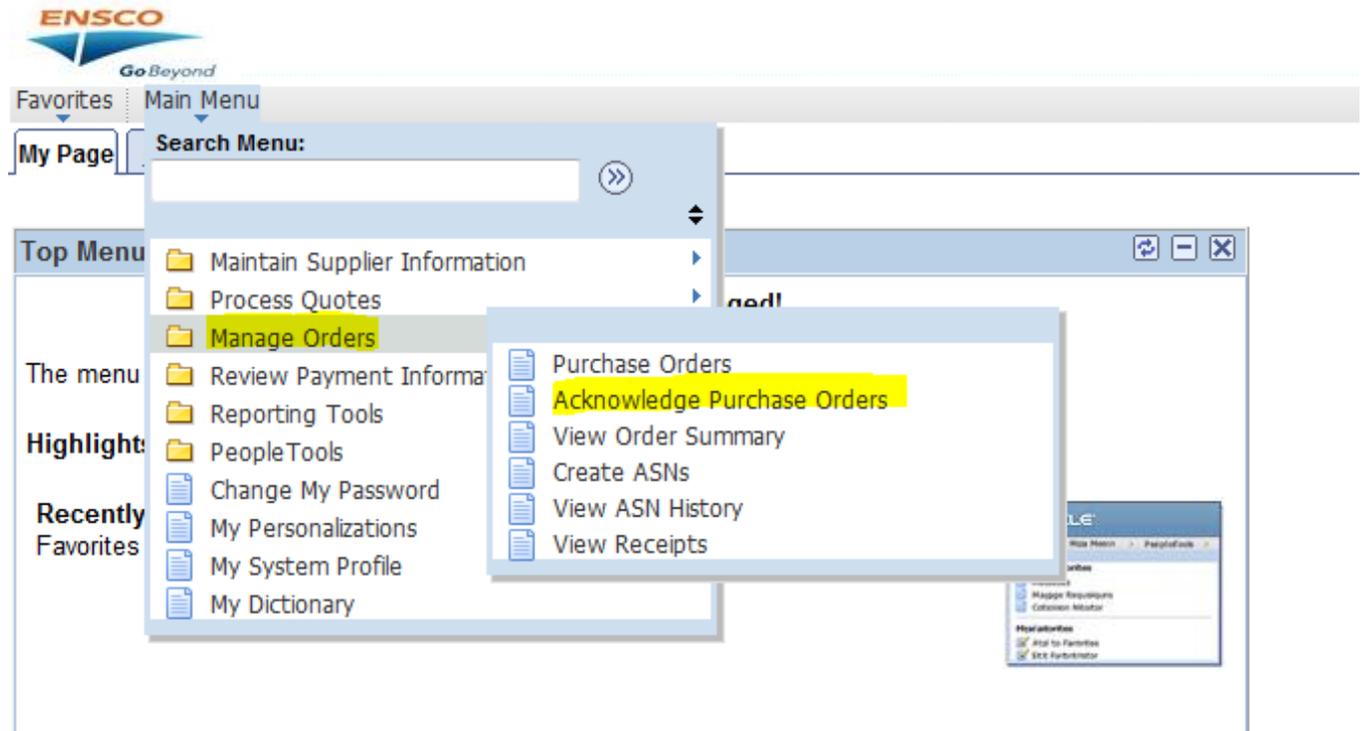
e-Supplier – Deny a Purchase Order.

Note – PeopleSoft will email a link to the sign in page and a copy of the Purchase Order in PDF Format from each transaction.

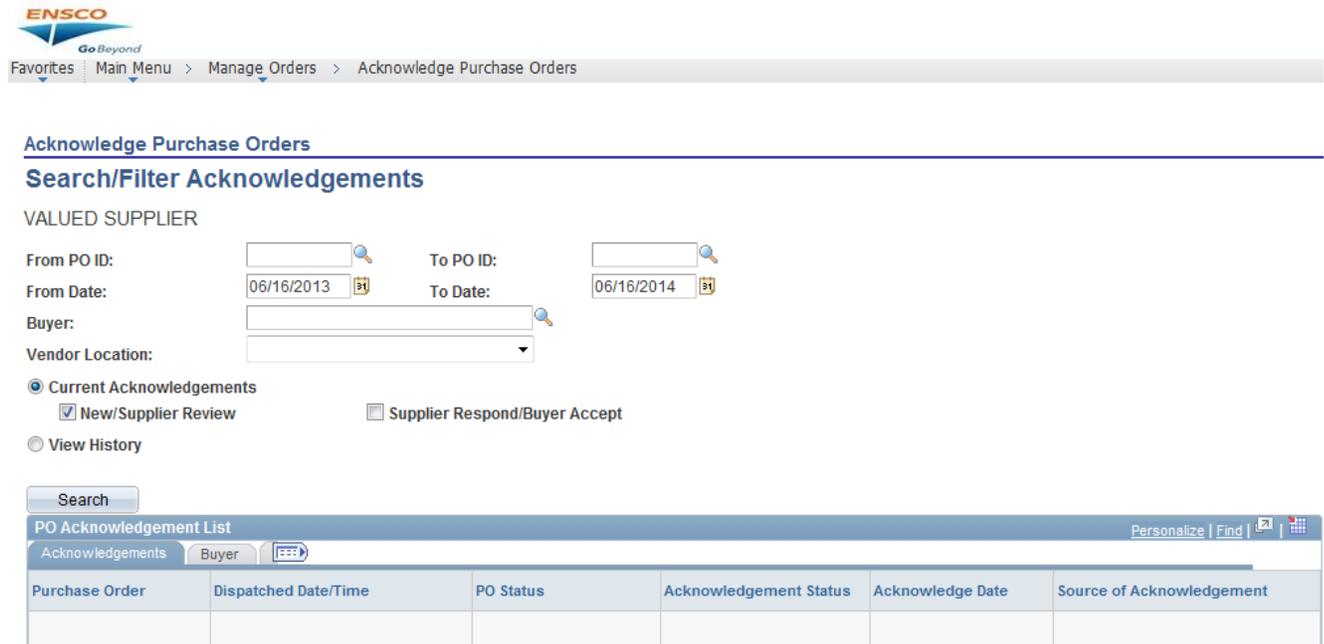
1.	Enter the desired information into the User ID field. Enter a valid value e.g. “ 35461janedoe ”.
2.	Enter the desired information into the Password field. Enter a valid value e.g. “ 123456 ”.
3.	<p>Click Sign In</p> 
4.	<p>Screen will display as per Screen Set-Up Instructions</p> 
5.	<p>Click the Main Menu tab</p> 

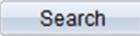
6.

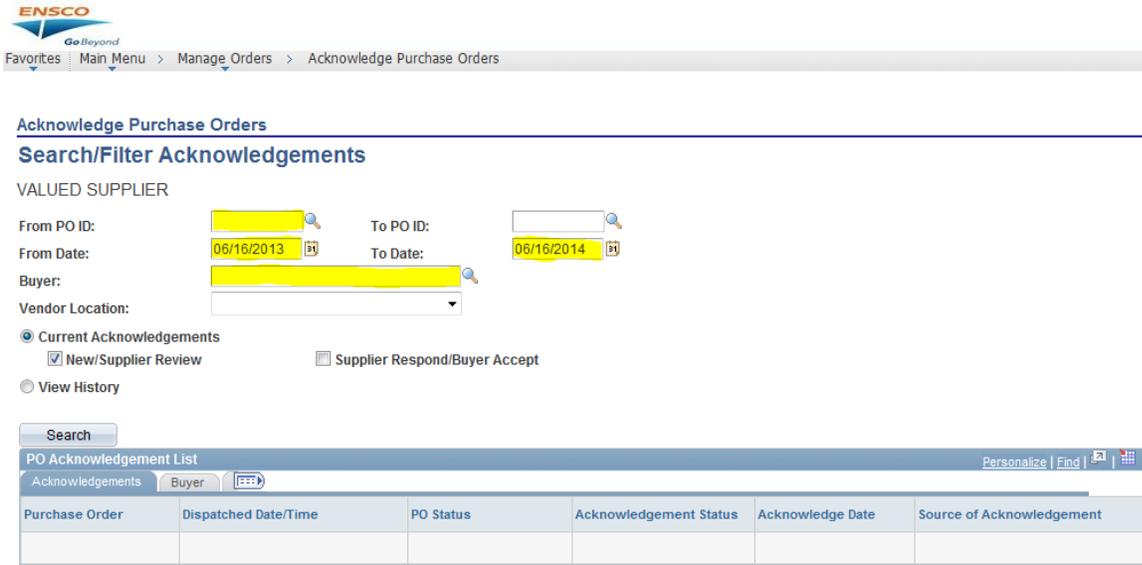
Click Manage Orders then click Acknowledge Purchase Orders.



Now the Acknowledge Purchase Orders Filter will appear:



7. Enter any information in the fields below and select the Search button . The easiest search is by date.



VALUED SUPPLIER

From PO ID: To PO ID:

From Date: 06/16/2013 To Date: 06/16/2014

Buyer:

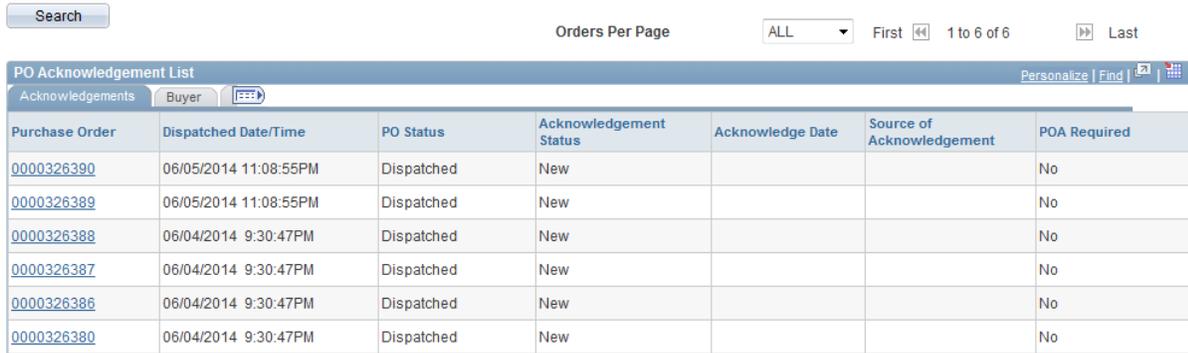
Vendor Location:

Current Acknowledgements
 New/Supplier Review Supplier Respond/Buyer Accept
 View History

PO Acknowledgement List

Purchase Order	Dispatched Date/Time	PO Status	Acknowledgement Status	Acknowledge Date	Source of Acknowledgement

8. Now you will see the list of Purchase Orders that you have.



Orders Per Page: ALL First 1 to 6 of 6 Last

Purchase Order	Dispatched Date/Time	PO Status	Acknowledgement Status	Acknowledge Date	Source of Acknowledgement	POA Required
0000326390	06/05/2014 11:08:55PM	Dispatched	New			No
0000326389	06/05/2014 11:08:55PM	Dispatched	New			No
0000326388	06/04/2014 9:30:47PM	Dispatched	New			No
0000326387	06/04/2014 9:30:47PM	Dispatched	New			No
0000326386	06/04/2014 9:30:47PM	Dispatched	New			No
0000326380	06/04/2014 9:30:47PM	Dispatched	New			No

9. To go in and Acknowledge select the PO you want to look at and click the **PO number hyperlink**

[0000326390](#)

10. Review PO Details by each line Number.

[Acknowledge Purchase Orders](#)

Acknowledgement Summary

VALUED SUPPLIER

PO Number: 0000326390 PO Date: 06/05/2014
 Acknowledgement Status: New Acknowledge Date:
 POA Response: Accepted

▶ PO Header Detail
 ▶ Standard BU Comments

Click on the purchase order line number to see more details and to make any modifications.

POA Lines Personalize | Find | View All | First 1-3 of 3 Last

Line	Item ID	Description	PO Qty	Acknowledge Quantity	UOM	POA Response
1		BATTERY,ROCKET,MSB-120,2V 120 AH	12.0000	12.0000	EA	Accepted
2		BATTERY,ROCKET,MSB-200,2V 200 AH	12.0000	12.0000	EA	Accepted
3		BATTERY,EXIDE,VGS-350,5OPZV350,2V 350AH	12.0000	12.0000	EA	Accepted

▶ Comments



As a default the system will automatically assume you are going to accept the PO Lines.

11. Select the hyperlink line number [1](#)
 Now the PO line information shows:

[Acknowledge Purchase Orders](#)

Acknowledgement Details

VALUED SUPPLIER

Item Detail Find | View All | First 1 of 1 Last

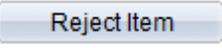
Line Number: 1
 Unit of Measure: Each Item Response: Accepted
 Item ID: Vendor Item ID:
 Extension:
 Description: BATTERY,ROCKET,MSB-120,2V 120 AH

▶ More Item Details

Schedules Personalize | Find | View All | First 1 of 1 Last

Order Sched	Sched	Order Due Date	Order Due Time	Order Quantity	Acknowledge Due Date	Acknowledge Quantity	POA Status
1	1	06/05/2014		12.0000	06/05/2014	12.0000	

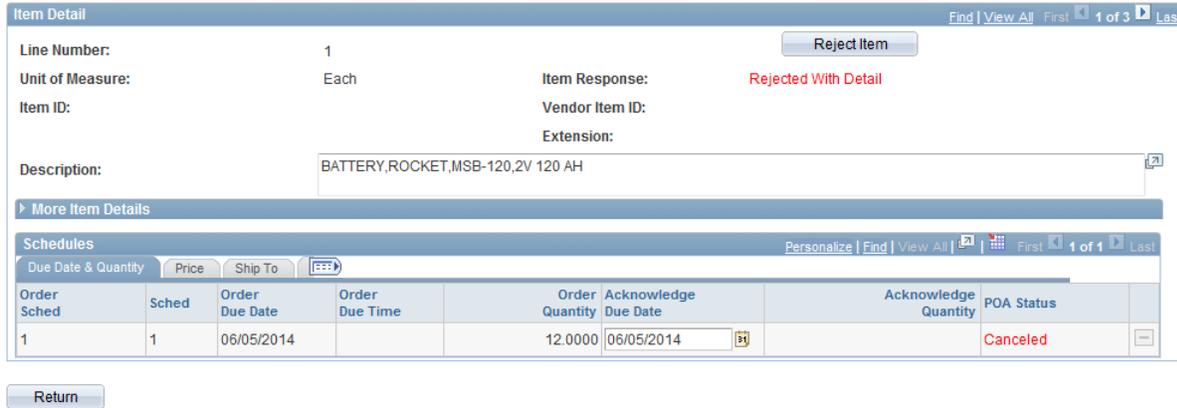
12. Review the line information and ensure it is correct.

13. If you see something that is **Incorrect** click . This will reject the selected PO line **not** the entire PO. Please select this if you see anything wrong with the PO. **The error must be fixed at this stage in the process.** It will then show:

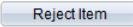
[Acknowledge Purchase Orders](#)

Acknowledgement Details

VALUED SUPPLIER



Item Detail Find | View All | First 1 of 3 Last

Line Number: 1 

Unit of Measure: Each Item Response: Rejected With Detail

Item ID: Vendor Item ID:

Extension:

Description: BATTERY,ROCKET,MSB-120,2V 120 AH 

More Item Details

Schedules Personalize | Find | View All | First 1 of 1 Last

Due Date & Quantity | Price | Ship To 

Order Sched	Sched	Order Due Date	Order Due Time	Order Quantity	Acknowledge Due Date	Acknowledge Quantity	POA Status
1	1	06/05/2014		12.0000	06/05/2014 		Canceled



This will allow the Buyer to go back in and make corrections to the PO.

14. You also have an option to Reject All, which will reject the entire PO.

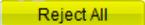
[Acknowledge Purchase Orders](#)

Acknowledgement Summary

VALUED SUPPLIER

PO Number: 0000326390 PO Date: 06/05/2014

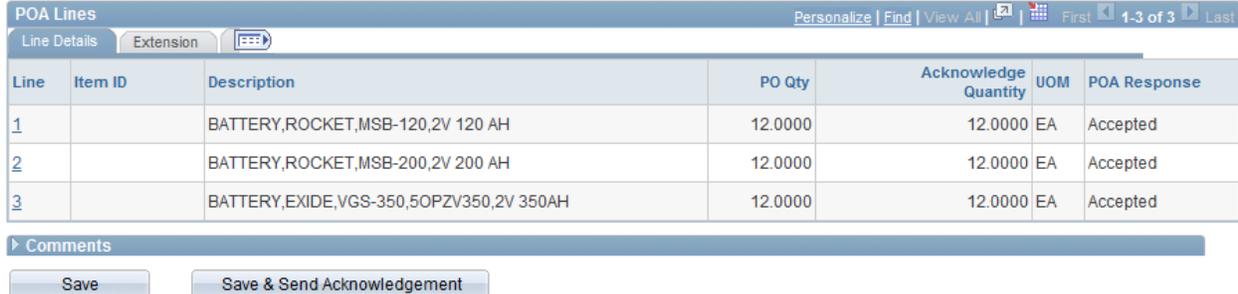
Acknowledgement Status: New Acknowledge Date:

POA Response: Accepted 

PO Header Detail

Standard BU Comments

Click on the purchase order line number to see more details and to make any modifications.

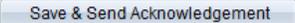


POA Lines Personalize | Find | View All | First 1-3 of 3 Last

Line Details | Extension 

Line	Item ID	Description	PO Qty	Acknowledge Quantity	UOM	POA Response
<u>1</u>		BATTERY,ROCKET,MSB-120,2V 120 AH	12.0000	12.0000	EA	Accepted
<u>2</u>		BATTERY,ROCKET,MSB-200,2V 200 AH	12.0000	12.0000	EA	Accepted
<u>3</u>		BATTERY,EXIDE,VGS-350,50PZV350,2V 350AH	12.0000	12.0000	EA	Accepted

Comments

By clicking reject all you will see:

PO Number: 0000326390 PO Date: 06/05/2014
 Acknowledgement Status: New Acknowledge Date:
 POA Response: Accepted

Click on the purchase order line number to see more details and to make any modifications.

POA Lines Personalize Find View All First 1-3 of 3 Last						
Line	Item ID	Description	PO Qty	Acknowledge Quantity	UOM	POA Response
1		BATTERY,ROCKET,MSB-120,2V 120 AH	12.0000		EA	Rejected With Detail
2		BATTERY,ROCKET,MSB-200,2V 200 AH	12.0000		EA	Rejected With Detail
3		BATTERY,EXIDE,VGS-350,5OPZV350,2V 350AH	12.0000		EA	Rejected With Detail

You can use this function if you feel every line in the PO needs fixed. Again **please take note**, corrections to the PO must be done at this stage in the process

14. After reviewing all the PO lines you can click the button. You click will click that button if you reject any PO's too.

15. Select Home.

|| |

16. **End of Procedure** you have successfully denied a purchase order.