

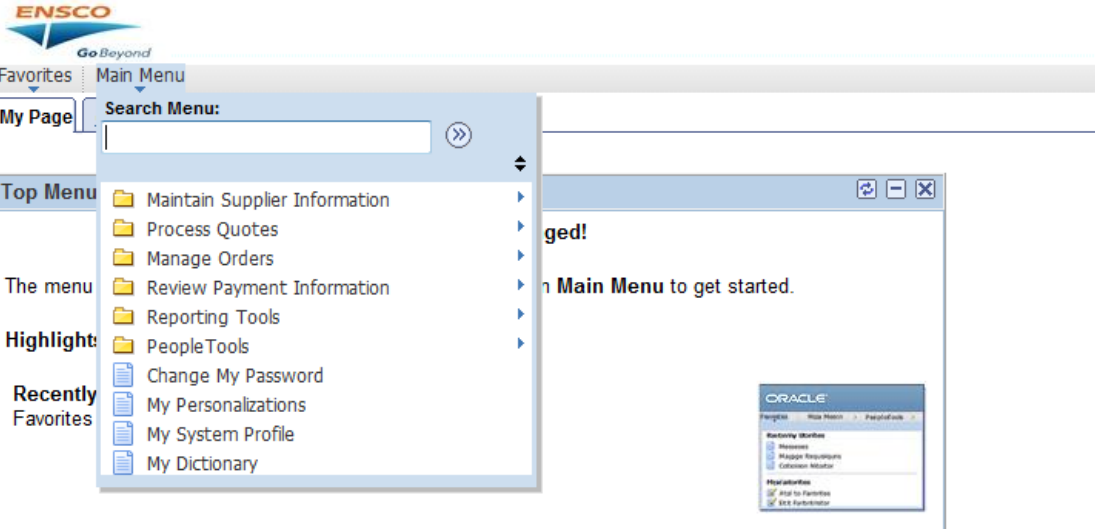


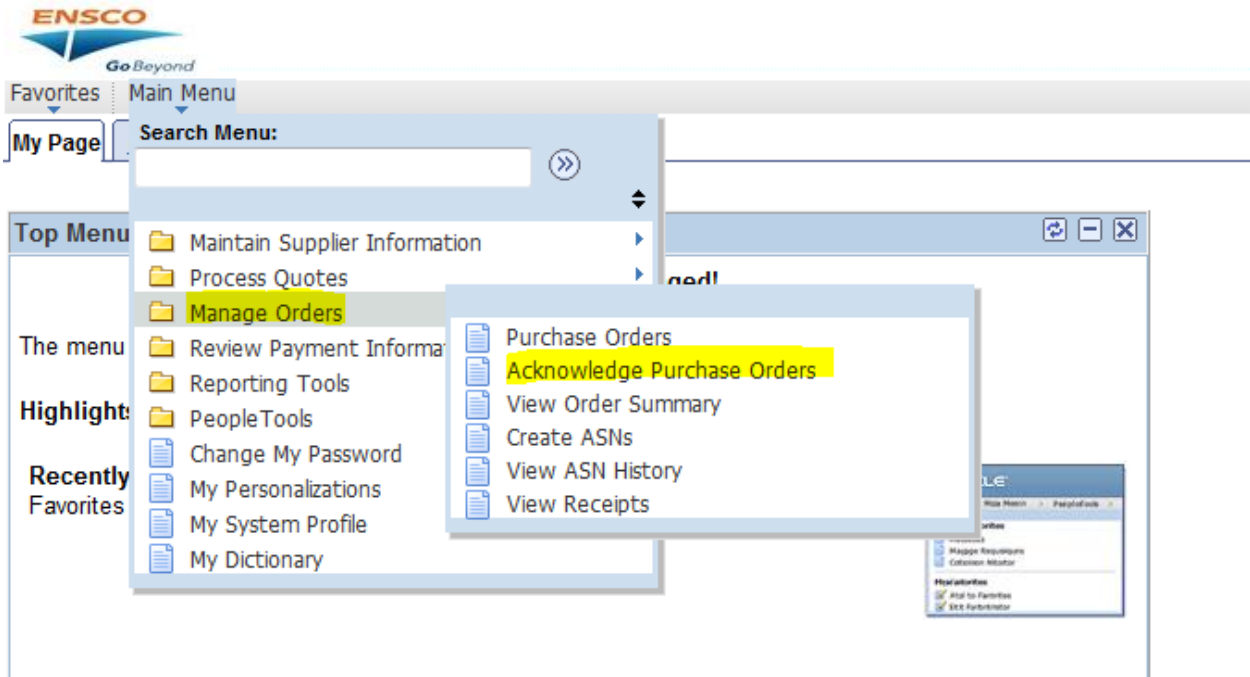
e-Supplier – Respond & Acknowledge Purchase Order.

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

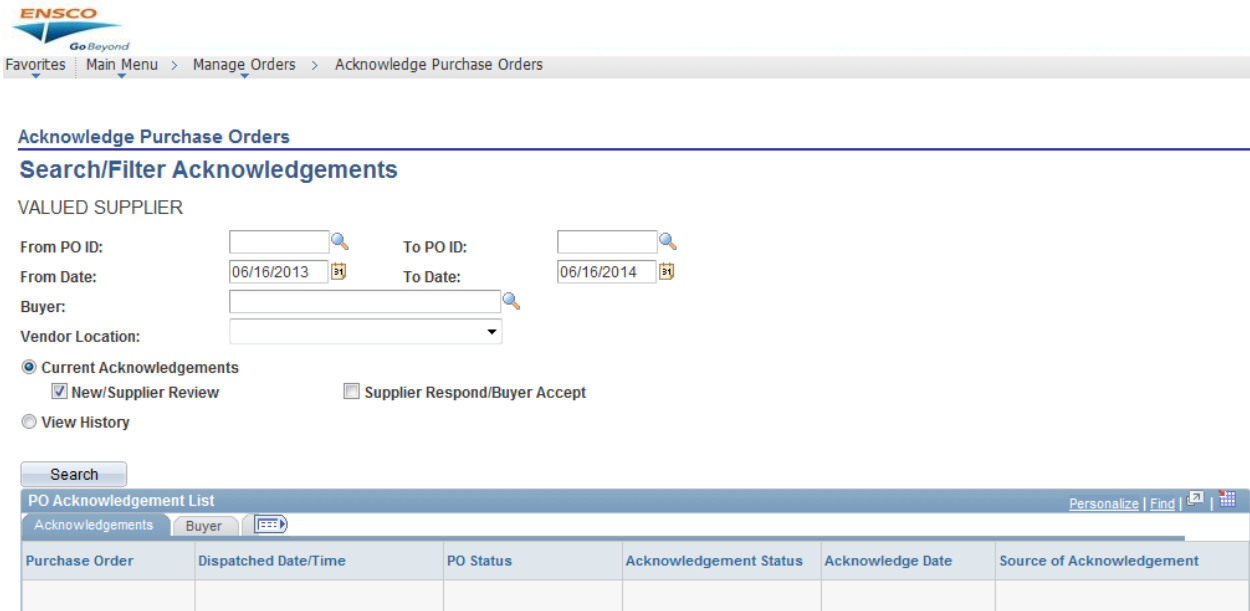
Note – This step is critical. It must be completed before an invoice is submitted to EnSCO.

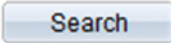
1.	Enter the desired information into the User ID field. Enter a valid value e.g. “35461johndoe”.
2.	Enter the desired information into the Password field. Enter a valid value e.g. “123456”.
3.	Click Sign In 
4.	<p>Screen will display as per Screen Set-Up Instructions</p> 
5.	<p>Click the Main Menu tab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

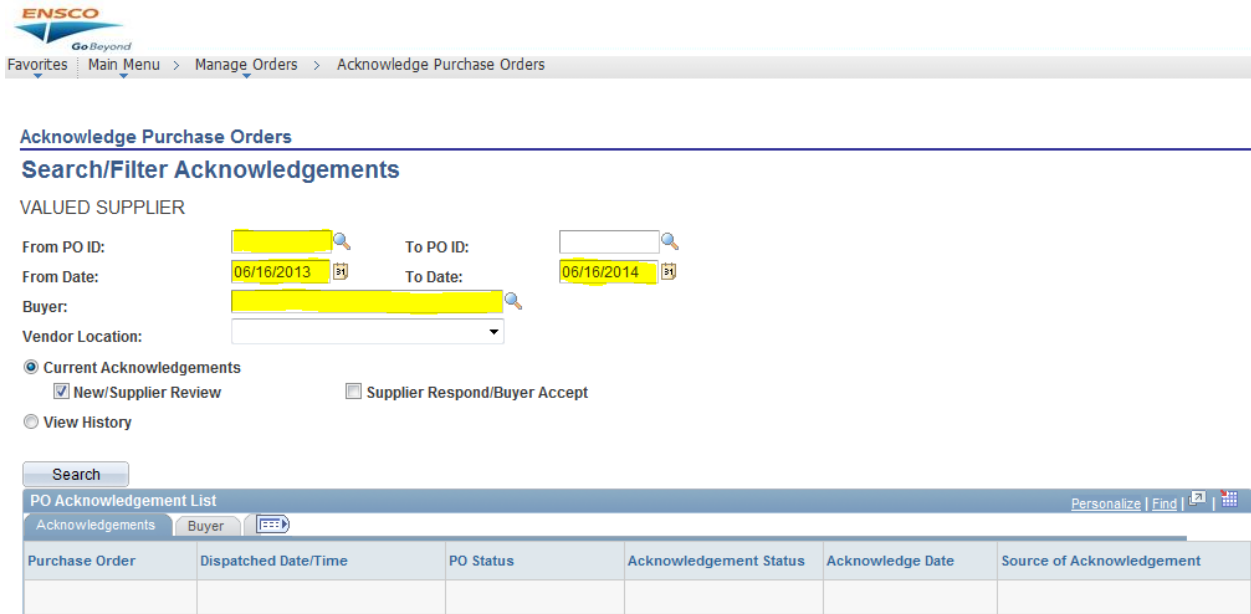
6. Click Manage Orders then click Acknowledge Purchase Orders.



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.



ENSCO
Go Beyond

Favorites | Main Menu > Manage Orders > Acknowledge Purchase Orders

Acknowledge Purchase Orders

Search/Filter Acknowledgements

VALUED SUPPLIER

From PO ID: To PO ID:

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

Buyer:

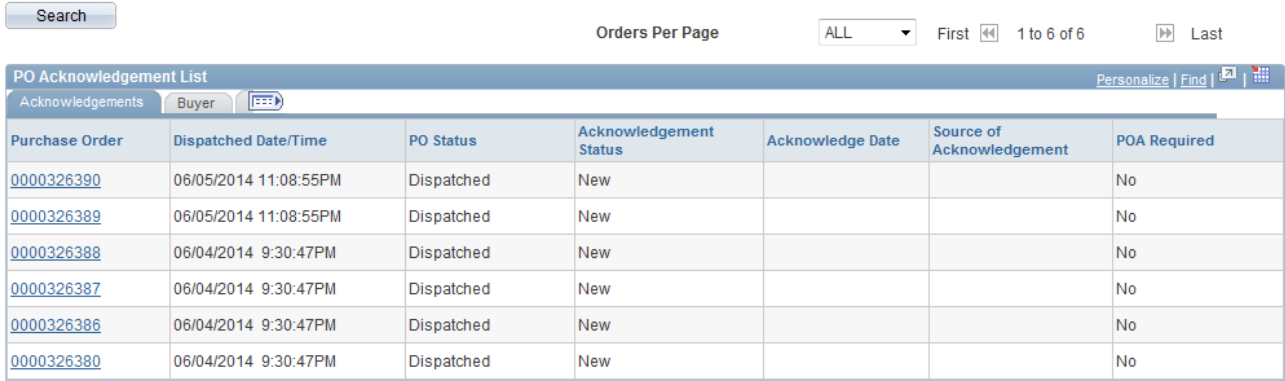
Vendor Location:

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

PO Acknowledgement List Personalize | Find

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

PO Acknowledgement List Personalize | Find

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-350,50PZV350,2V 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

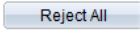
Order Sched	Sched	Order Due Date	Order Due Time	Order Quantity	Acknowledge Due Date	Acknowledge Quantity	POA Status
1	1	06/05/2014		12.0000	06/05/2014	12.0000	

12.

Review the line information and ensure it is correct.

13. If you are happy with everything click 

14. **Acknowledge Purchase Orders**
Acknowledgement Summary
 VALUED SUPPLIER

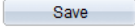
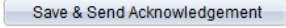
PO Number: 0000326390 PO Date: 06/05/2014
 Acknowledgement Status: New Acknowledge Date:
 POA Response: Accepted 

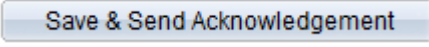
▶ PO Header Detail
 ▶ Standard BU Comments

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
 

After checking all the PO lines you can click the  button.

15. Select Home.

 |  | 

16. **End of Procedure** you have successfully acknowledged a PO.