

Supply Chain Hub

PO Collaboration

User Manual

Acknowledge PO

Objectives

The goal of this user manual are to:

- Understand the process of Acknowledge Purchase Order
- Review New / Changed Purchase Order and acknowledge

Target Audience:

- Suppliers

Notations Used in Training Manual

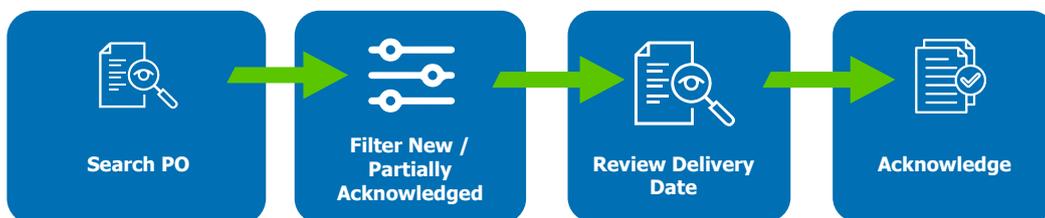
The screenshot shows two sections of a web application interface:

- RFQ Header:** Contains fields for Plant (ES10), Buyer Responsible, RFQ Version (v0), Creator / Initiator (Abishek Naveen), Buyer Email (vigneshwaran.p@eimsolutions.com), Buyer ContactNo, Company Address, Billing Address, Delivery Address, Created On, Currency (AED-United Arab Emirates Dir.), and RFQ Category (400-CAPEX).
- Header Info:** Contains fields for Title, Opening Date (UAE Time) (04/08/2023 06:40 AM), Closing Date (UAE Time) (04/15/2023 06:40:04 992 AM), Description, Payment Term, and Target Award Date.

Callout boxes provide the following explanations:

- Buyer details to contract:** Points to the Buyer Responsible field.
- An information to review:** Points to the Title field.
- 1. Verify default values of address and change if required:** Points to the Company Address, Billing Address, and Delivery Address fields.
- Number denotes the sequence of the steps to be followed. If same number, either of the way same action can be called:** Points to the '1.' in the callout above.
- 2. Enter Title, Description and mandatory field Values:** Points to the Title, Description, and Payment Term fields.
- Text Denotes the specific action to be taken:** Points to the '1.' in the callout above.

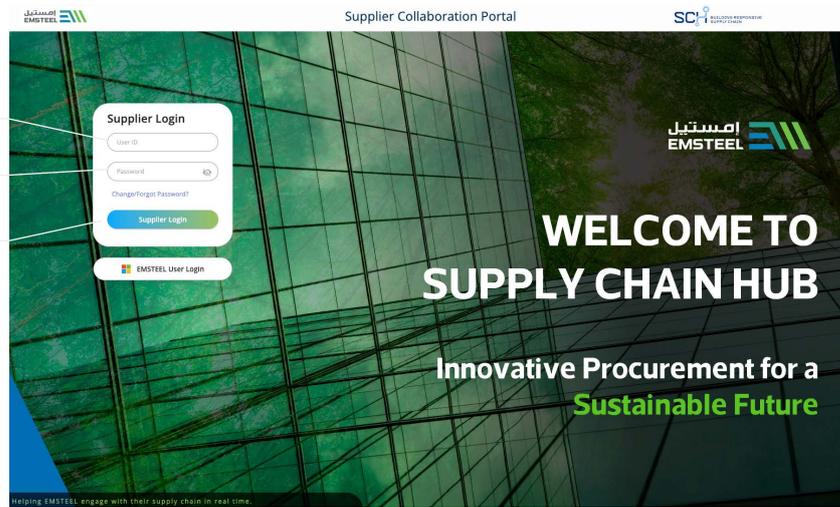
Review PO and Acknowledge



Login To SCH Portal

Login Page

1. Enter User ID
2. Enter password
3. Click Log in

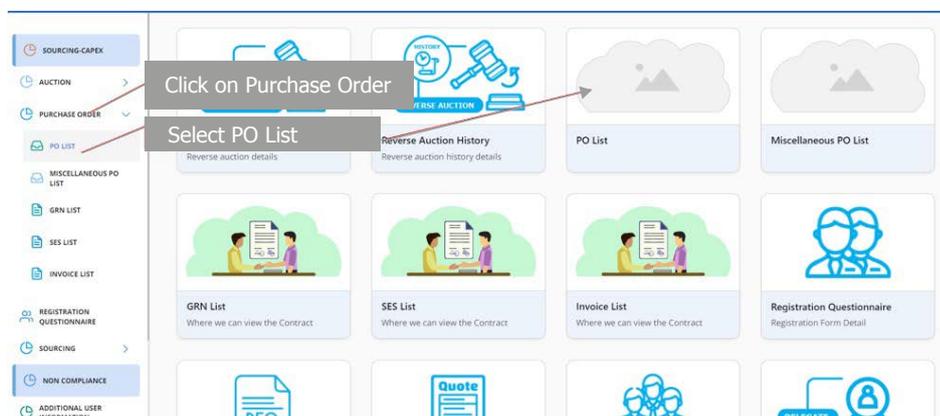


Acknowledge Purchase Order

Acknowledge PO

- Only after Acknowledge PO, Goods Receipt Note or Service Entry sheet submit is allowed
- When changes required in PO, supplier to reach out to buyer for required changes before acknowledge
- New POs will have status as "New" at header and item level
- After Acknowledge, when there are any additional line items added, those line items will have status as "New" and at header level status will be "Modified"
- After Acknowledge, when there are any changes in acknowledged line items, or at header level those line items will have status as "Modified"
- Only after "Acknowledged" status, Good receipt or Service entry sheet submit is allowed

Navigate to PO List page



2. Click on New to display all POs with status = New

1. Click on chart icon

1. Check the status = New

2. Click here to download PDF copy of PO

3. Click on PO Number to display details

Observe Header details of PO

Click here to select Excel/PDF download option

Click on Excel to download item details in Excel

2. Click on Acknowledge to set the status to Acknowledged

PURCHASE ORDER INFORMATION
Details of Purchase Document : 5509101953

PO Header Details

PO Number: 5509101953 PO Date: 27 Sep 2023 Ack Status: **Acknowledged**

Currency: AED

Exchange Rate: 1

PO Value : 217,493.70

Open Value :

Delivered Value :

Vendor: 0000017975
Jothi_Rejection Scenario

PaymentTerms: 0001
Pay immediately w/o deduction

Buyer: EIM_SCH1
Mani

Shipping Partner:

Check the status of PO Changed to Acknowledged

1. Input PO Number here and check the PO Status in the list page

PO List

PO Number	PO Date	Last Changed On	Header Text	PO PDF	Message	Ack Status	PO History	Create GRN	Create EntrySheet	Create Invoice	Delivery Status	Invoice
5509101953	Sep 27, 2023	Oct 15, 2023				Acknowledged	PO History					

Check the status of PO Changed to Acknowledged

Partial Acknowledgement of PO When new line items

PO Header Details

PO Number: 5509101953 PO Date: 27 Sep 2023 Ack Status: **PartiallyAcknowledged**

Currency: AED

Exchange Rate: 1

PO Value : 220,013.70

Open Value :

Delivered Value :

Invoiced Value :

Paid Value :

Vendor: 0000017975
Jothi_Rejection Scenario

PaymentTerms: 0001
Pay immediately w/o deduction

Buyer: EIM_SCH1
Mani

Shipping Partner:

Incoterm: 123
Delivery to site

PO Item Details

Item #	Material/Service	Acknowledge Date	Ack Status	Order Qty	Open Qty	Order Unit	Unit Price	Item Value	Currency	Activity	Delivery Date	Price Unit Qty	Plant
51	2009383 MOTOR,B/P/N/6-1L-4-A-A90-1D		New	15,000	15,000	PCS	168.00	2,520.00	AED		Mar 21, 2024	1,000	CP01

Order Status = Partially Acknowledged

Added PO line with status New

49	2009382 MOTOR,&P/N&#&1LAS&220-4&AA90&L1D	Oct 15, 2023	Acknowledged	5,000	5,000	PCS	167.00	835.00	AED
50	2009383 MOTOR,&P/N&#&1LAS&220-4&AA90&L1D	Oct 15, 2023	Acknowledged	5,000	5,000	PCS	168.00	840.00	AED
51	2009383 MOTOR,&P/N&#&1LAS&220-4&AA90&L1D	--	New	15,000	15,000	PCS	168.00	2,520.00	AED

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Acknowledge

1. Click on Acknowledge to Acknowledge all the changes

Header Level Acknowledged

PO Header Details

PO Number: 5509101953 PO Date: 27 Sep 2023 Ack Status: Acknowledged

Currency: AED

Exchange Rate: 1

PO Value : 220,013.70

Open Value :

Vendor: 0000017975
Jothi_Rejection Scenario

Buyer: EIM_SCH1
Mani

PaymentTerm:

48	MOTOR,&P/N&#&1LAS&220-4&AA90&L1D	Oct 15, 2023	Acknowledged	5,000	5,000	PCS	166.00	830.00	AED
49	2009382 MOTOR,&P/N&#&1LAS&220-4&AA90&L1D	Oct 15, 2023	Acknowledged	5,000	5,000	PCS	167.00	835.00	AED
50	2009383 MOTOR,&P/N&#&1LAS&220-4&AA90&L1D	Oct 15, 2023	Acknowledged	5,000	5,000	PCS	168.00	840.00	AED
51	2009383 MOTOR,&P/N&#&1LAS&220-4&AA90&L1D	Oct 15, 2023	Acknowledged	15,000	15,000	PCS	168.00	2,520.00	AED

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Item Level Acknowledged