

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

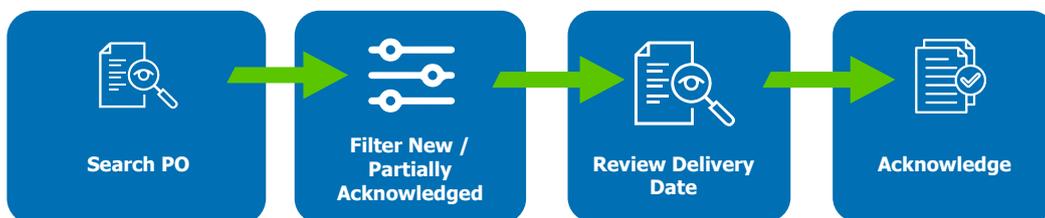
The screenshot shows two sections of the system interface:

- 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 Di...), 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.

Callouts and their meanings:

- 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 Opening Date fields.
- Text Denotes the specific action to be taken:** Points to the '1.' in the callout above.

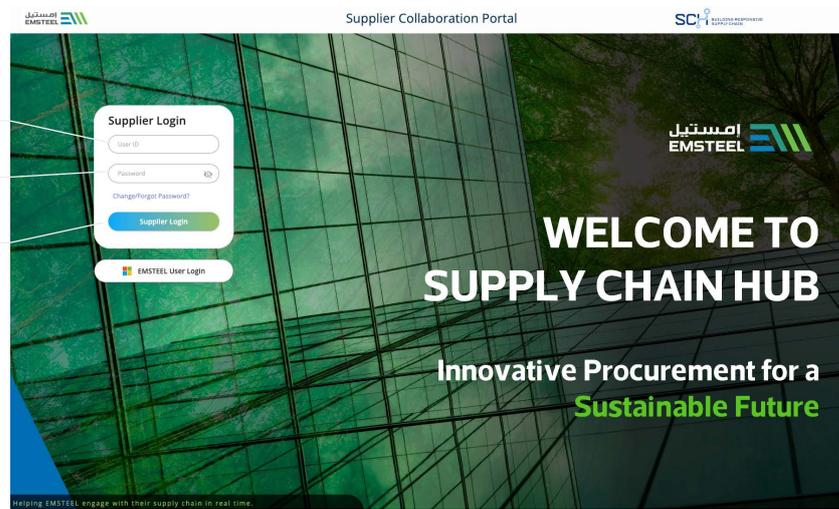
Review PO and Acknowledge



Login To SCH Portal

Login Page

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

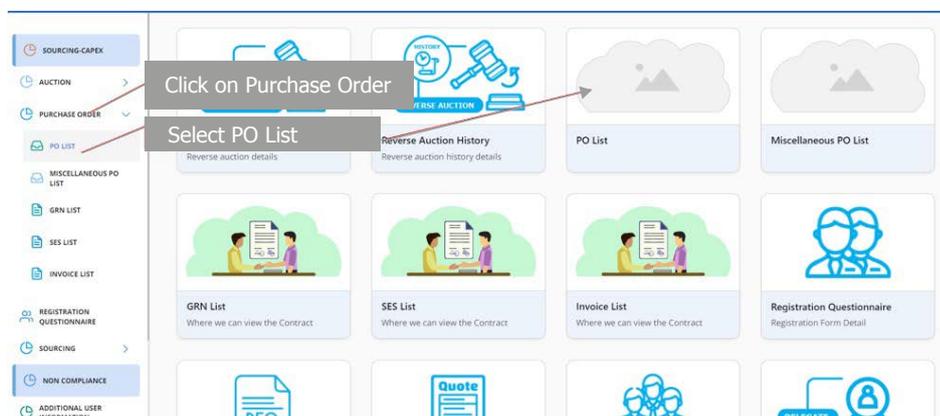


Acknowledge Purchase Order

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

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 Vendor: 0000017975 Buyer: EIM_SCH1
Manil

PO Value : 220,013.70

Open Value : 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