

WORK INSTRUCTION ILOX-WI-110 PO ACKNOWLEDGEMENTS & ACCEPTANCES BY SUPPLIER

Work Instruction Overview:

This work instruction reviews the steps associated with acknowledging and accepting purchase orders in the Intralox iSupplier portal application.

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intralox [®]	SUBJECT: PO ACKNOWLEDGEMENTS & ACCEPTANCES BY SUPPLIER						
OHOHOHO	TITLE: ILOX-WI-110	PAGE 2 of 11	DOCUMENT STATUS: COMPLETE	VERSION: 1.0			
	TEAM ASSIGNED: SC		CREATED BY: MEGAN HEROLD	DATE: 8/11/2020			
	CATEGORY: WORK INS	STRUCTION	LAST MODIFIED BY: ISP PROJECT TEAM	DATE: 12/18/2020			

1 INTRODUCTION

Intralox purchase orders communicated to Supplier requires acknowledgment from iSupplier portal application. Supplier will receive a notification requesting for acknowledgement response to the purchase order, which will include a date by which acknowledgment is required.

The Supplier acknowledges the purchase orders to confirm the buyers that the purchase order is received in iSupplier portal and reviewed the details of the Purchase order.

2 NOTIFICATIONS & ACKNOWLEDGMENTS

- 2.1 In the iSupplier Home Page header, note the Bell icon the icon will have a yellow indicator when there is a new notification. The notification will also appear as a new line under the 'Notifications' section on the Supplier homepage.
 - 2.1.1 The purchase order details are immediately available to view in iSupplier Portal Supplier Home page.

iSupplier Po	rtal		î ≡	*	3 Logged In As	?	(
	Supplier Home	Orders	Shipments		Finance		
Search PO Number	Go						
Notifications							
in Notifications					Orders		
			Full List		Agreements		
					Purchase Orders		
Subject		Di	ate 🛆		Purchase History		
Intralox, L.L.C. Oper Unit - I	3lanket Release 2156889-4,0 requires	10)-Dec-2020 09:32:16		Shinments		
Intralox, L.L.C. Oper Unit -	Standard Purchase Order 2158255,0 re	10)-Dec-2020 09:30:16		Shiphents		
Intralox, L.L.C. Oper Unit -	Standard Purchase Order 2158247,2 re	09	-Dec-2020 17:49:32		Delivery Schedules		
Intralox, L.L.C. Oper Unit - I	3lanket Purchase Agreement 2156889,2	09	-Dec-2020 17:32:37		Overdue Receipts		
Intralox, L.L.C. Oper Unit -	Standard Purchase Order 2158245,0 re	07	-Dec-2020 10:19:44		Advance Shipment Notices		
					Receipts		
					Receipts		
					Beturne		
Urders At A Gla	nce				· Notaria		
			Full List		On-Time Performance		
1 2					Invoices		
PO Number	Description	Order Date			Invoices		

Figure 1 - The iSupplier Portal Homepage with the Notification Bell and Notifications section.

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2.2 Notifications can be accessed directly from the iSupplier home page, or by selecting the **Notification** alert. Select Go to Full Worklist. This will redirect to the Notifications list, which can be filtered by Open Notifications, or All Notifications.

iSupplier Portal		în ≡ ★		Logged In As	?	ሪ
Supplier Home	Orders	My Worklist Richard Gordon, Walter Intratox, LL.C. Oper Unit - Blanket Release 21568	09:32 AM			
		Richard Gordon, Walter Intralox, L.L.C. Oper Unit - Standard Purchase Ord	09:30 AM			
Search PO Number V Co	-	Richard Gordon, Walter Intralox, L.L.C. Oper Unit - Standard Purchase Ord	05:49 PM	-		
I Notifications		Richard Gordon, Walter Intralox, L.L.C. Oper Unit - Blanket Purchase Agre	05:32 PM	ante		
夏 2 □ ☆ - Ⅲ		Richard Gordon, Walter Intralox I.I.C. Oper Unit - Standard	07-Dec-2020	e Orders		
Subject	D	Purchase Ord		e History		
Intralox, L.L.C. Oper Unit - Blanket Release 2156889-4,0 requires	10	Co To Full Marklist		to		_
Intralox, L.L.C. Oper Unit - Standard Purchase Order 2158255,0 re	10	Go To Full Worklist		ts		
Intralox, L.L.C. Oper Unit - Standard Purchase Order 2158247,2 re	09	-Dec-2020 17:49:32	• Deliver	/ Schedules		
Intralox, L.L.C. Oper Unit - Blanket Purchase Agreement 2156889,2	09-	-Dec-2020 17:32:37	Overdu	e Receipts		
Intralox, L.L.C. Oper Unit - Standard Purchase Order 2158245,0 re	07-	-Dec-2020 10:19:44	Advance	e Shipment Notices		
			Receipts	3		_
P			Receipt	S		



iSupplier	Portal: New Notifica × 📑		Notifications			
intra	lox.		🏫 🚍 🛨 🥼 Logged In As 🚃	_	?	ሳ
View	Open Notifications 🔽 Go					_
Selec	ct Notifications: Open Rea	ssign Close				
	From $ riangleq$	Туре 🛆	Subject $ riangle$	Sent 🕶	Due 🛆	
	Richard Gordon, Walter	PO Approval	Intralox, L.L.C. Oper Unit - Blanket Release 2156889-4,0 requires your acceptance	10-Dec-2020		
	Richard Gordon, Walter	PO Approval	Intralox, L.L.C. Oper Unit - Standard Purchase Order 2158255,0 requires your acceptance	10-Dec-2020		
	Richard Gordon, Walter	PO Approval	Intralox, L.L.C. Oper Unit - Standard Purchase Order 2158247,2 requires your acceptance	09-Dec-2020		
	Richard Gordon, Walter	PO Approval	Intralox, L.L.C. Oper Unit - Blanket Purchase Agreement 2156889,2 requires your acceptance	09-Dec-2020		
	Richard Gordon, Walter	PO Approval	Intralox, L.L.C. Oper Unit - Standard Purchase Order 2158245,0 requires your acceptance	07-Dec-2020		

Figure 3 - Notifications List

NOTE

Suppliers can also click on the Bell icon to view 'Open Notifications' or change to 'All Notifications' to view open and closed items as required.

2.3 Alternatively, purchase orders requiring acknowledgment can also be viewed by selecting the Orders tab and choosing the View 'Purchase Orders to Acknowledge' and click on Go to pull all the Purchase Order requires Supplier Acknowledgement.

intralox [®]		SUBJECT: PO AC	CKNOWLEDGEMENTS & ACCEPTANCES BY SUPPLIE	R
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	OHIO C	iSupplier	Portal				î	=	* .	Logged In As		?
				Supp	Dier Home	Orders	Shipr	nents		Finance		
urcl	nase Orders	Work C	orders Agreen	nents Purchase H	History		-					
o _{ur}	chase C	Orders									Multiple PO Cha	nge Expor
											maniple i e ena	inge Exper
202												
/ie	NS											
V V Th	iew Recen	t Purchase	Orders	ed in last 50 days (Sinc	Go :e 21-Oct-2020).						Adva	nced Search
V Th Sele	iew Recen is view displays ct Order:	t Purchase all the purch Acknowle	e Orders nase orders approv	ed in last 50 days (Sincest Cancellation	Go ee 21-Oct-2020). Request Changes	View Change History	122				Advar	nced Search
V Th Sele	iew Recen is view displays ct Order: PO Numb	t Purchase all the purch Acknowle er	e Orders nase orders approv rdge Reque Document Type	ed in last 50 days (Sinc st Cancellation Description	Go ee 21-Oct-2020). Request Changes Order Date \triangle	View Change History	Currency	Amount	Status	Change Request Status	Advar Acknowledge By	nced Search Attachmer
V Th Sele	iew Recen is view displays ct Order: PO Numb 2156889-4	t Purchase	e Orders nase orders approv dge Reque Document Type Blanket Release	ed in last 50 days (Sinc st Cancellation Description Second BPA for DPP-047970	Go == 21-Oct-2020). Request Changes Order Date 10-Dec-2020 09:3	View Change History Buyer 32:06 Walter Julien Ratnak	I 💢 🗢 Currency USD	/ Amount 26.86	Status Requires Acknowledgr	Change Request Status	Advar Acknowledge By 17-Dec-2020 09:32:05	nced Search Attachmer
V Th Sele	iew Recent is view displays ct Order: PO Numb 2156889-4 2158255	t Purchase all the purch Acknowle er A Rev 0 0	e Orders nase orders approv dge Reque Document Type Blanket Release Standard PO	ed in last 50 days (Sinc st Cancellation Description Second BPA for DPP-0047970	Go See 21-0-2020). Recuest Changes Interpretation of the second of	View Change History Buyer 32:05 Richard Gordon, Walter Julien Ratnak 30:10 Richard Gordon, Walter Julien Ratnak	I 💢 😂 Currency USD USD	 Amount 26.86 3,685.50 	Status Requires Acknowledgm Requires	Change Request Status	Advar Acknowledge By 17-Dec-2020 09:32:05 17-Dec-2020 09:30:10	nced Search Attachmen

Figure 4 - Purchase Orders to Acknowledge

From **Notifications** page select the purchase order notification and click on Open Button.

ral	<mark>ox</mark> .		🎓 = \star 🧨 🗆	Logged In As	?
'iew	Open Notifications 🔽 G	0			
elect	Notifications: Open Re	assign Close			
	From $ riangleq$	Туре 🛆	Subject 🛆	Sent 🕶	Due 🛆
•	Richard Gordon, Walter	PO Approval	Intralox, L.L.C. Oper Unit - Blanket Release 2156889-4,0 requires your acceptance	10-Dec-2020	
	Richard Gordon, Walter	PO Approval	Intralox, L.L.C. Oper Unit - Standard Purchase Order 2158255,0 requires your acceptance	10-Dec-2020	
	Richard Gordon, Walter	PO Approval	Intralox, L.L.C. Oper Unit - Standard Purchase Order 2158247,2 requires your acceptance	09-Dec-2020	
	Richard Gordon, Walter	PO Approval	Intralox, L.L.C. Oper Unit - Blanket Purchase Agreement 2156889,2 requires your acceptance	09-Dec-2020	
	Richard Gordon, Walter	PO Approval	Intralox, L.L.C. Oper Unit - Standard Purchase Order 2158245,0 requires your acceptance	07-Dec-2020	

Figure 5 - Opening a notification

2.4 Suppliers can view the PO PDF document, as well as directly acknowledge a purchase order by selecting "Accept" or "Reject" Button.

intra		â	≡	*	↓ ⁵	Logged In As	_	?	ባ
Intra	llox, L.L.C. Oper Unit - Blanket Release 2156889-4,0 requires your acce	ptance					Accept	Reject	2
Fre	m Richard Gordon, Walter								
S	To								
	ID 56120202								
Ple	ase review the purchase order and any other document attached to this message.								
Refe	rences								
	PDF Document								
Return	to Worklist								
	Jopay next nonneation after my response								

Figure 6 - Accepting or Rejecting a notification

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OHOHOHO	TITLE: ILOX-WI-110	PAGE 5 of 11	DOCUMENT STATUS: COMPLETE	VERSION: 1.0				
	TEAM ASSIGNED: SC		CREATED BY: MEGAN HEROLD	DATE: 8/11/2020				
	CATEGORY: WORK INS	STRUCTION	LAST MODIFIED BY: ISP PROJECT TEAM	DATE: 12/18/2020				

						9			9		<u></u>		
					Supp	lier Home	Orders	Shipn	nents	Fi	nance		
Purch	nase Order	rs Wor	k Ord	lers Agreen	nents Purchase H	istory							
Pur	chase	Order	s									Multiple PO Cha	nge Export
∕iev	ws												
Vi	iew Rece	ent Purch	ase (Orders	V	Go						Advar	ced Search
Thi	s view displa	ys all the p	urcha	se orders approv	ed in last 50 days (Sinc	e 21-Oct-2020).		. 52 ~					
Sele	ct Order:	Ackno	wled	ge Reque	st Cancellation	Request Changes	View Change History				Change Request		
	PO Num	ber 🛆 F	Rev	Туре	Description	Order Date 🛆	Buyer	Currency	Amount	Status	Status	Acknowledge By	Attachments
0	2156889-	4 0		Blanket Release	Second BPA for DPP-0047970	10-Dec-2020 09:3	2:05 Richard Gordon, Walter Julien Ratnak	USD	26.86	Accepted		17-Dec-2020 09:32:05	

Figure 7 - An accepted Purchase order

2.4.1 Alternatively, a supplier can view the purchase order details in iSupplier Portal before acknowledging, which will be explained in subsequent sections.

	Supplier Home	Orders	Shipments	Finance
Search PO Number	Go Go			
Notification	ns			Orders
			Full List	Agreements
🕱 🔁 🖻 🌣 🗸				Purchase Orders
Subject			Date	Purchase History
Intralox, L.L.C. Oper	Unit - Standard Purchase Order 2158255,0 re		10-Dec-2020 09:30:16	Chinmonto
Intralox, L.L.C. Oper	Unit - Standard Purchase Order 2158247,2 re		09-Dec-2020 17:49:32	Shiphients
Intralox, L.L.C. Oper	Unit - Blanket Purchase Agreement 2156889,2		09-Dec-2020 17:32:37	Delivery Schedules
Intralox, L.L.C. Oper	Unit - Standard Purchase Order 2158245,0 re		07-Dec-2020 10:19:44	Overdue Receipts
				Advance Shipment Notices
				Receipts
Orders At /	A Glance			Receipts
			Full List	Returns
1 2				On-Time Performance
PO Number	Description	Order Dat	e	Invoices
2156889-4	Second BPA for DPP-0047970	10-Dec-202	20 09:32:05	Invoices
2158255 🔥		10-Dec-202	20 09:30:10	Payments
2158247	-	09-Dec-202	20 17:49:28	Payments
2146148	Confirmed - 01/24	09-Dec-202	20 17:33:38	
		00 Dec 201	0 17:22:20	

Figure 8 - A "hot" purchase order; see the note below

NOTE:

As seen in Above Figure, purchase orders may be flagged with a flame ⁶ icon. This indicates that this PO is considered a 'Hot PO' by Intralox. A Hot PO is defined as a PO that is needed urgently by the requested Need-By date in order to fulfil a critical Intralox work order. Please acknowledge or request changes to these purchase items as soon as possible.

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3 ACKNOWLEDGING ENTIRE ORDERS

3.1 In Supplier portal, navigate to the Orders tab, Suppliers can view and acknowledge entire Purchase order, Blanket or Blanket Release.

					Supplier Hor	ne Ori	ders	Shipi	ments	Final	nce		
Purch	hase Orders	s Work	Orders	Agreeme	ents Purchase History								
Pur	rchase (Orders										Multiple PO Cha	nge Export
Viev	ws												
			e Oldel	S	✓ Go							Adva	nced Search
Thi Sele	iis view display	Acknowl	hase ord	s ers approve Reques	d in last 50 days (Since 29-Jul-2	020). st Changes View Cl	hange History	I 🗐 2				Adva	nced Search
Thi Sele	oct Order:	Acknowl	e Orden hase ord edge v Docu Type	s ers approver Request ument	d in last 50 days (Since 29-Jul-2 t Cancellation Request Description	020). at Changes View Cl Order Date △	hange History	Currency	Amount	Status	Change Request Status	Advar Acknowledge By	Attachments
Thi Sele	oct Order: PO Numb 2158155	Acknowl ber A Re	edge v Docu Type Stand	Request	Go d in last 50 days (Since 29-Jul-2 t Cancellation Request Description	020). st Changes View Cl Order Date △ 17-Sep-2020 08:48:51	Buyer Rapavi, David Michael	Currency USD	Amount 1,066.62	Status Requires Acknowledgment	Change Request Status	Advar Acknowledge By 24-Sep-2020 08:48:51	Attachment
Thi Sele	PO Numb 2158155 2158156	Acknowl ber A Re 2 0	edge v Docu Stance Stance	Request Iment lard PO	Go in last 50 days (Since 29-Jul-2 Cancellation Reques Description Equipment Accessories	020). at Changes View Cl Order Date 17-Sep-2020 08:48:51 17-Sep-2020 08:46:28	hange History Buyer Rapavi, David Michael Rapavi, David Michael	Currency USD USD	Amount 1,066.62 1,066.62	Status Requires Acknowledgment Requires Acknowledgment	Change Request Status	Advar Acknowledge By 24-Sep-2020 08:48:51 24-Sep-2020 08:46:28	Attachment
Thi Sele	PO Numb 2158155 2158139	Acknowl ber A Re 2 0 0	edge v Doct Type Stand Stand	Request Iment lard PO lard PO	G G	0220). at Changes View Cl Order Date 17-Sep-2020 08:48:51 17-Sep-2020 08:46:28 26-Aug-2020 13:35:24	hange History Buyer Rapavi, David Michael Rapavi, David Michael Rapavi, David Michael	USD USD	Amount 1,066.62 1,066.62 66.24	Status Requires Acknowledgment Requires Acknowledgment Acknowledgment	Change Request Status Supplier Change Pending	Advar Acknowledge By 24-Sep-2020 08:48:51 24-Sep-2020 08:46:28 31-Aug-2020 13:35:24	Attachment

Figure 9 - Purchase Orders

3.2 Click on the Select radio button near PO number and click on Acknowledge Button to direct into the Acknowledgement page.

				Supplier Hor	ne Ora	ders	Shipr	nents	Fina	Dince		
						×						
Purch	nase Orders	Work O	rders Agreem	ents Purchase History								
Pur	chase Or	rders									Multiple PO Cha	inge Export
Viev	VS											
V	iew Recent I	Purchase	Orders	Go							Advo	nood Coarob
Thi Sele	s view displar	Acknowled	dge ders approve	d in last 50 days (Since 29-Jul-2 t Cancellation Reques	020). st Changes View Ch	nange History	1 1 2				Auva	iced Search
Thi Sele	s view displat	Acknowled	dge ders approve dge Reques Document Type	d in last 50 days (Since 29-Jul-2 t Cancellation Reques Description	020). st Changes View Cf Order Date 스	Buyer	l 💢 😂 Currency	Amount	Status	Change Request Status	Acknowledge By	Attachment
Thi Sele	s view displar p ct Order: A PO Number 2158155	Acknowled Acknowled r A Rev 2	dge ders approve dge Reques Document Type Standard PO	d in last 50 days (Since 29-Jul-2 t Cancellation Reques	020). st Changes View Cł Order Date △ 17-Sep-2020 08:48:51	Buyer Rapavi, David Michael	USD	Amount 1,066.62	Status Requires Acknowledgment	Change Request Status	Acknowledge By 24-Sep-2020 08:48:51	Attachment
Thi Sele	s view displation of the second secon	Acknowled Acknowled r A Rev 2 0	dge ders approve dge Reques Document Type Standard PO Standard PO	d in last 50 days (Since 29-Jul-2 t Cancellation Reques Description Equipment Accessories	020). at Changes View Ct Order Date 17-Sep-2020 08:48:51 17-Sep-2020 08:46:28	Buyer Rapavi, David Michael Rapavi, David Michael	USD	Amount 1,066.62 1,066.62	Status Requires Acknowledgment Requires Acknowledgment	Change Request Status	Acknowledge By 24-Sep-2020 08:48:51 24-Sep-2020 08:46:28	Attachments
Thi Selection	s view displa ct Order: A PO Number 2158155 2158156 2158139	Acknowled Acknowled r A Rev 2 0 0 0	dge ders approve dge Reques Document Type Standard PO Standard PO Standard PO	d in last 50 days (Since 29-Jul-2 t Cancellation Request Description Equipment Accessories Equipment Accessories	Ozo). View Cł order Date 17-Sep-2020 08:48:51 17-Sep-2020 08:46:28 26-Aug-2020 13:35:24	Buyer Rapavi, David Michael Rapavi, David Michael Rapavi, David Michael	Currency USD USD	Amount 1,066.62 1,066.62 66.24	Status Requires Acknowledgment Requires Acknowledgment Acknowledgment	Change Request Status Supplier Change Pending	Acknowledge By 24-Sep-2020 08:48:51 24-Sep-2020 08:46:28 31-Aug-2020 13:35:24	Attachments

Figure 10 - Select & acknowledge a Purchase order

3.3 In the Acknowledge Page, click on Show details to view all the PO line detail information then navigate to the Actions dropdown list, choose either 'Accept Entire Order' or 'Reject Entire Order' and click on Go button.

intralox [®]	SUBJECT: PO ACKNOWLEDGEMENTS & ACCEPTANCES BY SUPPLIER							
OHOHOHO	TITLE: ILOX-WI-110	PAGE 7 of 11	DOCUMENT STATUS: COMPLETE	VERSION: 1.0				
	TEAM ASSIGNED: SC		CREATED BY: MEGAN HEROLD	DATE: 8/11/2020				
	CATEGORY: WORK INS	STRUCTION	LAST MODIFIED BY: ISP PROJECT TEAM	DATE: 12/18/2020				

						Supplier Home	Orders		s	hipments		Finance				
irchase	Order	s Worl	Orders Agree	ments Pu	rchase History											
rders: Pr	wie	e Orders dge fo	> View Order E r Standard	etails > Purcha	ase Order	: 2158156,0 (Total USD 1,0	66.62)					Car	ncel Sav	e Submit Export A	ctions Accept E	ntire Order
urrency=	=USD	format	on													
Gen	eral Ir	nformat	on			Terms and Conditions	5					Related Inform Receipts	nation			
			Tota Supplier	1,066.62 ACME C	ORPORATION	Payment Terms Carrier	N30 UPS				I	nvoices Payments				
			Supplier Site Address	WASHIN 1600 Per NW WASHIN	GTON DC insylvania Ave GTON DC 205	FOB Freight Terms Shipping Control	FOB Shipping Prepaid & Add	Point								
			Buyer Order Date	Rapavi, E 17-Sep-2	020 08:46:28	Ship-To Address	GE ROAD									
			Description Status lote to Supplier	Requires	nt Accessories Acknowledgme	nt Hanover	MD 21076									
		Supplie	Organization r Order Number Hot PO Y	Intralox, L	. L.C. Oper Unit	Address POBO> New Orld	(50699 sans, LA 70150									
	Rele	ease Auto	Approval Attachments	None												
© Det	Click or	the Sho	v link to view shi	pment detail	is of a line. To s	plit a line into multiple delivery dates, click t	he split line ico	n of the	desired ro	w and then	make chang	jes.				
Show Al	II Hide	All														
etails I	Line	Туре	item/Job It	em evision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Attachments	Reason
b	1	Goods	DPP- 0000033			[FESTO LNZG-32] PNEUMATICS TRUN	INION Each	3	22.08	66.24			Open			

Figure 11 – Acknowledge Purchase Orders

Enter the note to Buyer and Click on Submit Button.

	Supplier Home	Orders	Shipments	Finance		
Purchase Orders Orders: Purchase C Acknowledge	Work Orders Agreements Purchase History rders > View Order Details > Acknowledge for Standard Purch Purchase Order 2158156	ase Order >				
3					Cancel	Submit
Description	Equipment Accessories					
Currency	USD					
Amount	1,066.62					
Order Date	17-Sep-2020 08:46:28					
Action	Accept					
Note to Buyer	Acknowledge the entire Purchase					
					Cancel	Submit



		Supplier Home	Orders	Shipments	Finance	
Purchase Orders Orders: Purchase PO Acknow	Work Orders Agreement Orders > View Order Details edgment Confirmatio	 Purchase History Acknowledge for Standard Purch n 	hase Order >			
Purchase Orde	r 2158156 has been Acknowle nase Order Summary	dged.				

Figure 13 - Successful acknowledgment

intralox [®]	SUBJECT: PO ACKNOWLEDGEMENTS & ACCEPTANCES BY SUPPLIER								
OHOHOHO	TITLE: ILOX-WI-110	PAGE 8 of 11	DOCUMENT STATUS: COMPLETE	VERSION: 1.0					
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NOTE

Suppliers can also view the Printable Purchase Order from this page by navigating to the Actions Drop Down List and Choosing 'Printable View' and click Go. The Purchase Document will open in PDF format.

3.3.1 In the Orders/Purchase Orders dashboard, Purchase Order status has been updated to reflect the action.

				Supplier Hor	ne Or	ders	Ship	B ments	Fina	nce		
Purch	nase Orders W	ork O	rders Agreem	ents Purchase History			_					
Pur	chase Ord	ers									Multiple PO Cha	ange Export
Viev	vs											
			Ordens								A	and Arrest
Thi	s view displays all th	chase e purch nowle	Orders ase orders approve dge Reques	Go ed in last 50 days (Since 29-Jul- st Cancellation Reque	st Changes View Cl	hange History	1 🕱 2				Adva	nced Search
Thi Sele	s view displays all th ct Order: Acku PO Number △	chase e purch nowler Rev	Orders ase orders approve dge Reques Document Type	Co ed in last 50 days (Since 29-Jul- st Cancellation Reque Description	order Date 스	hange History Buyer	I 💢 ₴ Currency	Amount	t Status	Change Request Status	Adva Acknowledge By	Attachments
Thi Sele	s view displays all th ct Order: Acku PO Number 2158155	chase e purch nowle Rev 2	Orders ase orders approve dge Reques Document Type Standard PO	ed in last 50 days (Since 29-Jul- at Cancellation Reque	2020). st Changes View Cl Order Date △ 17-Sep-2020 08:48:51	hange History Buyer Rapavi, David Michael	I 💓 😂 Currency USD	Amount 1,066.62	Status Requires Acknowledgment	Change Request Status	Adva Adva Acknowledge By 24-Sep-2020 08:48:51	Attachments
Thi Selection	s view displays all th ct Order: Acku PO Number A 2158155 2158156	e purch Nowler 2 0	Orders ase orders approve dge Reques Document Type Standard PO Standard PO	Cancellation Reque	Order Date View Cl 0rder Date 17-Sep-2020 08:48:51 17-Sep-2020 08:46:28 17-Sep-2020 08:46:28	Buyer Rapavi, David Michael Rapavi, David Michael	USD	Amount 1,066.62 1,066.62	Status Requires Acknowledgment Accepted	Change Request Status	Adva Acknowledge By 24-Sep-2020 08:48:51 24-Sep-2020 08:46:28	Attachments
Thi Selection	s view displays all th ct Order: Acku PO Number △ 2158155 2158156 2158139	chase purch view 2 0 0 0	Orders ase orders approve dge Reques Document Type Standard PO Standard PO Standard PO	Go days (Since 29-Jul- at Cancellation Reque Description Equipment Accessories Equipment Accessories	View Cl order Date 17-Sep-2020 08:48:51 17-Sep-2020 08:46:28 26-Aug-2020 13:35:24	hange History Buyer Rapavi, David Michael Rapavi, David Michael Rapavi, David Michael	USD USD	Amount 1,066.62 1,066.62 66.24	Status Requires Acknowledgment Accepted Requires Acknowledgment	Change Request Status	Adva Acknowledge By 24-Sep-2020 08:48:51 24-Sep-2020 08:46:22 31-Aug-2020 13:35:24	Attachments

Figure 14 - Purchase Orders Dashboard Display acknowledgment statuses

intralox [®]	SUBJECT: PO ACKNOWLEDGEMENTS & ACCEPTANCES BY SUPPLIER							
OHOHOHO	TITLE: ILOX-WI-110	PAGE 9 of 11	DOCUMENT STATUS: COMPLETE	VERSION: 1.0				
	TEAM ASSIGNED: SC		CREATED BY: MEGAN HEROLD	DATE: 8/11/2020				
	CATEGORY: WORK INS	STRUCTION	LAST MODIFIED BY: ISP PROJECT TEAM	DATE: 12/18/2020				

4 ACKNOWLEDGING INDIVIDUAL LINES

While acknowledging the Purchase Order Supplier can reject individual line(s) but accept other lines, navigate to PO Details, click on the 'Show All' and then navigate to the Reason and Action drop down at the Shipment line level.

4.1 Select the Purchase Order and click on Acknowledgment button

	1							
	Supplier Hom	e Or	ders	Shipments	Financ	9		
Purchase Orders Work Orders Agree	ements Purchase History							
Purchase Orders							Multiple PO Cha	inge Export
Views								
View Recent Purchase Orders	V Go						Adva	nced Search
This view displays all the purchase orders app	roved in last 50 days (Since 29-Jul-20	20). t Changes View Cl	hange History	1 1 2				
PO Number Rev Document Type	Description	Order Date △	Buyer	Currency Amo	int Status	Change Request Status	Acknowledge By	Attachments
2158155 2 Standard P	D	17-Sep-2020 08:48:51	Rapavi, David Michael	USD 1,066.	62 Requires Acknowledgment		24-Sep-2020 08:48:51	

Figure 15 - Details for PO 2158155

ency=USD Order Inform General Inform Release A Details TIP Click on the S	nation mation Supplie Add Order Descri S Note to Sup	Total 1,066.62 pplier ACME CORP r site WASHINGTO Iress 1600 Pennsyl WW WASHINGTO iuyer Rapavi, Davic Date 17-Sep-2020 tion tatus Requires Ack	PORATION NN DC Vivania Ave DN, DC 20500 d Michael 08:48:51 knowledgment	Terms and C Paymer Freigt Shipping Ship-To Addr Address	onditio nt Terms Carrie FOE ht Terms J Contro ress 7157 F Hanov	ns N r L 3 F 1 RIDO ver, 1	V30 JPS OB Ship Prepaid & GE ROA	pping Point & Add D			(F II F	Related Informa Receipts Invoices Payments	ation	
Order Inform General Inform Supp Release A Details TIP Click on the S	nation mation Supplie Add Order Descri S Note to Sup	Total 1,066.62 pplier ACME CORP r Site WASHINGTO frees 1600 Pennsyl WW WASHINGTO tuyer Rapavi, Davic Date 17-Sep-2020 ption tatus Requires Ack	PORATION DN DC Ivania Ave DN, DC 20500 d Michael 08:48:51 knowledgment	Terms and Co Paymer Freigt Shipping Ship-To Addr Address	onditio nt Terms Carrie FOE ht Terms J Contro ress 7157 F Hanov	ns N r L 3 F 3 F 1 8 F 1 8 F	130 JPS Prepaid & GE ROA	pping Point & Add .D 76			F In F	Related Information Receipts Involces Payments	ation	
General Inform Supp Release A Details TIP Click on the S	mation Supplier Add Order Descri S Note to Sup	Total 1,066.62 pplier ACME CORP r Site WASHINGTO fress 1600 Pennsyl NW WASHINGTO tuyer Rapavi, Davic Date 17-Sep-2020 plion latus Requires Ack	PORATION NN DC Ivania Ave DN, DC 20500 d Michael 08:48:51 snowledgment	Terms and C Paymer Freigt Shipping Ship-To Addr Address	onditio nt Terms Carrier FOE ht Terms Contro ress 7157 F Hanov	ns N r L 3 F 1 RID(ver, 1	V30 JPS OB Shij Prepaid & GE ROA MD 2107	pping Point & Add .D			(F II F	Related Informat Receipts Involces Payments	ation	
Supp Release A Details TIP Click on the S	Sup Supplie Add Order Descri S Note to Sup	Total 1,066.62 pplier ACME CORP r Site WASHINGTO lifes 1600 Pennsyl NW WASHINGTO light 7-Sep-2020 ption Requires Ack	PORATION NN DC Ivania Ave DN, DC 20500 d Michael .08:48:51 knowledgment	Paymer Freigt Shipping Ship-To Addr Address	nt Terms Carrie FOE ht Terms Contro ress 7157 F Hanov	s M r U B F S F I RID(ver, I	V30 JPS OB Ship Prepaid & GE ROA	pping Point & Add .D			li F	Invoices Payments		
Supp Release A Details TIP Click on the S	Sup Supplier Ado Order Descri S Note to Sup	ppier ACME CORP r Site WASHINGTC 1600 Pennsyl NW WASHINGTO Rapavi, Davio Date 17-Sep-2020 ption tatus Requires Ack	PORATION DN DC Ivania Ave DN, DC 20500 d Michael 08:48:51 snowledgment	Freigh Shipping Ship-To Addr Address	Carrier FOE Int Terms Contro ress 7157 F Hanov	r U B F S F I RID(ver, I	JPS OB Ship Prepaid & GE ROA MD 2107	pping Point & Add .D			F	Payments		
Supp Release A Details TIP Click on the S	Supplie Add Order Descri S Note to Sup	r Site WASHINGTC dress 1600 Pennsyl NW WASHINGTC Buyer Rapavi, David Date 17-Sep-2020 ption tatus Requires Ack	DN DC Ivania Ave DN, DC 20500 d Michael 08:48:51 knowledgment	Freigt Shipping Ship-To Addr Address	FOE ht Terms g Contro ress 7157 F Hanov	B F s F I RID(ver, I	Prepaid &	pping Point & Add .D 76				- ayments		
Supp Release A Details TIP Click on the S	Add Order Descri S Note to Sup	dress 1600 Pennsyl NW WASHINGTO Rapavi, David Date 17-Sep-2020 ption tatus Requires Ack	Ivania Ave DN, DC 20500 d Michael 08:48:51 snowledgment	Freigt Shipping Ship-To Addr Address	ht Terms g Contro ress 7157 F Hanov	RIDO	Prepaid & GE ROA	& Add .D 76						
Supp Release A Details TIP Click on the S	E Order Descri S Note to Sup	NW WASHINGTC Juyer Rapavi, David Date 17-Sep-2020 ption latus Requires Ack	DN, DC 20500 d Michael 08:48:51 mowledgment	Shipping Ship-To Addr Address	7157 F Hanov	RIDO ver, I	GE ROA	.D 76						
Supp Release A Details TIP Click on the S	E Order Descri S Note to Sup	WASHINGTC Buyer Rapavi, David Date 17-Sep-2020 ption tatus Requires Ack	DN, DC 20500 d Michael 08:48:51 knowledgment	Ship-To Addr Address	7157 F Hanov	RID(ver, l	GE ROA	.D 76						
Supp Release A Details TIP Click on the S	E Order Descri S Note to Sup	Buyer Rapavi, David Date 17-Sep-2020 ption tatus Requires Ack	d Michael 08:48:51 snowledgment	Address	7157 F Hanov	RID(/er, l	GE ROA	.D 76						
Supp Release A Details TIP Click on the S	Order Descri S Note to Sup	Date 17-Sep-2020 ption tatus Requires Ack	08:48:51	Address	7157 F Hanov	RID(ver, l	GE ROA	.D 76						
Supp Release A Details TIP Click on the S	Descri S Note to Sup	ption tatus Requires Ack	nowledgment	Address	Hanov	ver, l	MD 2107	76						
Supp Release A Details TIP Click on the S	Note to Sup	tatus Requires Ack.	rnowleagment											
Supp Release A Details TIP Click on the S	Note to Sup													
Supp Release A Details TIP Click on the S	Orgonia	option Introlov I.I.C	2 Oper Unit	Bill-To Addre	ess									
Release A Details	organiz onlier Order Nu	mber	5. Oper Unit			~~~								
Release A Details TIP Click on the S	Hot PO	Y		Address	POB	UX	00699	70450						
Details	Auto Approval				New C	леа	ins, LA	10150						
Details	Attachn	nents None												
Details														
TIP Click on the S														
TIP Click on the S														
	Show link to vie	w shipment details of	a line. To split a line ir	nto multiple delivery da	ates, clic	k th	e split lir	ne icon of th	ne desired ro	ow and then r	make chang	ces.		
		AND 10000 • AND 1000 1000 - CLARD 1000 - CHANNEL - CHANN												
ow All Hide All														
2														
ails Line Type		em Supplier	r Description		UOM	Qty	Price	Amount	Note to Supplier	Contracto Name	or Status	s Global Agreemen	t Attachments Re	asor
1 0	Item/Job	evision Item		DUCUMATION					-app.ici					

Figure 16 - Show All

4.2 Click on **Show All** and navigate to the Reason and Action drop down at the Shipment Line.

intralox [®]		SUBJECT: PO AC	KNOWLEDGEMENTS & ACCEPTANCES BY SUPPLIE	R
OHOHOHO	TITLE: ILOX-WI-110	PAGE 10 of 11	DOCUMENT STATUS: COMPLETE	VERSION: 1.0
	TEAM ASSIGNED: SC		CREATED BY: MEGAN HEROLD	DATE: 8/11/2020
	CATEGORY: WORK INS	STRUCTION	LAST MODIFIED BY: ISP PROJECT TEAM	DATE: 12/18/2020

	0																		
Lin	е Туре	Item/Jo	b It	em evision	Supplier Item	Descrip	ption	иом	Qty	Pric	e Amou	Int Note to Suppli	o Con er Nam	tractor	Status Glo	bal Agreement		Attachments	Reason
1	Goods	s DPP- 0000033	3			[FESTO PNEUM TRUNN SUPPO	LNZG-32] ATICS ION RT	Each	3	22.0	8 66	.24			Open				
nts																			
ent L	hip-To ocation	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-E	y Date	•	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
IL (H M	.OX US Hanover, ID)	3	22.08			66.24		25-Oct-2	2020 00	:00:00					Requires Acknowledgme	ent			
2	Goods	s DPP- 0189310	3			[PULS C POWER 480VAC 24VDC 5AMPS.	CT5.241] R SUPPLY, INPUT, OUTPUT @	Each	6	166.7	3 1,000	.38			Open				
ents																			
	hip-To ocation	Quantity Ordered	Price	Quantity Received	/ Amount Received	Amount	Promised Date	Need-E	By Date	e	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
nt L			100 72			1 000 38		25-Oct-	2020 00	0:00:00					Requires	ant			

Figure 17 - Actions and Reasons

	2																				
Li	ine '	Гуре	Item/Jo	b R	em evision	Supplier	Descrip	otion	иом	Qty	Price	e Amou	Int Note to	o Cor er Nan	tractor	Status	Globa	I Agreement		Attachments	Reason
1	0	Goods	DPP- 0000033	3			[FESTO PNEUM TRUNNI SUPPO	LNZG-32] ATICS ION RT	Each	3	22.0	8 66	.24			Open					
nt	s																				
ent	Ship Loca	-To tion	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-E	by Date	,	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status		Attachments	Split	Reason	Action
	ILOX (Hand MD)	US over,	3	22.08			66.24		25-Oct-2	2020 00	0:00:00					Requires Acknowle	dgment			Accepting the I	Accept
2	0	Goods	DPP- 0189316	3			[PULS C POWER 480VAC 24VDC 0 5AMPS.	CT5.241] SUPPLY, INPUT, OUTPUT @	Each	6	166.7	3 1,000	.38			Open			T		
ent	s																				
ent	Ship Loca	-To ition	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-E	By Dat	e	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status		Attachments	Split	Reason	Action
	ILOX (Hand MD)	US over,	6	166.73			1,000.38		25-Oct-	2020 0	0:00:00					Requires Acknowle	dgment			No longer mfg	Reject 🔽
/																					

Figure 18 - PO Details, rejecting or accepting at the line level.

4.3 Enter the Reason and select the Action drop down list of value Accept / Reject at the Shipment Line then click on Submit Button.

	Supplier Home	Orders	Shipments	Finance	
Purchase Orders Work Orders Agreements Purchase Orders: Purchase Orders > PO Acknowledgment Confirmation	chase History				
Purchase Order 2158155 has been Acknowledged. Return to Purchase Order Summary					

intralox [®]		SUBJECT: PO AC	KNOWLEDGEMENTS & ACCEPTANCES BY SUPPLIE	R
OHOHOHO	TITLE: ILOX-WI-110	PAGE 11 of 11	DOCUMENT STATUS: COMPLETE	VERSION: 1.0
	TEAM ASSIGNED: SC		CREATED BY: MEGAN HEROLD	DATE: 8/11/2020
	CATEGORY: WORK INS	STRUCTION	LAST MODIFIED BY: ISP PROJECT TEAM	DATE: 12/18/2020

In the Orders/Purchase Orders dashboard, Purchase Order status will be acknowledged.

								6	KOX	1		
				Supp	lier Home	Orders	Shipm	ients	Finan	ce		
						17.01						
Purchas	se Orders	Work C	rders Agreen	nents Purchase H	listory							
Purch	hase O	Orders									Multiple PO Cha	nge Expor
Views	s											
Views View This vi Select (S Recent view displays	at Purchase all the purch	Orders ase orders approv	ed in last 50 days (Sinc	Go e 21-Oct-2020). Request Changes Vie	w Change History	1 2 2				Adva	nced Search
Views View This vi Select (s w Recent view displays Order: PO Numbe	at Purchase s all the purch Acknowle	Orders ase orders approv dge Reques Document Type	ed in last 50 days (Sinc st Cancellation	Go e 21-Oct-2020). Request Changes Vie Order Date 🛆	W Change History	Currency	Amount	Status	Change Request Status	Advar Acknowledge By	nced Search
Views View This view Select (Pi	s w Recent view displays Order: PO Numbe	at Purchase s all the purch Acknowle eer $ ightarrow Rev0$	Orders ase orders approv dge Reques Document Type Blanket Release	ed in last 50 days (Since st Cancellation [Description Second BPA for DPP-0047970	Go ≥ 21-Oct-2020). Request Changes Vie Order Date △ 10-Dec-2020 10:57:37	W Change History Buyer 7 Richard Gordon, Walter Julien Ratnak	USD	Amount 118.50	Status Requires Acknowledgment	Change Request Status	Advar Acknowledge By 17-Dec-2020 10:57:37	nced Search Attachmen

NOTE:

Only reject PO lines in the case wherein Supplier cannot fulfil the order line under any conditions. If you can fulfil with a change to the price, quantity, or Promise Date, please submit a change order request rather than rejecting the order line.