



SUPPLIER PORTAL

Managing Purchase Orders

Abstract

This job aid will show you how to view and acknowledge a purchase order.



Business Process:

Managing Purchase Orders

Supporting Job Aid

Effective Date: 9/19/2023

Revision: 02

Table of Contents

Overview	2
Log into Supplier Portal	2
Viewing the Purchase Order	3
Order Page Overview	4
Acknowledging Purchase Order.....	6





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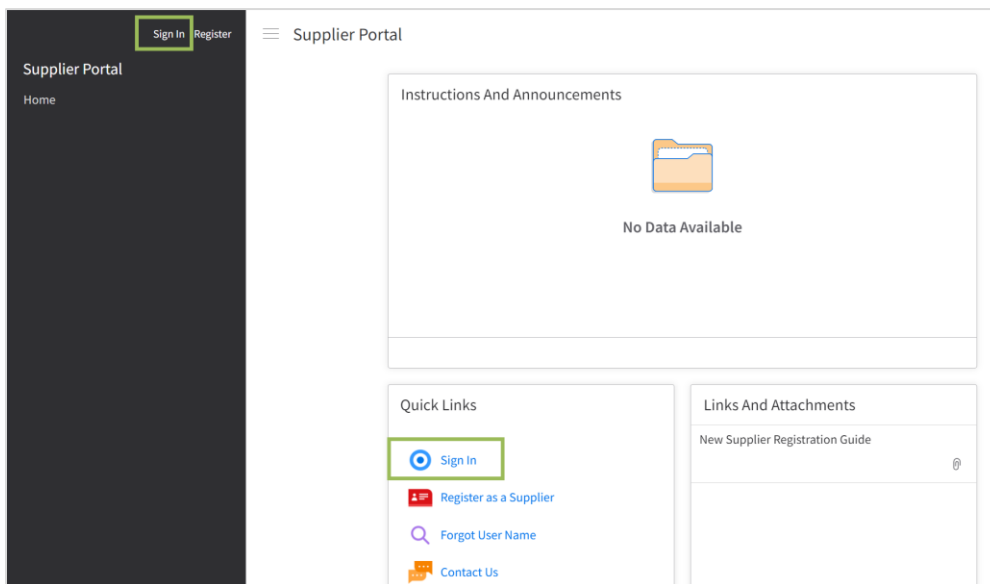
Overview

Purchase Orders provide a way for Buyers and Vendors to track recent orders for an event. Vendors are able to view and acknowledge these Purchase Orders directly through the Supplier Portal. This document provides step-by-step guidance around viewing and acknowledging a purchase order.

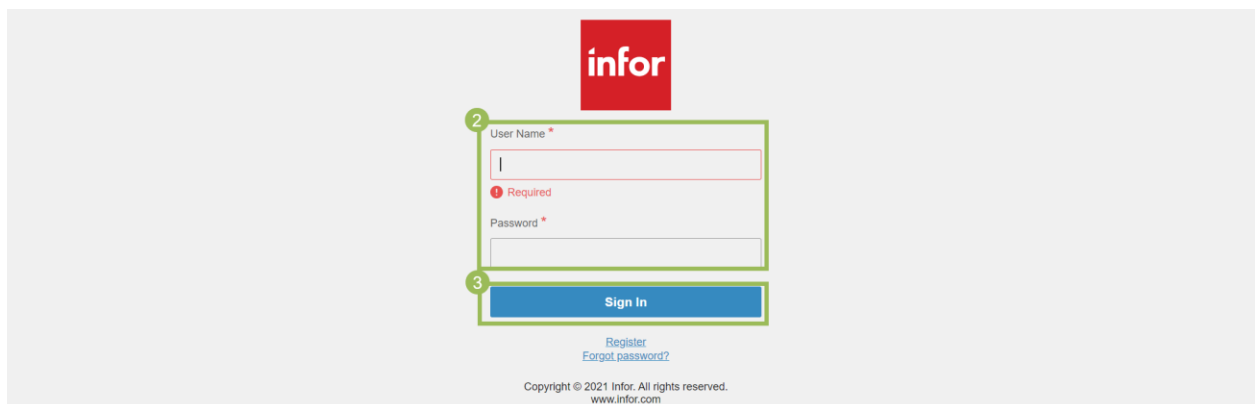
Log into Supplier Portal

You can access the Supplier Portal [here](#).

1. Click **Sign In**.



2. Enter **User Name** and **Password**.
3. Click **Sign In**.





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Viewing the Purchase Order

1. On the left menu, expand **Order Management**.
2. Click **Orders**.

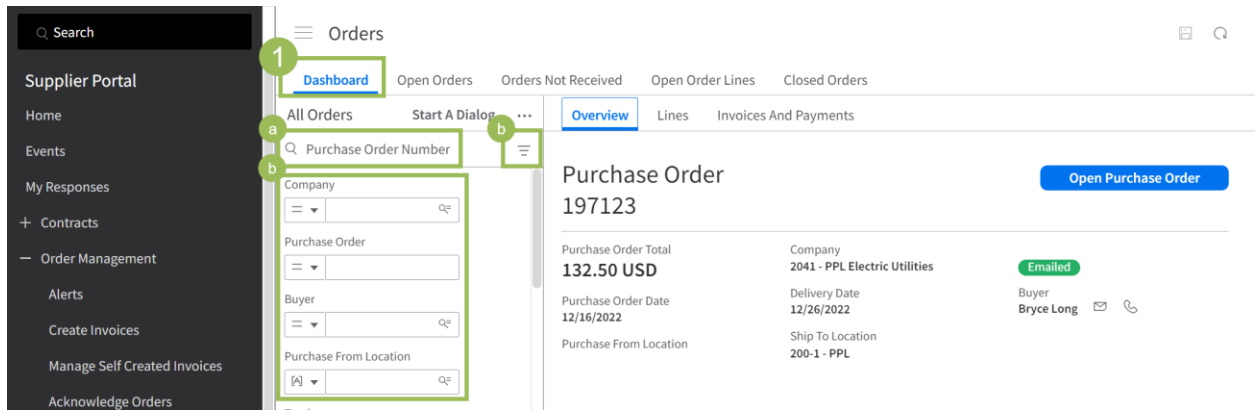
The screenshot displays the PPL Supplier Portal interface. On the left, a dark sidebar menu is visible with 'Order Management' expanded and 'Orders' selected. The main content area is titled 'Orders' and features a search bar for 'Purchase Order Number'. Below the search bar, a list of purchase orders is shown, including PO 197123 (Total: 132.50 USD, Date: 12/16/2022, Status: Emailed) and PO 110121 (Total: 166.25 USD, Date: 8/1/2022, Status: Released revision). The detailed view for PO 197123 shows a total of 132.50 USD, a purchase order date of 12/16/2022, and a ship-to location of 200-1 - PPL. The buyer is identified as Bryce Long. A green 'Emailed' status is also present.



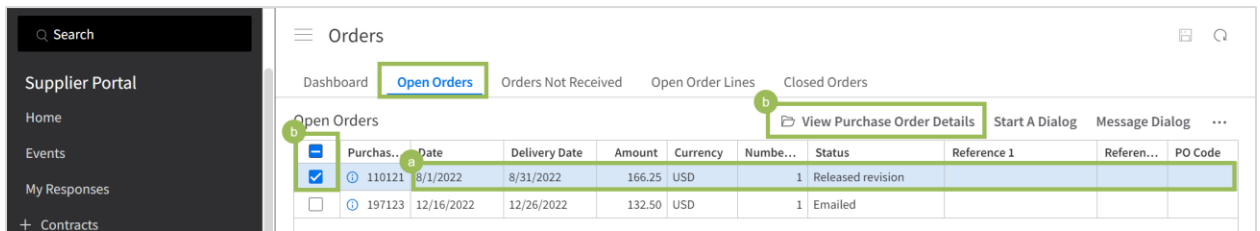


Order Page Overview

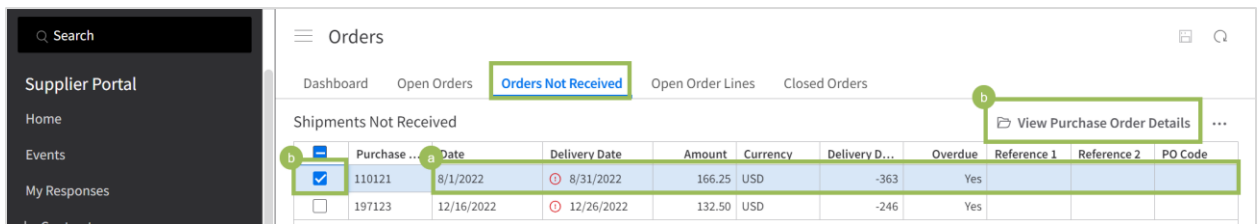
1. **Dashboard tab** allows you to search and filter Purchase Orders.
 - a. Enter a Purchase Order into the **Search** field.
 - b. Or use the **Filter Search** to refine your search.



2. **Open Orders** tab displays purchase orders you are expected to deliver. To open a Purchase Order:
 - a. Double Click an Open Order.
 - b. OR check the box next to the order and click View Purchase Order Details.



3. **Orders Not Received** tab displays purchase orders shipped but not delivered. To open a Purchase Order:
 - a. Double Click an Open Order.
 - b. OR check the box next to the order and click View Purchase Order Details





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Revision: 02

- 4. **Open Order Lines** tab displays individual line items that need to be delivered.

The screenshot shows the 'Orders' section of a Supplier Portal. The 'Open Order Lines' tab is highlighted with a green box. Below the navigation tabs, there is a table titled 'Open Order Lines' with the following data:

	Expected...	Purch...	Purch...	Item	Vendor Item	Description	Rema...	UOM	P
<input type="checkbox"/>	8/31/2022	110121	1	0000901879	0000901879	SCREW, TAPPING, SELF TAPPING, #12, 1/2 IN, STAINLESS STEEL,	5.0000	BX	
<input type="checkbox"/>	12/26/2022	197123	1	0000901879	0000901879	SCREW, TAPPING, SELF TAPPING, #12, 1/2 IN, STAINLESS STEEL,	10.0000	BX	





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Revision: 02

Acknowledging Purchase Order

The following section provides the steps around acknowledging a Purchase Order.

1. Expand **Order Management**.
2. Click **Acknowledge Orders**.
3. Select the Purchase Order to acknowledge.
4. Click **Create Acknowledgements**.

Supplier Portal

- Home
- Events
- My Responses
- + Contracts
- 1 Order Management
- Alerts
- Create Invoices
- 2 Manage Self Created Invoices
- Acknowledge Orders
- Orders

Orders Available For Acknowledgement

View Purchase Order Details Create Acknowledgements Start A Dialog

Purchase O...	Date	Delivery Date	Amount	Currency	Number Of...	Status	Reference 1	Reference 2	Dialog
197123	12/16/2022	12/26/2022	132.50	USD	1	Emailed			

5. Make any **updates** by clicking into the cells as needed.
NOTE: If changes are made, a message is generated to the Buyer, and they must acknowledge and accept changes.
6. Click **Finish Acknowledgement**.

Supplier Portal

- Home
- Events
- My Responses
- + Contracts
- Order Management

Purchase Order Lines To Acknowledge

Company: 2041 - PPL Electric Utilities Purchase Order: 197123 Use back arrow on browser or select acknowledge orders menu item to return to list

Acknowledged Purchase Order Lines

Line Number	Vendor Item	Ordered Quantity	UOM	Unit Cost	Delivery Date
5 1	0000901879	10.0000	BX	12.500	12/26/2022

6 Finish Acknowledgements

