

ACKNOWLEDGE AN ORDER

When the Purchase Order is created, the buyer may request an acknowledgement of receipt.

You will be advised by a notification on the iSupplier Portal home page.



No changes can be made to an order whose status is “**Requires Acknowledgement**”.

Prerequisite: have a connection to iSupplier Portal

ACKNOWLEDGE AN ORDER

ORACLE[®] iSupplier Portal

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Purchase Orders

Multiple PO Change

Export

Views

View Purchase Orders to Acknowledge ▾

Go

Advanced Search

Select Order: Acknowledge Request Changes View Change History

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input checked="" type="radio"/>	4080104571	1	408_OU	Standard PO		07-Jul-2015 15:47:35	Ramirez Burillo, Ines Maria	EUR	2,000.00	Requires Acknowledgment	26-Jul-2015 06:00:00	
<input type="radio"/>	4080104570	0	408_OU	Standard PO		07-Jul-2015 15:42:22	Ramirez Burillo, Ines Maria	EUR	2,000.00	Requires Acknowledgment	28-Jul-2015 06:00:00	
<input type="radio"/>	4080104568	0	408_OU	Standard PO		07-Jul-2015 15:33:48	Ramirez Burillo, Ines Maria	EUR	2,000.00	Requires Acknowledgment	20-Jul-2015 06:00:00	

1 Click the **Orders** tab.

2 The **View** field enables to access a drop-down menu.
Select **Purchase Orders to Acknowledge** and click **Go**

3 Select the Purchase Order concerned and click **Acknowledge**

ACKNOWLEDGE AN ORDER

Acknowledge for Standard Purchase Order : 4080104571,1 (Total EUR 2,000.00)

Currency=EUR

Cancel

Reject Entire Order

Accept Entire Order

Printable View

View Change History

Export

Submit

Order Information

General Information

Total **2,000.00**
Supplier **SUPPLIER TEST**
Supplier Site **ESEUR_VILLAMU02**
Address **CARRETERA DE PALENCIA A MAGAZ,
KM 2,5
ESCALONADO
VILLAMURIEL DE CERRATO, ES 34190**
Buyer [Ramirez Burillo, Ines Maria](#)
Order Date **07-Jul-2015 15:47:35**
Description
Status **Requires Acknowledgment**
Note to Supplier
Organization **408_OU**
Supplier Order Number
Attachments **None**

Terms and Conditions

Payment Terms **LAST DAY 2ND MTH (60 EOM)**
Carrier
FOB **NA**
Freight Terms **REFERENCE INCOTERMS**
Shipping Control

Ship-To Address

Address **MICHELIN-SERVICIO RECEPCION
VLD_00JR - Carretera de Burgos (Camino del
cabildo)
VALLADOLID, 47009**

Bill-To Address

Address **Michelin España Portugal SA
PO BOX 44
PO BOX 127 MATERIAS PRIMAS - RAW MATERIALS
CERDANYOLA DEL VALLES, 08290**

Related Information

[Receipts](#)
[Invoices](#)
[Payments](#)

Order details display.

For further information go to the section "**Related Information**" above.

PO Details

TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

[Show All](#) [Hide All](#)

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
	1	Goods				OFFICE	UN	200	10	2,000.00					Open				

To view the status of the shipment click **Show**,
if there are several order lines click **Show All**.

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PO Details

 **TIP** Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

[Show All](#) [Hide All](#)

Details	Line	Type	Item	Item/Job Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
	1	Goods				OFFICE	UN	200	10	2,000.00					Open				

Shipments

Shipment	Ship-To Location	Quantity Ordered	Quantity Price	Quantity Received	Amount	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
1	VLD_00JR	200	10		2,000.00		07-Jul-2015 15:43:: 	07-Jul-2015 15:43:32					Requires Acknowledgment			

Additional Change Requests

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes

[Return to Orders: Purchase Orders](#)

Cancel

Reject Entire Order

Accept Entire Order

Printable View

View Change History

Export

Submit

1 In the **Action** drop-down menu, select your choice: **Accept** or **Reject**.

2 Confirm your choice by clicking **Reject Entire Order** or **Accept Entire Order**

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ORACLE[®] iSupplier Portal

Home | Orders | Shipments | Planning | Finance | Admin

Purchase Orders | Agreements | Purchase History | Work Confirmations

Orders: Purchase Orders > Acknowledge for Standard Purchase Order >

Acknowledge Purchase Order 4080104571

Cancel Submit

Description

Currency **EUR**

Amount **2,000.00**

Order Date **07-Jul-2015 15:47:35**

Action **Accept**

Note to Buyer

Enter your comments in this field and click

Cancel Submit

PO Acknowledgment Confirmation displays on the screen.
The buyer will receive a notification by e-mail of the order acceptance or rejection.

Home | Orders | Shipments | Planning | Finance | Admin

Purchase Orders | Agreements | Purchase History | Work Confirmations

Orders: Purchase Orders > Acknowledge for Standard Purchase Order >

PO Acknowledgment Confirmation

Purchase Order 4080104571 has been Acknowledged.

[Return to Purchase Order Summary](#)

Come back on the iSupplier Portal home page or on the **Purchase Order Summary**.