

## How to Access and Acknowledge Purchase Orders in OregonBuys

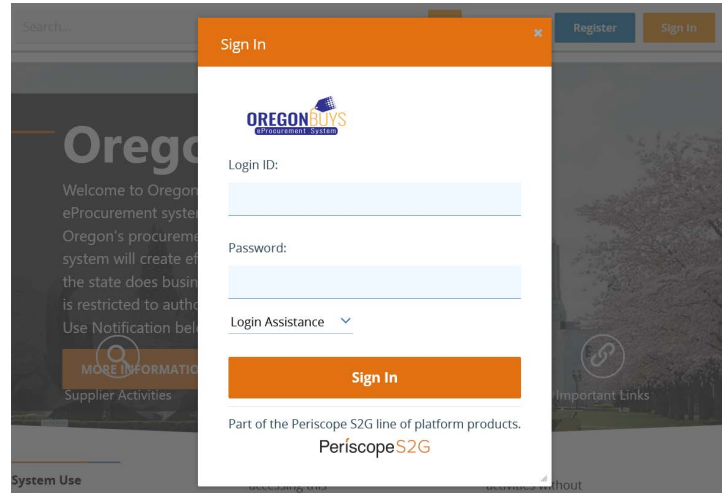
- Access Purchase Orders (PO) in OregonBuys
- Acknowledge Purchase Orders (PO) in OregonBuys

Purchase Orders are sent to suppliers through OregonBuys and are found in the Purchase Orders / Change Orders (Un-Acknowledge) section of the PO tab. These documents require review & acknowledgment based on the buyer's request.

Only users with **Seller privileges** can acknowledge a purchase order in OregonBuys. These instructions assume the logged in user has Seller credentials.

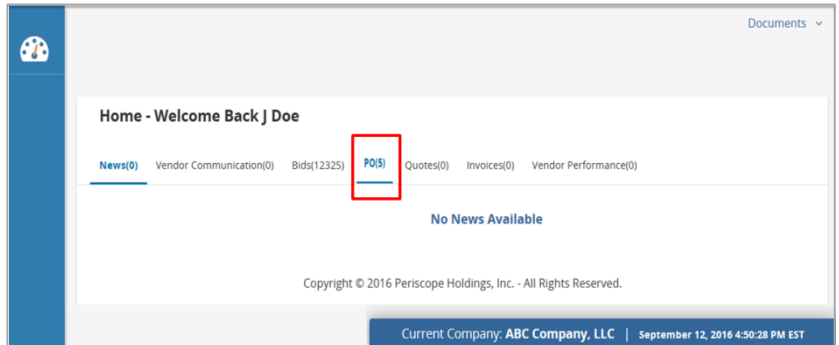
### Step 1: Launching OregonBuys

1. Enter the uniform resource locator (URL) address for OregonBuys (<https://oregonbuys.gov> in your browser.
2. Click on the **Sign In** button once the OregonBuys landing page displays.
3. Enter your **Login ID** and **Password** and click **Sign In**.



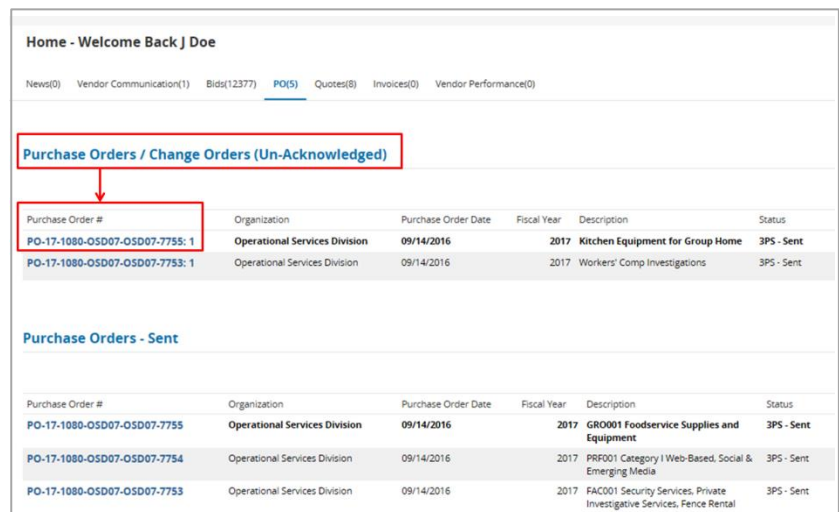
### Step 2: Accessing Purchase Orders

1. From the Homepage click on the **PO** tab to view purchase orders that have been sent to your company.



### Step 3: Opening Purchase Orders

1. Click on the hyperlinked **Purchase Order #** within the **Purchase Orders / Change Orders (Un-Acknowledged)** section.



#### Step 4: Acknowledging Purchase Orders

1. Check the first box to acknowledge receipt of the purchase order.
2. Check the second box to notify the buyer of the purchase order receipt.
3. Click the **Proceed** button to continue.

**NOTE:** Checking-off these two (2) boxes sends a confirmation email to the buyer with notification that the seller has received the PO.

### Download Acknowledgement

I am acknowledging receipt of this purchase order.

Notify requestor of receipt of this purchase order.

Proceed
Cancel & Exit

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#### Step 5: Reviewing Purchase Orders

1. Review the **Summary** tab for the relevant information pertaining to the purchase order such as the products/services ordered and shipping information.
2. Click the **Print** button at the bottom of the page to print a PDF copy of the purchase order.

Be sure to review the **Attachments** tab for Terms and Conditions and any other applicable attachments.

General
Items
Attachments
Notes
Change Orders
Subcontractors
Summary

#### Header Information

<b>Purchase Order Number:</b>	PO-17-1080-OSD07-OSD07-7755	<b>Release Number:</b>	1	<b>Short Description:</b>	Kitchen Equipment for Group Home
<b>Status:</b>	3PS - Sent	<b>Purchaser:</b>	Regina Kinney	<b>Receipt Method:</b>	Quantity
<b>Fiscal Year:</b>	2017	<b>PO Type:</b>	Release	<b>Minor Status:</b>	
<b>Department:</b>	OSD07 - OSD TRAINING	<b>Location:</b>	OSD07 - OSD TRAINING	<b>Type Code:</b>	
<b>Alternate ID:</b>		<b>Entered Date:</b>	09/14/2016 04:11:33 PM	<b>Control Code:</b>	
<b>Days ARO:</b>	0	<b>Retainage %:</b>	0.00%		
<b>Required By Date:</b>		<b>Promised Date:</b>			
<b>Contact Instructions:</b>	Contact Regina Kinney at (617)720-3184	<b>Tax Rate:</b>		<b>Actual Cost:</b>	\$4,063.00
<b>Ship-to Address:</b>	OSD Training 1 Ashburton Place Suite 1017 Boston, MA 02108 US Email: test@periscopeholdings.com Phone: (123)456-7890	<b>Bill-to Address:</b>	Accounts Payable 1 Ashburton Place Room 1017 Boston, MA 02108 US Email: test@periscopeholdings.com Phone: (123)456-7890		

#### PO Terms

<b>Preferred Delivery Method:</b>	Email	<b>Shipping Method:</b>	
<b>Remit-to Address:</b>	J Doe 123 Main Street Boston, MA 02116 US Email: JDoe@abcllc.com Phone: (617)555-9999	<b>Payment Terms:</b>	
<b>PO Mailing Address:</b>	J Doe 123 Main Street Boston, MA 02116 US Email: JDoe@abcllc.com Phone: (617)555-9999	<b>Shipping Terms:</b>	
		<b>Freight Terms:</b>	

#### Item Information

Item #	Print Sequence	Blanket /Contract # /Line #	Item Description	Quantity	Minimum Order Quantity	Catalog Price/ Unit Cost	Net Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Freight	Total Cost
1	1.0	PO-17-1080-OSD07-OSD07-7755 / 5	( 23-18 - 15 ) GRO35, Boston Showcase, Foodservice Equipment Large Core Product Group, Transport Rack- Aluminum-Welded- Bun Pan, CHANNE... <a href="#">View Detail</a>	1.0	0.0	\$500.00	\$500.00	EA - Each	\$0.00		\$0.00	\$0.00	\$500.00
2	2.0	PO-17-1080-OSD07-OSD07-7755 / 6	( 23-18 - 15 ) GRO35, Boston Showcase, Foodservice Equipment Large Core Product Group, Meal Delivery Carts- Extreme Duty, ALTO SHAAM 10... <a href="#">View Detail</a>	2.0	0.0	\$229.00	\$229.00	EA - Each	\$0.00		\$0.00	\$0.00	\$458.00
3	3.0	PO-17-1080-OSD07-OSD07-7755 / 7	( 23-18 - 15 ) GRO35, Boston Showcase, Foodservice Equipment Large Core Product Group, Steamer 2 Compartment-Boiler Base-Gas Energy Sta... <a href="#">View Detail</a>	3.0	0.0	\$1,035.00	\$1,035.00	EA - Each	\$0.00		\$0.00	\$0.00	\$3,105.00

Create Invoice
Exit
Print

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