


iSupplier Order Acknowledgement

Step	Action
1.	Click the HRSD iSupplier Responsibility link. 
2.	The <i>iSupplier Portal Home Page</i> displays. The most recent five orders are displayed in the <i>Orders At A Glance</i> section. You can also go to the <i>Orders</i> tab to view all orders. Click the 6150004 PO Number link. 
3.	Purchase Order 6150004 is displayed. Click the scrollbar to view additional PO details. 
4.	Click the Select to show information button to see more line detail. 
5.	View the additional details for Line 1. For various types of PO's there may be different details than at the line summary. Press [Page Up] .
6.	Select the Acknowledge Action, then click the Go button. 
7.	The <i>Acknowledge</i> page displays. Optionally, the order can be rejected with notes to the Buyer. For this example, click the Accept Entire Order button. 
8.	Click the Submit button. 
9.	A <i>Confirmation</i> is displayed. The Order Acknowledgement has been completed.
10.	Click the Return to Purchase Order Summary link. 
11.	Notice the Status for the order has been updated to Accepted .

12.

This topic covered:

- Supplier to Acknowledge an issued Purchase Order using the iSupplier Portal.

Note: All PO's issued to Supplier require Acknowledgement from Supplier.

End of Procedure.