

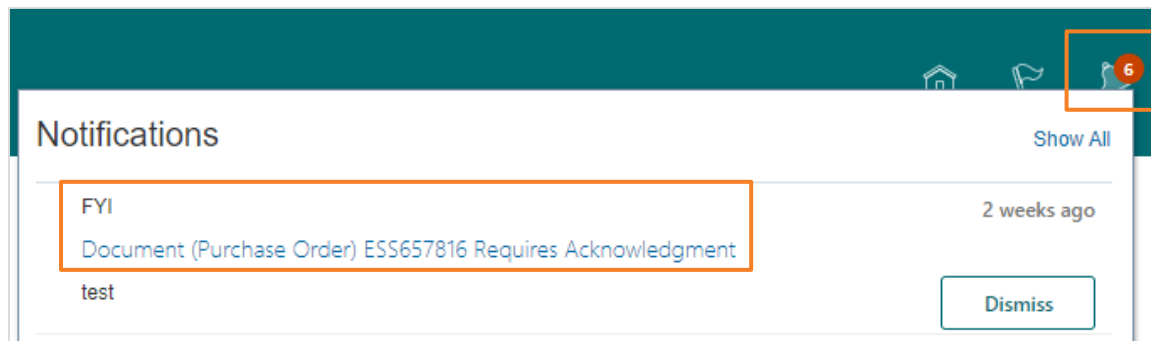


# How to Acknowledge Purchase Orders and Agreements

 <b>Why should I use this guide?</b>	This guide provides information to assist you in <b>acknowledging</b> Agreements and Purchase Orders. The system steps will outline how to manually acknowledge a document.
 <b>Who might use this guide?</b>	Suppliers using the Oracle ERP Cloud Supplier Portal to manage Agreements and Orders.

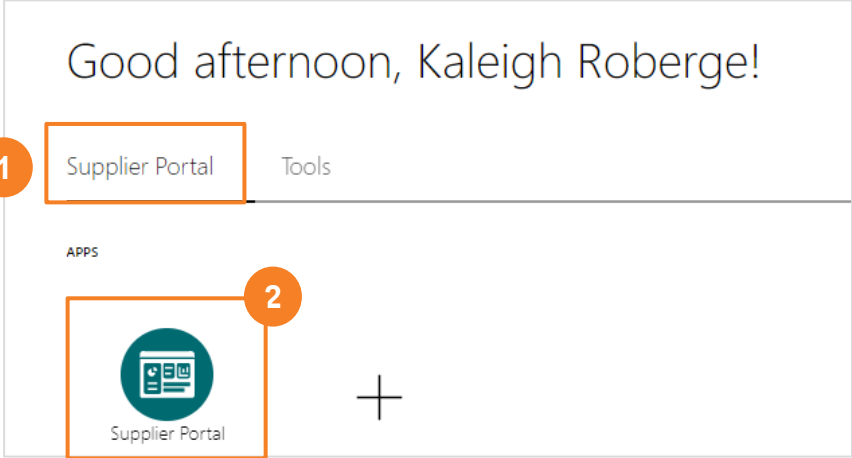
## Things to Note

- > When an Essential Energy Agreement or Purchase Order (PO) is issued, you will receive an email and an in-system notification in your notification bell. If acknowledgement is required, the notification will include **'Requires Acknowledgement'**. You can click onto the notification to acknowledge the document or you can manually acknowledge the document. This guide will outline how to manually acknowledge a document.
- > The system steps outlined in this document use a **Purchase Order (PO)** as an example, but the overall acknowledgement process in Oracle is the same for agreements.



## System Steps to Manually Acknowledge a PO:

Step	Action
1	Login to the system.
1	Navigate to the <b>Supplier Portal</b> tab.
2	Click on the <b>Supplier Portal</b> app.



The screenshot shows a user interface with a greeting: "Good afternoon, Kaleigh Roberge!". Below the greeting is a navigation bar with a "Supplier Portal" tab (highlighted with a red box and a red circle with the number 1) and a "Tools" tab. Below the navigation bar is a section titled "APPS" containing a "Supplier Portal" app icon (highlighted with a red box and a red circle with the number 2) and a plus sign (+).

Step	Action
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3	<p>This will navigate you to the Supplier Portal homepage.</p> <p>To view the orders needing acknowledgement, click directly on the ring that displays, <b>‘Orders to Acknowledge’</b>.</p>
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### Supplier Portal

Search Orders

**Tasks**

**Orders**

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

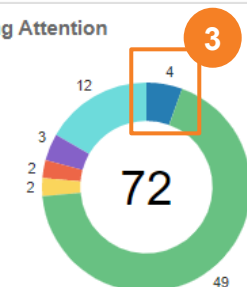
**Agreements**

- Manage Agreements

**Shipments**

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

**Requiring Attention**



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- Orders to Acknowledge
- Schedules Overdue or Due Today
- Negotiation Responses
- Questionnaires
- Negotiations Closing Soon
- Invoices Overdue

**Recent Activity**  
Last 30 Days

Orders changed or canceled	1
Orders opened	9
Receipts	1

**Transaction Reports**  
Last 30 Days

PO Purchase Amount	1600	AUD
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Step	Action																														
4	<p>This will take you to the Manage Orders page and will display the orders needing acknowledgement.</p> <p><b>Note:</b> Orders needing acknowledgement will also be marked with a blue information icon. When you click on this a message will appear that reads ‘<b>Acknowledgement is pending</b>’.</p> <p>Click on the Order <b>hyperlink</b>.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Manage Orders <span style="float: right;">Done</span></p> <p>Headers Schedules</p> <p>Advanced Search <span style="float: right;">Basic Manage Watchlist Saved Search Pending Acknowledgment</span></p> <p>Search Results</p> <p>Actions View Format <span style="font-size: small;">[Icons]</span> Freeze Detach Wrap</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Order</th> <th>Order Date</th> <th>Description</th> <th>Supplier Site</th> <th>Buyer</th> <th>Ordered</th> <th>Currency</th> <th>Status</th> <th>Life Cycle</th> <th>Creation Date</th> </tr> </thead> <tbody> <tr style="background-color: #e6f2ff;"> <td><span style="border: 2px solid orange; border-radius: 50%; padding: 2px 5px;">4</span> <span style="font-size: small; color: blue;">i</span> <a href="#">EE00000457</a></td> <td>28-Jul-2021</td> <td></td> <td>Mailing Address</td> <td>Sridharan, Muk...</td> <td>200.00</td> <td>AUD</td> <td>Open</td> <td><span style="font-size: small;">[Refresh]</span></td> <td>28-Jul-2021</td> </tr> <tr> <td><span style="font-size: small; color: blue;">i</span> <a href="#">EE00000456</a></td> <td>28-Jul-2021</td> <td></td> <td>Mailing Address</td> <td>Sridharan, Muk...</td> <td>200.00</td> <td>AUD</td> <td>Open</td> <td><span style="font-size: small;">[Refresh]</span></td> <td>28-Jul-2021</td> </tr> </tbody> </table> </div>	Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date	<span style="border: 2px solid orange; border-radius: 50%; padding: 2px 5px;">4</span> <span style="font-size: small; color: blue;">i</span> <a href="#">EE00000457</a>	28-Jul-2021		Mailing Address	Sridharan, Muk...	200.00	AUD	Open	<span style="font-size: small;">[Refresh]</span>	28-Jul-2021	<span style="font-size: small; color: blue;">i</span> <a href="#">EE00000456</a>	28-Jul-2021		Mailing Address	Sridharan, Muk...	200.00	AUD	Open	<span style="font-size: small;">[Refresh]</span>	28-Jul-2021
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Step	Action
5	Review the Order details: <b>5a:</b> Bill-to and Ship-to locations <b>5b:</b> Acknowledgement Due Date <b>5c:</b> Line details. <b>5d:</b> Click on Schedules to view: <ul style="list-style-type: none"> <li>Requested Delivery Date</li> <li>Promised Delivery Date</li> </ul>
6	Click on <b>Acknowledge</b> .

Purchase Order: EE00000457 6 Acknowledge View PDF Actions ▾ Done

**Main**

▲ General

Sold-to Legal Entity: Essential Energy	Supplier: [Redacted]	Ordered: 200.00 AUD
Bill-to BU: Essential Electricity BU	Supplier Site: Mailing Address	Description:
Order: EE00000457	Supplier Contact: [Redacted]	Source Agreement: PA00000040
Status: Open ⓘ	<b>5a</b> Bill-to Location: Wagga Wagga FSC 59 Hammond Ave	Supplier Order:
Buyer: Mukund Sridharan	Ship-to Location: Wagga Wagga FSC 59 Hammond Ave	Master Contract:
Creation Date: 28-Jul-2021		

**Terms** Notes and Attachments

Required Acknowledgment: Yes	Shipping Method: — Requires signature
<b>5b</b> Acknowledgment Due Date: 04-Aug-2021	Freight Terms: — Pay on receipt
Payment Terms: 30 days	FOB: — Confirming order

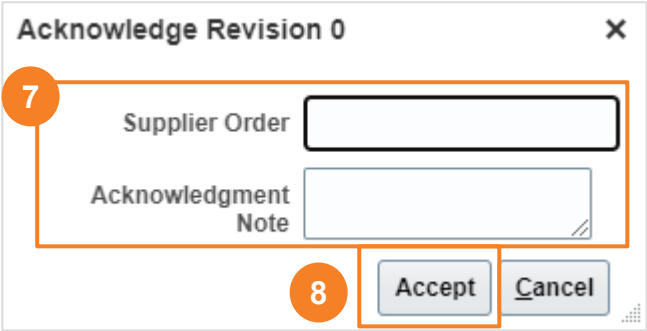

▲ Additional Information 5d

Location	Requested Delivery Date	Promised Delivery Date	Quantity	UOM	Status	Life Cycle
Wagga Wa...	04-Aug-2021	04-Aug-2021	1	Each	Open	🔄

**Lines** Schedules

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap

Line	Item	Description	Quantity	UOM	Base Price	Price	Ordered	Status	Additional Information	
<b>5c</b>	1	SIQ0019	Current Meter, Flexible	1	Each	200.00	200.00	200.00	Open	VMA ID ⓘ

Step	Action
7 8	Enter <b>Supplier Order</b> and an <b>Acknowledgement Note</b> (if required). Click on <b>Accept</b> . <div data-bbox="775 408 1420 740" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;">  </div>
9	Click on <b>Done</b> . <div data-bbox="315 879 1951 991" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;">  </div> <p data-bbox="286 1062 1771 1129">At this stage your acknowledgement will be sent to Essential Energy. If you require further support, please contact <a href="mailto:suppliers@essentialenergy.com.au">suppliers@essentialenergy.com.au</a>.</p>