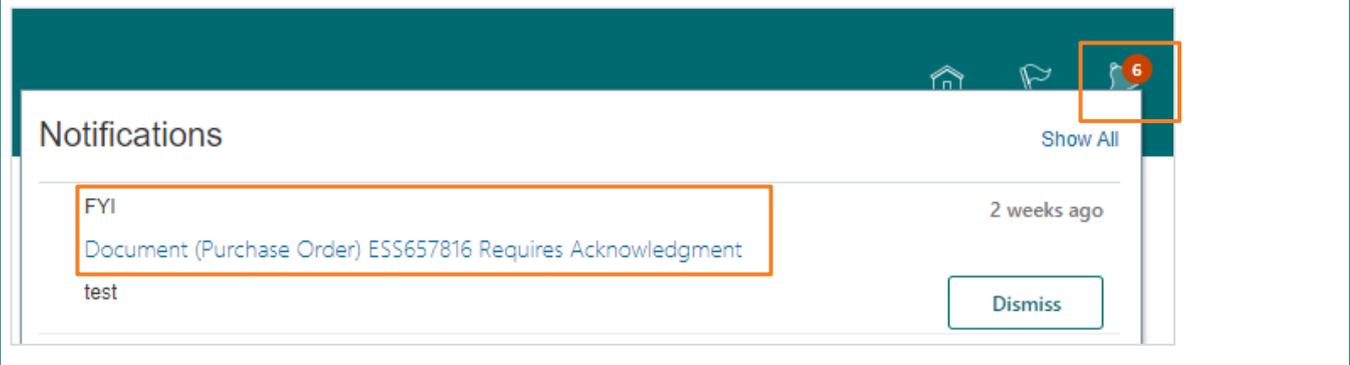


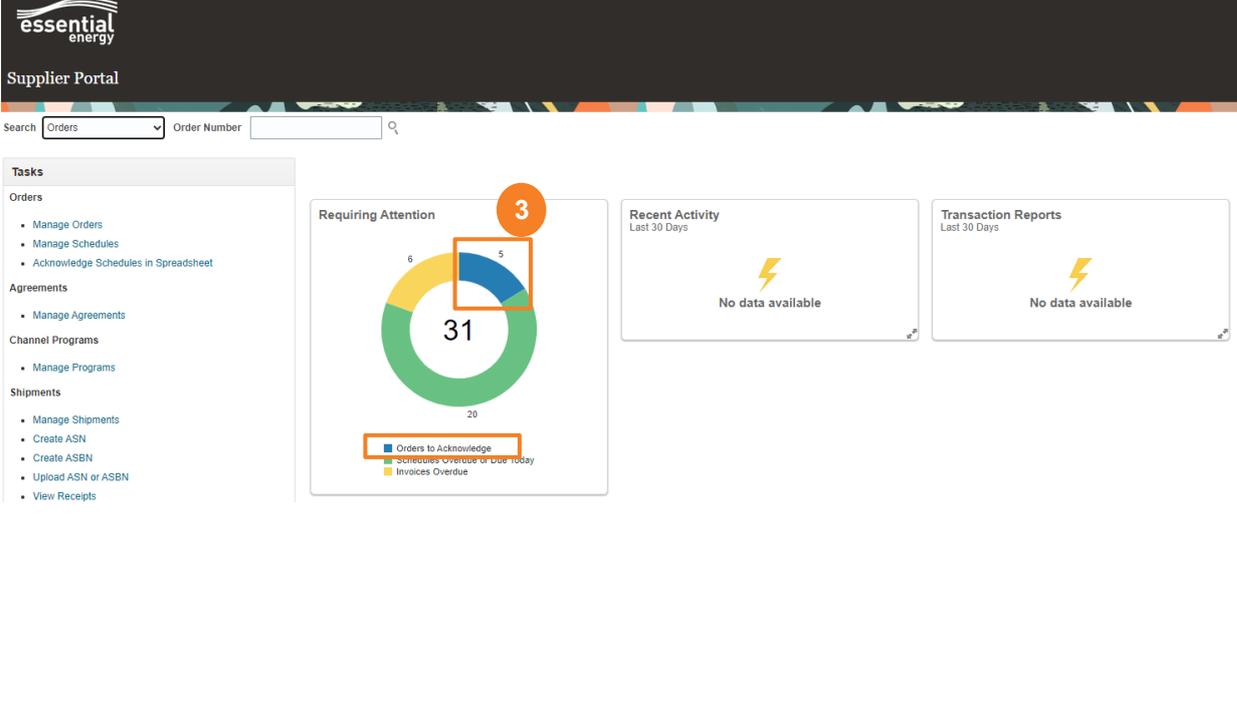
# How to Acknowledge Purchase Orders & Agreements

 <p><b>Why should I use this guide?</b></p>	<p>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.</p>
 <p><b>Who might use this guide?</b></p>	<p>Suppliers using the Oracle ERP Cloud Supplier Portal to manage Agreements and Orders.</p>

## 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.



Step	Action
<p>1</p> <p>2</p>	<p>Login to the system.</p> <p>Navigate to the <b>Supplier Portal</b> tab.</p> <p>Click on the <b>Supplier Portal</b> app.</p> 
<p>3</p>	<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> 

Step	Action
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**4**

This will take you to the Manage Orders page and will display the orders needing acknowledgement.

**Note:** Orders needing acknowledgement will also be marked with a blue information icon. When you click on this a message will appear that reads **'Acknowledgement is pending'**. Orders marked with a yellow triangle, means acknowledgement is over due.

Click on the Order **hyperlink**.

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
EE00019732	8/04/22		Bega		15,465.63	AUD	Open		8/04/22
EE00017876	22/03/22		Bega		1,977.57	AUD	Open		22/03/22
EE00013803	11/02/22		Bega		2,909.08	AUD	Open		11/02/22

**5**

Review the Order details:

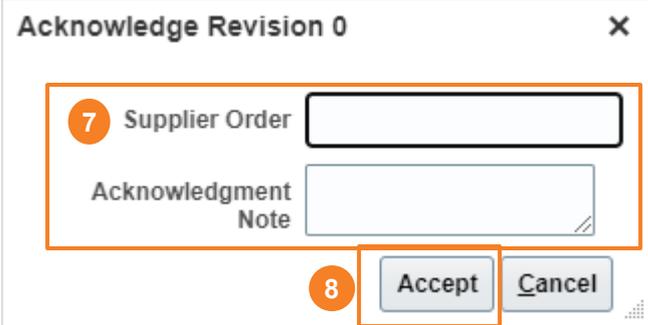
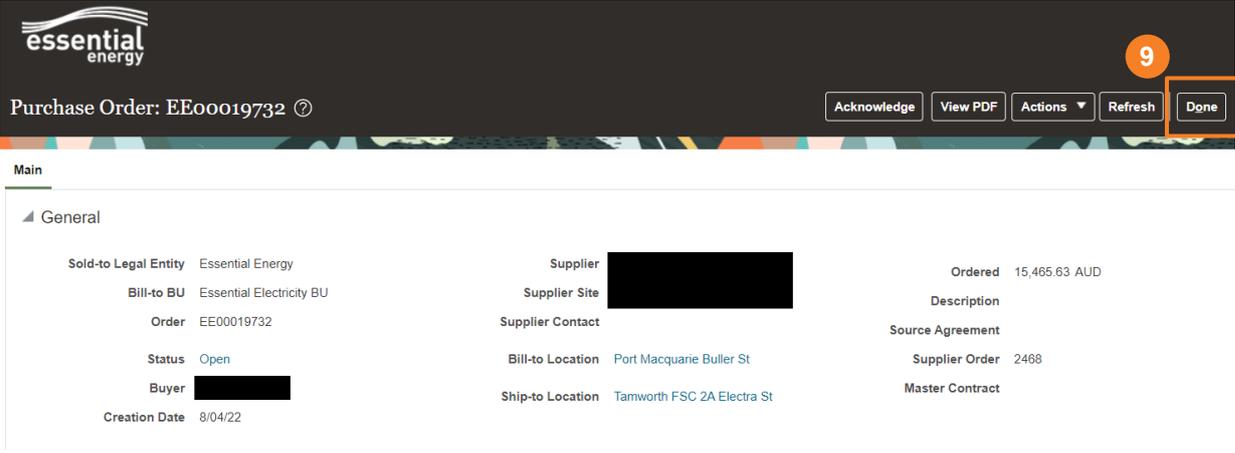
- 5a:** Bill-to and Ship-to locations
- 5b:** Acknowledgement Due Date
- 5c:** Line Details
- 5d:** Click on Schedules to view:
  - Requested Delivery Date
  - Promised Delivery Date

**6**

Click on **Acknowledge**

**5a:** Bill-to Location: Port Macquarie Buller St  
**5b:** Acknowledgment Due Date: 15/10/22  
**5c:** Line Item 1: WO-4610 BS28UV HINO/500 SERIES/GT 7.7 1322 Medium 4x4 6sp Man 13000GVM/2012/White Hea  
**5d:** Schedules table:

Location	Requested Delivery Date	Promised Delivery Date	Quantity	UOM	Status	Life Cycle
Tamworth F...	30/04/22	30/04/22			Open	

Step	Action
7 8	<p>Enter <b>Supplier Order</b> and an <b>Acknowledgement Note</b> (if required). Click on <b>Accept</b>.</p> 
9	<p>Click on <b>Done</b></p>  <p>At this stage your acknowledgement will be sent to Essential Energy.</p>
<p>If you require further support, please contact <a href="mailto:suppliers@essentialenergy.com.au">suppliers@essentialenergy.com.au</a></p>	