

How to Access and Acknowledge Purchase Orders in OregonBuys

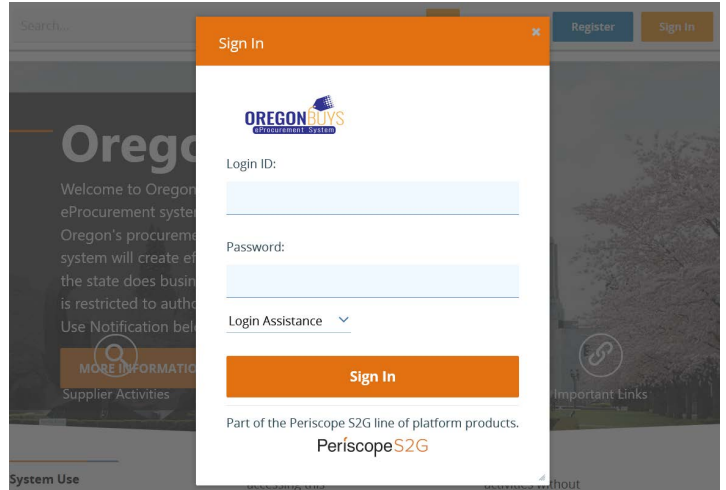
- Access Purchase Orders (PO) in OregonBuys
- Acknowledge Purchase Orders (PO) in OregonBuys

Purchase Orders are sent to vendors 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.

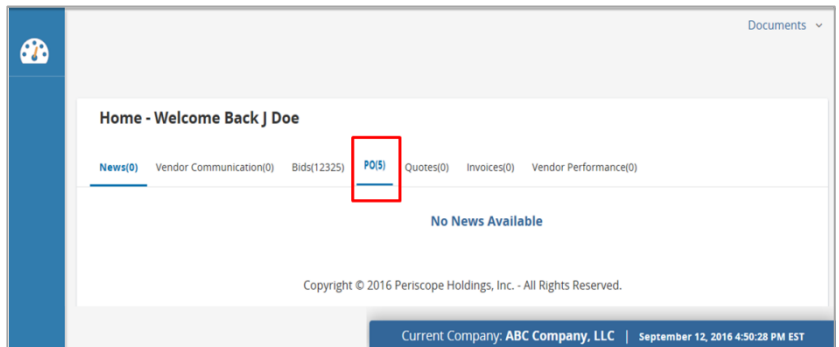
Step 1: Launching OregonBuys

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**.



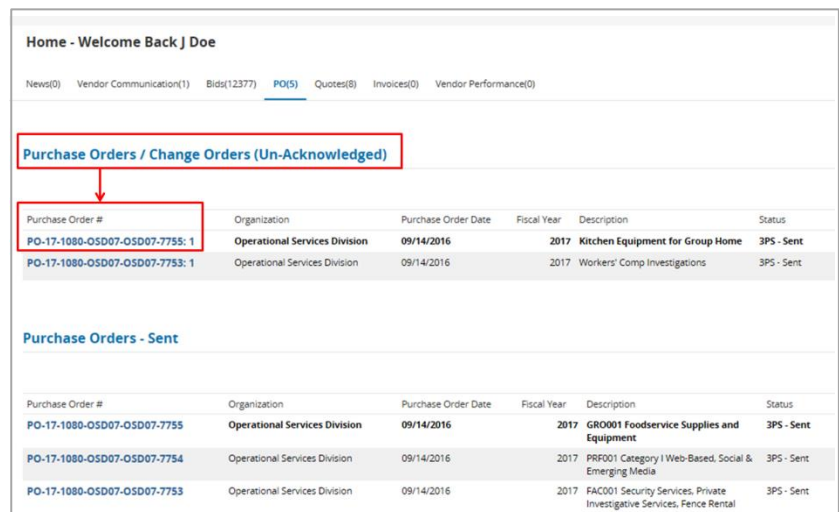
Step 2: Accessing Purchase Orders

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													
Purchase Order Number:	PO-17-1080-OSD07-OSD07-7755	Release Number:	1	Short Description:	Kitchen Equipment for Group Home								
Status:	3PS - Sent	Purchaser:	Regina Kinney	Receipt Method:	Quantity								
Fiscal Year:	2017	PO Type:	Release	Minor Status:									
Department:	OSD07 - OSD TRAINING	Location:	OSD07 - OSD TRAINING	Type Code:									
Alternate ID:		Entered Date:	09/14/2016 04:11:33 PM	Control Code:									
Days ARO:	0	Retainage %:	0.00%	Promised Date:									
Required By Date:		Tax Rate:		Actual Cost:	\$4,063.00								
Contact Instructions:	Contact Regina Kinney at (617)720-3184			Bill-to Address:	Accounts Payable 1 Ashburton Place Room 1017 Boston, MA 02108 US Email: test@periscopeholdings.com Phone: (123)456-7890								
Ship-to Address:	OSD Training 1 Ashburton Place Suite 1017 Boston, MA 02108 US Email: test@periscopeholdings.com Phone: (123)456-7890												
PO Terms													
Preferred Delivery Method:	Email			Payment Terms:	Shipping Method:								
Remit-to Address:	J Doe 123 Main Street Boston, MA 02116 US Email: JDoe@abc1c.com Phone: (617)555-9999			Shipping Terms:	Freight Terms:								
PO Mailing Address:	J Doe 123 Main Street Boston, MA 02116 US Email: JDoe@abc1c.com Phone: (617)555-9999												
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... View Detail	1.0	0.0	\$500.00	\$500.00	EA - Each	\$0.00	\$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... View Detail	2.0	0.0	\$229.00	\$229.00	EA - Each	\$0.00	\$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... View Detail	3.0	0.0	\$1,035.00	\$1,035.00	EA - Each	\$0.00	\$0.00	\$0.00	\$0.00	\$3,105.00
							<p>Create Invoice Exit Print</p>						
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