

## How to Acknowledge Purchase Orders & Agreements

	Why should I use this guide?	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.							
L	Who might use this guide?	Suppliers using the Oracle ERP Cloud Supplier Portal to manage Agreements and Orders.							
Things	to Note								
<ul> <li>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 '<b>Requires Acknowledgement</b>'. 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.</li> <li>The system steps outlined in this document use a <b>Purchase Order (PO)</b> as an example, but the overall acknowledgement process in Oracle is the same for agreements.</li> </ul>									
Notif	fications	fin 🕞 🕅							
F) D(	<b>YI</b> ocument (Purchase Order) ESS657	2 weeks ago 7816 Requires Acknowledgment							
te	st	Dismiss							







Step	Action									
	This will take you to the Manage Orders page and will display the orders needing acknowledgement.									
	<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> '. Orders marked with a yellow triangle, means acknowledgement is over due.									
4	Click on the Order <b>hyperlink</b> .									
	essential					Þ ¢ ™				
	Manage Orders ③ Headers Schedues					Done				
	▶ Search Search Results		Agvanced Manage	Watchlist Saved Sear	ch Pending Acknowledge	ient 🗸				
	Actors • View • Format • P II Er II Freeze 📓 Detach of Wrap	Currellon Clar	0	Ordered Corres	e	ife Creation				
	4 Creer Urder Date Description 80422 80422	Bega	Buyer	15,465.63 AUD	Open :	vcle Date				
	▲ EE00017876 22/03/22     ▲ EE0001303 11/02/22	Bega Bega		1,977.57 AUD 2,909.08 AUD	Open :	22/03/22				
	<ul> <li>5a: Bill-to and Ship-to locations</li> <li>5b: Acknowledgement Due Date</li> <li>5c: Line Details</li> <li>5d: Click on Schedules to view: <ul> <li>Requested Delivery Date</li> <li>Promised Delivery Date</li> </ul> </li> </ul>									
б	Click on Acknowledge									
	essential <sup>energy</sup>									
	Purchase Order: EE00019732 ⑦			Acknowledge	ew PDF Actions	Refresh Dor				
	▲ General									
	Sold-to Legal Entity Essential Energy Supplier			Ordered 15,4	165.63 AUD					
	Bill-to BU Essential Electricity BU Supplier Site Order EE00019732 Supplier Contact		Sour	Description						
	Status Open 🛦 Bill-to Location Port Macquarie Buller St	5a	S	upplier Order						
	Buyer Ship-to Location Tarmworth FSC 2A Electra St Creation Date 8/04/22		Ma	ister Contract						
	Terms Notes and Attachments									
	Shipping Method			R	equires signature					
	Payment Terms 30 days FOB			✓ Pa	y on receipt					
				_ C	onfirming order					
	Additional Information     Locatica      Requested     Delivery Date     Delivery Date     Quantity     UOM     Status     Life     Cycle     Open     Cycle     Cycle									
	Actions ▼ View ▼ Format ▼ 59 EF 10 Freeze 🔛 Detach → Wrap									
	Line Item Description	Quantity	UOM Base Price	Price Ord	lered Status	Additional Information				
	5c         Average         1         W0-4610 BS28UV HINOJ500 SERIESJOT 7.7 1322 Medium 4/4 6sp Man 13000GVM/2012[White Heat         2,636.36         2,636.36         2,636.36         Open									

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Step	Action								
7 8	Enter <b>Supplier Order</b> and an <b>Acknowledgement Note</b> (if required). Click on <b>Accept.</b>								
	Acknowledge	e Revision 0		×					
	7 Suppl	ier Order		ו					
	Acknowl	edgment Note	/						
		8	Accept Cancel	) i					
9	Click on <b>Done</b>								
	essential					9			
	Purchase Order: EE	00019732 ⑦			Acknowledge View PDF	Actions V Refresh Done			
	Main								
	⊿ General								
	Sold-to Legal Entity	Essential Energy	Supplier		Ordered	15,465.63 AUD			
	Bill-to BU Order	Essential Electricity BU	Supplier Site		Description				
	Status	Open	Bill-to Location	Port Macquarie Buller St	Source Agreement	2468			
	Buyer		Ship-to Location	Tamworth ESC 24 Electra St	Master Contract	2100			
	Creation Date	8/04/22	Ship-to Eooution	Taniwordt 1 00 24 Electra of					
	At this stage yo	our acknowled	lgement will be se	nt to Essential	Energy.				
lf you	If you require further support, please contact <u>suppliers@essentialenergy.com.au</u>								
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