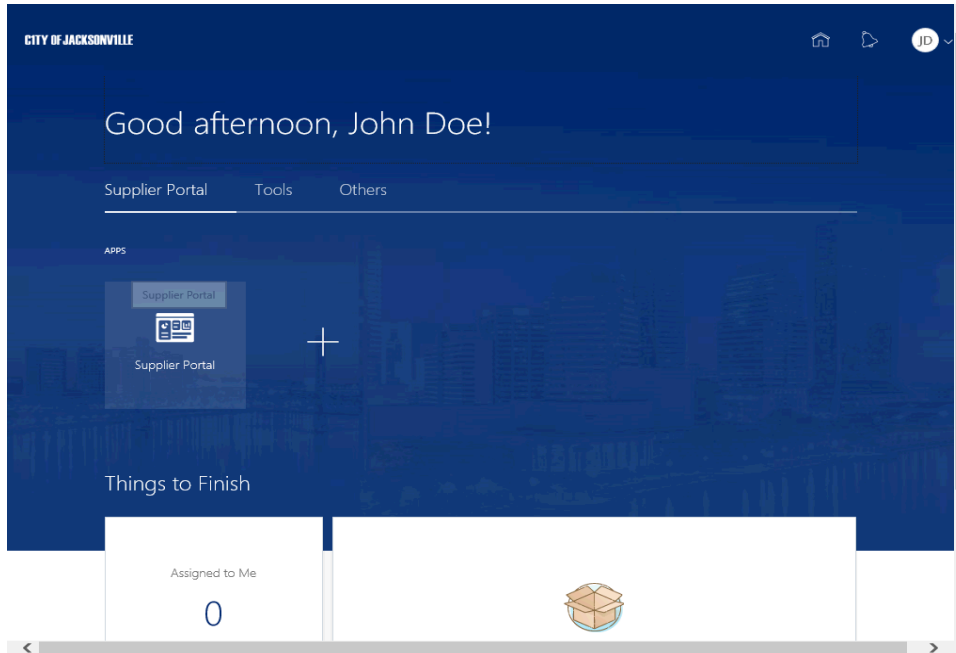




Acknowledge Purchase Order in Supplier Portal



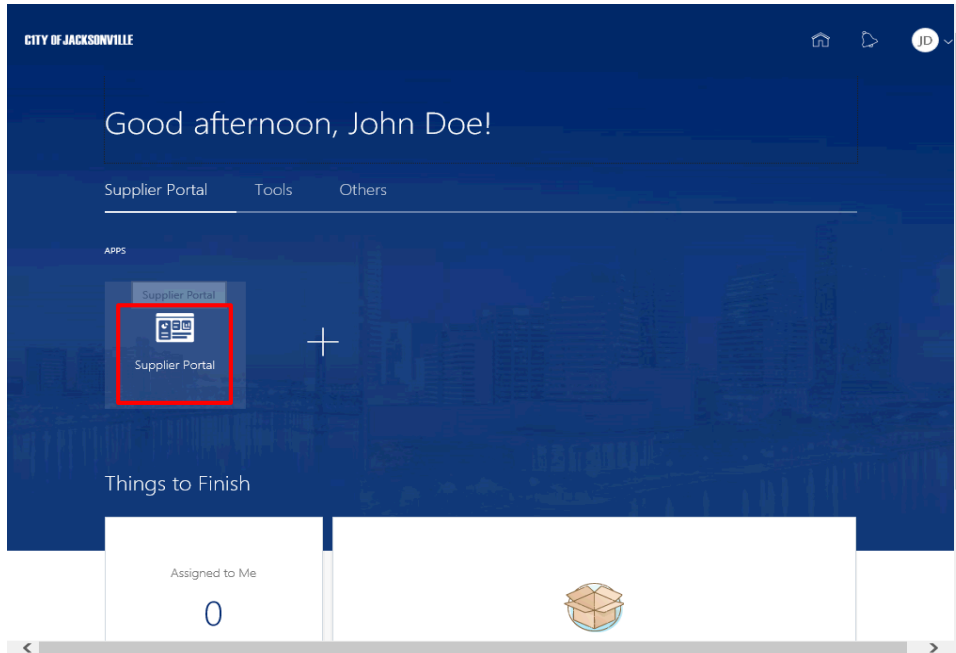
Acknowledge Purchase Order in Supplier Portal



By completing this topic, you will be able to Acknowledge a Purchase Order in the Supplier Portal.



Acknowledge Purchase Order in Supplier Portal



Step 1

Click the **Supplier Portal** tile.



Acknowledge Purchase Order in Supplier Portal

Step 2

In the Requiring Attention section, click the **1** number to access the Orders to Acknowledge.

The screenshot shows the 'Supplier Portal' interface for the City of Jacksonville. The page features a navigation menu on the left with categories like Orders, Agreements, Shipments, Invoices and Payments, Negotiations, and Qualifications. The main content area is titled 'Requiring Attention' and contains a donut chart. The chart has a total value of 3, with a blue segment representing 'Orders to Acknowledge' (value 1) and a green segment representing 'Negotiations Closing Soon' (value 2). A red box highlights the number '1' on the blue segment, with a tooltip showing 'Series: Orders to Acknowledge' and 'Value: 1'. Below the chart is a 'Recent Activity' table for the last 30 days.

Recent Activity	
Last 30 Days	
Negotiation invitations	1
Agreements opened	1
Orders opened	1
Receipts	1



Acknowledge Purchase Order in Supplier Portal

CITY OF JACKSONVILLE

Purchase Order: 600176-19

[Acknowledge](#) [View PDF](#) [Actions](#) [Done](#)

Main

General


Sold-to Legal Entity	City of Jacksonville	Supplier	ABC Company	Ordered	450.00 USD
Bill-to BU	COJ BU	Supplier Site	Ordering/Remit	Description	PO to Acknowledge
Order	600176-19	Supplier Contact	John Doe	Source Agreement	Supplier Order
Status	Pending Supplier Acknowledgment	Bill-to Location	Accounts Payable		
Buyer	Gregory Pease	Ship-to Location	Parking Bay Street		
Creation Date	8/8/19				

Terms Notes and Attachments

Required Acknowledgment Document	Shipping Method	Best Way	___ Requires signature
Acknowledgment Due Date	8/18/19	Freight Terms	Freight Prepaid
Payment Terms	Net 30	FOB	FOB Destination
			___ Pay on receipt
			___ Confirming order

Additional Information

JSEB Prime	Contract Number	Ordinance Code
JSEB Participation Percent	Renewal Options Total	Exemptions
Solicitation Number	Renewal Options Used	Protest
		JSEB Subcontractor



Step 3

The purchase order is displayed.
Review the order.

Click the **Scrollbar** down arrow to view the remainder of the order.



Acknowledge Purchase Order in Supplier Portal

Step 4

Click the **Scrollbar** up arrow.

Legal Entity: COJ BU
Supplier Site: Ordering/Remit
Ordered: 450.00 USD
Description: PO to Acknowledge

Order: 600176-19
Supplier Contact: John Doe
Source Agreement: Supplier Order

Status: Pending Supplier Acknowledgment
Bill-to Location: Accounts Payable

Buyer: Gregory Pease
Ship-to Location: Parking Bay Street

Creation Date: 8/8/19

Terms Notes and Attachments

Required Acknowledgment Due Date	Document	8/18/19	Shipping Method	Best Way	<input type="checkbox"/> Requires signature
Payment Terms	Net 30		Freight Terms	Freight Prepaid	<input type="checkbox"/> Pay on receipt
			FOB	FOB Destination	<input type="checkbox"/> Confirming order

Additional Information

JSEB Prime	Contract Number	Ordinance Code
JSEB Participation Percent	Renewal Options Total	Exemptions
Solicitation Number	Renewal Options Used	Protest
		JSEB Subcontractor

Lines Schedules

Line	Item	Description	Quantity	UOM	Price	Ordered	Status
1		Brush Chipper	3	Each	150.00	450.00	

Columns Hidden: 13





Acknowledge Purchase Order in Supplier Portal

Step 5

Click the **Acknowledge** button.

CITY OF JACKSONVILLE

Purchase Order: 600176-19

Acknowledge View PDF Actions Done

Main

General

Sold-to Legal Entity	City of Jacksonville	Supplier	ABC Company	Ordered	450.00 USD
Bill-to BU	COJ BU	Supplier Site	Ordering/Remit	Description	PO to Acknowledge
Order	600176-19	Supplier Contact	John Doe	Source Agreement	Supplier Order
Status	Pending Supplier Acknowledgment	Bill-to Location	Accounts Payable		
Buyer	Gregory Pease	Ship-to Location	Parking Bay Street		
Creation Date	8/8/19				

Terms Notes and Attachments

Required Acknowledgment Document	Shipping Method	Best Way	___ Requires signature
Acknowledgment Due Date	8/18/19	Freight Terms	Freight Prepaid
Payment Terms	Net 30	FOB	FOB Destination
			___ Pay on receipt
			___ Confirming order

Additional Information

JSEB Prime	Contract Number	Ordinance Code
JSEB Participation Percent	Renewal Options Total	Exemptions
Solicitation Number	Renewal Options Used	Protest
		JSEB Subcontractor



Acknowledge Purchase Order in Supplier Portal

CITY OF JACKSONVILLE

Acknowledge Document (Purchase Order): 600176-19

Accept Reject View PDF Cancel

Main

General

Sold-to Legal Entity	City of Jacksonville	Supplier	ABC Company	Ordered	450.00 USD
Order	600176-19	Supplier Site	Ordering/Remit	Description	PO to Acknowledge
Status	Pending Supplier Acknowledgment	Supplier Contact	John Doe	Source Agreement	
Buyer	Pease, Gregory	Bill-to Location	Accounts Payable	Supplier Order	<input type="text"/>
Creation Date	8/8/19	Ship-to Location	Parking Bay Street	Communication Method	E-Mail
				Email	jd@abc.com

Terms Notes and Attachments

Required Acknowledgment Due Date	Document 8/18/19	Payment Terms	Net 30	___ Pay on receipt
Acknowledgment Note	<input type="text"/>	Shipping Method	Best Way	___ Confirming order
		Freight Terms	Freight Prepaid	
		FOB	FOB Destination	

Additional Information

JSEB Prime	Contract Number	Ordinance Code
JSEB Participation Percent	Renewal Options Total	Exemptions
Solicitation Number	Renewal Options	Protest
		JSEB

Step 6

Note: As an option, you can add an acknowledgment note.

Click in the **Acknowledgment Note** field.



Acknowledge Purchase Order in Supplier Portal

Step 7

Enter the desired information into the **Acknowledgment Note** field.
Enter "**Acknowledged.**".

CITY OF JACKSONVILLE

Acknowledge Document (Purchase Order): 600176-19

Accept Reject View PDF Cancel

Main

General

Sold-to Legal Entity	City of Jacksonville	Supplier	ABC Company	Ordered	450.00 USD
Order	600176-19	Supplier Site	Ordering/Remit	Description	PO to Acknowledge
Status	Pending Supplier Acknowledgment	Supplier Contact	John Doe	Source Agreement	
Buyer	Pease, Gregory	Bill-to Location	Accounts Payable	Supplier Order	<input type="text"/>
Creation Date	8/8/19	Ship-to Location	Parking Bay Street	Communication Method	E-Mail
				Email	jd@abc.com

Terms Notes and Attachments

Required Acknowledgment Due Date	Document 8/18/19	Payment Terms	Net 30	___ Pay on receipt
Acknowledgment Note	<input type="text"/>	Shipping Method	Best Way	___ Confirming order
		Freight Terms	Freight Prepaid	
		FOB	FOB Destination	

Additional Information

JSEB Prime	Contract Number	Ordinance Code
JSEB Participation Percent	Renewal Options Total	Exemptions
Solicitation Number	Renewal Options	Protest
		JSEB



Acknowledge Purchase Order in Supplier Portal

Step 8

Click the **Accept** button.

CITY OF JACKSONVILLE

Acknowledge Document (Purchase Order): 600176-19

Accept **Reject** **View PDF** **Cancel**

Main

General

Sold-to Legal Entity	City of Jacksonville	Supplier	ABC Company	Ordered	450.00 USD
Order	600176-19	Supplier Site	Ordering/Remit	Description	PO to Acknowledge
Status	Pending Supplier Acknowledgment	Supplier Contact	John Doe	Source Agreement	
Buyer	Pease, Gregory	Bill-to Location	Accounts Payable	Supplier Order	
Creation Date	8/8/19	Ship-to Location	Parking Bay Street	Communication Method	E-Mail
				Email	jd@abc.com

Terms **Notes and Attachments**

Required Acknowledgment Document	Payment Terms	Net 30	<input type="checkbox"/> Pay on receipt
Acknowledgment Due Date	Shipping Method	Best Way	<input type="checkbox"/> Confirming order
Acknowledgment Note	Freight Terms	Freight Prepaid	
	FOB	FOB Destination	

Additional Information

JSEB Prime	Contract Number	Ordinance Code
JSEB Participation Percent	Renewal Options Total	Exemptions
Solicitation Number	Renewal Options	Protest
		JSEB



Acknowledge Purchase Order in Supplier Portal

Step 9

Click the **OK** button.

The screenshot displays the 'Acknowledge Document (Purchase Order): 600176-19' interface. At the top, there are buttons for 'Accept', 'Reject', 'View PDF', and 'Cancel'. The main content area is divided into sections: 'General', 'Terms', and 'Additional Information'. A 'Warning' dialog box is overlaid on the 'General' section, containing the text: 'The document will be accepted. Do you want to continue? (PO-2055013)'. The dialog has 'OK' and 'Cancel' buttons, with the 'OK' button highlighted by a red square. The background interface shows details for the purchase order, including 'Sold-to Legal Entity' (City of Jacksonville), 'Supplier' (ABC Company), 'Ordered' amount (450.00 USD), 'Status' (Pending Supplier Acknowledgment), and 'Buyer' (Pease, Gregory). The 'Terms' section shows 'Required Acknowledgment Due Date' (8/18/19) and 'Acknowledgment Note' (Acknowledged.). The 'Additional Information' section includes 'JSEB Prime', 'JSEB Participation Percent', and 'Solicitation Number'.



Acknowledge Purchase Order in Supplier Portal

Step 10

Click the **Done** button.

CITY OF JACKSONVILLE

Purchase Order: 600176-19

[Acknowledge](#) [View PDF](#) [Actions](#) [Done](#)

Main

General

Sold-to Legal Entity	City of Jacksonville	Supplier	ABC Company	Ordered	450.00 USD
Bill-to BU	COJ BU	Supplier Site	Ordering/Remit	Description	PO to Acknowledge
Order	600176-19	Supplier Contact	John Doe	Source Agreement	Supplier Order
Status	Pending Supplier Acknowledgment	Bill-to Location	Accounts Payable		
Buyer	Gregory Pease	Ship-to Location	Parking Bay Street		
Creation Date	8/8/19				

Terms

Required Acknowledgment Document	Shipping Method	Best Way	___ Requires signature
Acknowledgment Due Date	8/18/19	Freight Terms	Freight Prepaid
Payment Terms	Net 30	FOB	FOB Destination
			___ Pay on receipt
			___ Confirming order

Additional Information

JSEB Prime	Contract Number	Ordinance Code
JSEB Participation Percent	Renewal Options Total	Exemptions
Solicitation Number	Renewal Options Used	Protest
		JSEB Subcontractor



Acknowledge Purchase Order in Supplier Portal

Step 11

Click the **Home** icon.

CITY OF JACKSONVILLE

Supplier Portal

Search **Orders** Order Number

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Shipments
 - View Receipts
 - View Returns
- Invoices and Payments
 - Create Invoice
 - View Invoices
 - View Payments
- Negotiations
 - View Active Negotiations
 - Manage Responses
- Qualifications
 - Manage Questionnaires
 - View Qualifications

Requiring Attention

3

1

2

Orders to Acknowledge Negotiations Closing Soon

Recent Activity
Last 30 Days

Negotiation invitations	1
Agreements opened	1
Orders opened	1
Receipts	1



Acknowledge Purchase Order in Supplier Portal

Step 12

End of Procedure.

The screenshot displays the 'Supplier Portal' interface for the City of Jacksonville. The top navigation bar includes the city name, a home icon, a search icon, and a user profile icon labeled 'JD'. Below the navigation bar, the page title is 'Supplier Portal'. A search bar is present with a dropdown menu set to 'Orders' and a search icon. The main content area is divided into a left sidebar and a main panel. The sidebar lists various tasks under categories: Orders, Agreements, Shipments, Invoices and Payments, Negotiations, and Qualifications. The main panel features a 'Requiring Attention' donut chart and a 'Recent Activity' table. The donut chart shows 3 items requiring attention, with 2 in green (Negotiations Closing Soon) and 1 in blue (Orders to Acknowledge). The 'Recent Activity' table lists the following activities over the last 30 days:

Activity	Count
Negotiation invitations	1
Agreements opened	1
Orders opened	1
Receipts	1