

This job aid shows you how a supplier user can acknowledge, accept or reject the purchase order lines, and provide notes to the buyer. Note that the Purchase Order must have been set as one needing acknowledgement for the lines.

**Step 1.** In iSupplier, click the **Orders** Tab and the **Purchase Orders** sub-tab.

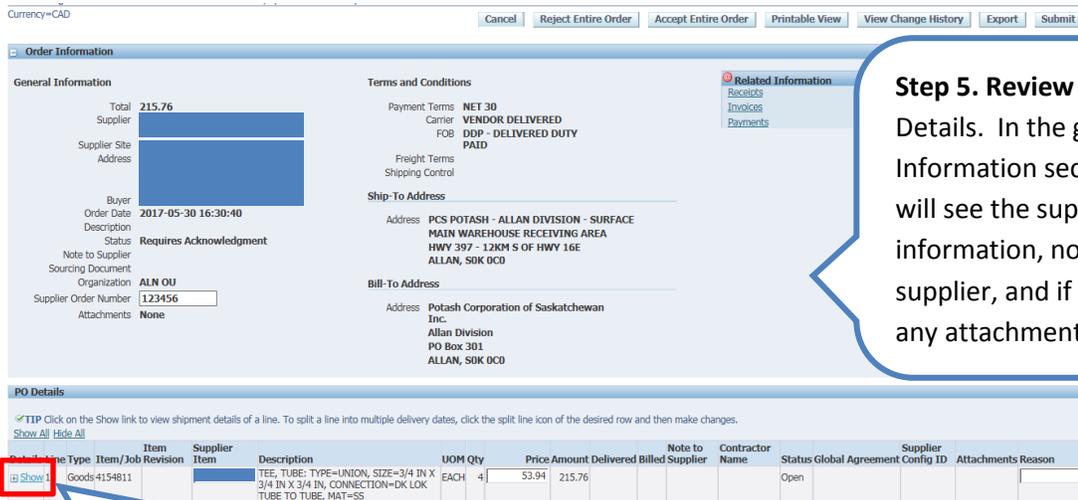
**Step 2.** Select **Purchase Order to Acknowledge** from the dropdown menu to narrow your list of PO. Click **Go** button.



**Step 4.** Click **Acknowledge** to review the PO details and to accept or reject.

**Step 3.** Select the PO Number you would like to review and acknowledge.

\*Note clicking the PO Number link will let you view the PO details without the Accept or reject buttons to acknowledge.



**Step 5.** Review PO Details. In the general Information section, you will see the supplier's information, notes to the supplier, and if there are any attachments.

**Step 6.** Click **Expand** to see the line details such as **need by date** and **promise date**.

\*Note if there was an attachment, you would see an icon in the attachments column for either the line or header.

**PO Details**

✓ TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.  
[Show All](#) [Hide All](#)

Details Line	Type	Item/Job Revision	Supplier Item	Description	UOM Qty	Price	Amount	Delivered	Billed	Supplier	Note to Contractor	Contractor Name	Status	Global Agreement	Config ID	Attachments	Reason
1	Goods	4154811	DT-12-S	TEE, TUBE: TYPE=UNION, SIZE=3/4 IN X 3/4 IN, CONNECTION=DK LOK TUBE TO TUBE, MAT=SS	EACH 4	53.94	215.76						Open				

**Shipments**

Shipment Location	Quantity Ordered	Price	Quantity Received	Amount Received	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
1 ALN ALLAN MINNESOTA SURFACE	4	53.94			215.76 2017-06-23 17:02:	2017-06-05 08:37:08					Requires Acknowledgment			Reject

**Additional Change Requests**

If you need to submit more changes in addition to those that have been submitted above, you can specify them here  
 Additional Changes

Return to Orders: Purchase Orders

Cancel Reject Entire Order Accept Entire Order Printable View View Change History Export Submit

You could make changes to the lines. If you do, please make sure to write a reason and change the action to CHANGE.

**Step 7.** Click **Accept Entire Order** to accept the PO or **Reject Entire Order** to reject the PO. Click **Cancel** to neither accept or reject the PO. Click **View Change History** to view the change history of the PO or click **Export** to export the PO. **Note:** If you made a change, then, press on SUBMIT so that your change can be submitted for approval and those lines where the action is Accept can be accepted. If not, then, click on Accept Entire Order.

Message from webpage

The changes you made to this page have not been saved. If you continue, the changes will be discarded. Do you wish to continue?

OK Cancel

If you see this Warning, click OK.

**Change Order Confirmation**

**Change Request for Purchase Order 1031033144 has been submitted for approval.**

[Return to Purchase Order Summary](#)

If you submitted changes, then the following confirmation appears.

**Acknowledge Purchase Order 1031033144**

Cancel Submit

Description

Currency CAD

Amount 215.76

Order Date 2017-05-30 16:30:40

Action Accept

Note to Buyer

Cancel Submit

Once the PO has been acknowledge you can accept the entire order

**Step 9.** Click **Submit.**

**PO Acknowledgment Confirmation**

**Purchase Order 1031033144 has been Acknowledged.**

[Return to Purchase Order Summary](#)

**SUCCESS!!** You have now acknowledged a purchase order and Nutrien will be notified of your accepted or rejected acknowledgement.