

This job aid shows you how a supplier user can search for purchase orders that need to be acknowledged, accept or reject the purchase order, and provide notes to the buyer.

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.

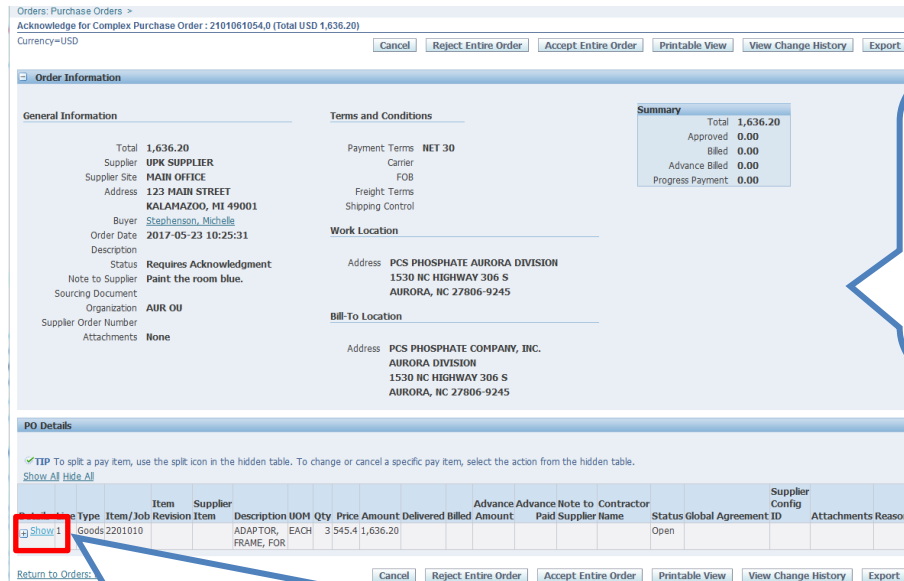
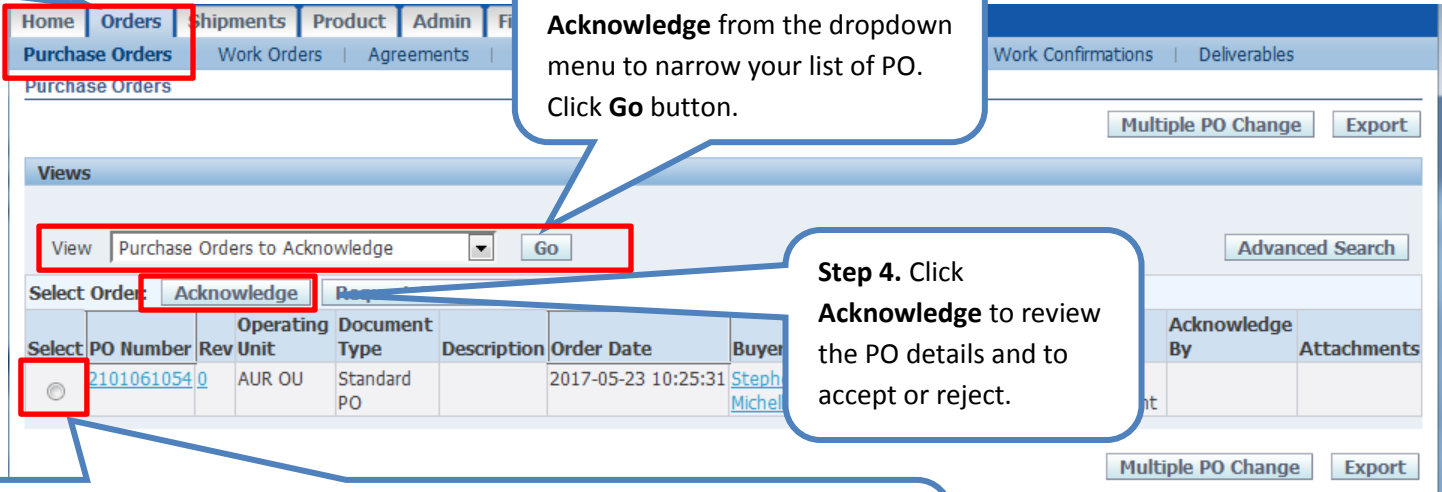
Step 3. Select the PO Number you would like to review and acknowledge.

*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.



Item	Type	Item/Job Revision	Description	UOM	Qty	Price	Amount	Delivered	Advance Billed	Advance Note to Contractor	Supplier Config	Attachments	Reason
Goods	2201010		ADAPTOR, EACH		3	545.4	1,636.20						

Total	1,636.20	Payment Terms	NET 30	Billed	0.00
Supplier	UPK SUPPLIER	Carrier		Advance Billed	0.00
Supplier Site	MAIN OFFICE	FOB		Progress Payment	0.00
Address	123 MAIN STREET KALAMAZOO, MI 49001	Freight Terms			
Buyer	Stephenson, Michelle	Shipping Control			
Order Date	2017-05-23 10:25:31				
Description					
Status	Requires Acknowledgment	Work Location			
Note to Supplier	Paint the room blue.	Address	PCS PHOSPHATE AURORA DIVISION 1530 NC HIGHWAY 306 S AURORA, NC 27806-9245		
Sourcing Document					
Organization	AUR OU	Bill-To Location			
Supplier Order Number		Address	PCS PHOSPHATE COMPANY, IIC. AURORA DIVISION 1530 NC HIGHWAY 306 S AURORA, NC 27806-9245		
Attachments	None				

PO Details

✓ **TIP** To split a pay item, use the split icon in the hidden table. To change or cancel a specific pay item, select the action from the hidden table.
[Show All](#) [Hide All](#)

Details Line Type	Item	Supplier	Description	UOM	Qty	Price	Amount	Delivered	Billed	Advance Amount	Advance Note to Paid Supplier	Contractor Name	Status	Global Agreement ID	Supplier Config	Attachments	Reason
Hide 1	Goods 2201010		ADAPTOR, FRAME, FOR	EACH	3	545.4	1,636.20						Open				

Progress Payment

Pay Item Type	Description	Work Location	Owner	UOM	Qty	Value(%)	Price	Received	Ordered	Approved	Billed	Promised Date	Need-By Date	Supplier Payment Order Status	Payment Order Line	Discount (%)	Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action	
1	Milestone ADAPTOR, FRAME, FOR	AUR AURORA		EACH	3	100	545.4		1636.2			2017-05-24 10:23:00	2017-05-30 23:59:00							Requires Acknowledgment				

[Return to Orders: Purchase Orders](#)

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.

Acknowledge Purchase Order 2101061039

Description

Currency **USD**

Amount **4,000.00**

Order Date **2017-04-13 14:50:59**

Action **Accept**

Note to Buyer

Step 8. Enter desired information into the **Notes to Buyer** field.

Step 9. Click **Submit**.

PO Acknowledgment Confirmation

Purchase Order 2101061039 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.