

# QUICK REFERENCE

## Acknowledge Purchase Order (Document)



<b>AUDIENCE</b>	Supplier
<b>PURPOSE</b>	To provide instructions on how to acknowledge, accept or reject a purchase order at document level in supplier portal
<b>REVISION</b>	1.0

### Acknowledge Purchase Order (Document)

There are three options you can open a PO for acknowledgement include

- a) You will receive an email from First Solar advising you a PO is issued with a link to acknowledge the PO.
- b) You will receive a notification in Supplier Portal (the bell icon) and open the PO link to acknowledge.
- c) You may search for a PO to acknowledge through Manage Order in Supplier Portal task pane

STEP	ACTION
1	There are three options to open a PO for acknowledgement. <b>Option 1</b> Select <b>Review and Acknowledge</b> link from email notification.

Edit

Document (Purchase Order) POUS0000337 Requires Acknowledgment Dismiss

▲ Details

Assignee	Sunil Atmakuri	Sold-to Legal Entity	First Solar, Inc.
From	Chai Hoon, Khaw	Order	POUS0000337
Assigned Date	6/26/23 9:30 AM	Buyer	Chai Hoon Khaw
Due Date	7/3/23 9:30 AM	Ordered	60.00 USD
Task Number	1090453		

▲ Recommended Actions

- Review and Acknowledge

▲ Order Details

Supplier	ABC-Supplier	Description	
Supplier Site	US01	Note to Supplier	Testing note supplier in header
Ship-to Location	PGT1 First Solar Perrysburg Manufacturing	Requisition	
Supplier Order		Requester	Sing Huei Lee

▲ Schedules

Line	Description	Supplier Item	Quantity	UOM	Price (USD)	Ordered (USD)	Requested Delivery Date	Promised Delivery Date	Location	Note to Supplier
1	Sensor,Photoelectri...		1	Each	60.00	60.00	7/1/23		PGT1 First Sola...	

▲ Attachments

PO\_300000003017099\_POUS0000337\_0.pdf

Option 2

- Login to Supplier Portal, select bell icon on top of the page to view the notifications.
- Select the PO link to view PO details
- Select **Review and Acknowledge** link in PO detail.

The screenshot shows the Oracle Supplier Portal interface. At the top, there is a 'Pending Notifications' dropdown menu. The first notification is highlighted with a yellow box: 'FYI: Document (Purchase Order) POUS0000337 Requires Acknowledgment' from Chai Hoon Khaw, dated 'Yesterday'. Below this, there are two more notifications for POUS0000335 and POUS0000333, also from Chai Hoon Khaw. The background shows the 'Manage Orders' page with a search bar and search results.

Edit

Document (Purchase Order) POUS00000337 Requires Acknowledgment Dismiss

Details

Assignee Sunil Atmakuri  
 From Chai Hoon, Khaw  
 Assigned Date 6/26/23 9:30 AM  
 Due Date 7/3/23 9:30 AM  
 Task Number 1090453

Sold-to Legal Entity First Solar, Inc.  
 Order POUS00000337  
 Buyer Chai Hoon Khaw  
 Ordered 60.00 USD

Recommended Actions

- Review and Acknowledge

Order Details

Supplier ABC-Supplier  
 Supplier Site US01  
 Ship-to Location PGT1 First Solar Perrysburg Manufacturing  
 Supplier Order

Description  
 Note to Supplier Testing note supplier in header  
 Requisition  
 Requester Sing Huei Lee

Schedules

Line	Description	Supplier Item	Quantity	UOM	Price (USD)	Ordered (USD)	Requested Delivery Date	Promised Delivery Date	Location	Note to Supplier
1	Sensor,Photoelectri...		1	Each	60.00	60.00	7/1/23		PGT1 First Sola...	

Attachments

PO\_300000003017099\_POUS00000337\_0.pdf

Option 3

- Login to Supplier Portal, select **Manage Order**
- Select **Search** to list all orders. You may also enter search criteria to search for specific PO only.
- In search results, select specific PO link to view details.

**Note:** PO status should show **Pending Supplier Acknowledgement**

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Supplier Portal

Search Orders Order Number

Tasks

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Channel Programs

- Manage Programs

Requiring Attention

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**Manage Orders**

Search Filters: Sold-to Legal Entity, Bill-to BU, Supplier Site, Order, Status, Include Closed Documents.

Sold-to Legal Entity	Order	Order Date	Status	Description	Supplier Site	Supplier Contact	Buyer
First Solar, Inc.	POUS00000370	7/12/23	Open		US01	Sunil Atmakuri	Tate, Stacey
First Solar, Inc.	POUS00000368	7/12/23	Pending Supplier Acknowledgm.		US01	Sunil Atmakuri	Tate, Stacey
First Solar, Inc.	POUS00000367	7/12/23	Pending Supplier Acknowledgm...		US01	Sunil Atmakuri	Tate, Stacey
First Solar, Inc.	POUS00000363	7/10/23	Open		US01	Sunil Atmakuri	Tate, Stacey

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- On Purchase Order page, select **Acknowledge**

**Purchase Order: POU00000368**

Buttons: Acknowledge, View PDF, Actions, Refresh, Done.

**General**

Sold-to Legal Entity: First Solar, Inc. Supplier: ABC-Supplier Ordered: 600.00 USD  
 Bill-to BU: USA BU Supplier Site: US01 Description:  
 Order: POU00000368 Supplier Contact: Sunil Atmakuri Source Agreement:  
 Status: Pending Supplier Acknowledgment Bill-to Location: US BU Supplier Order:  
 Buyer: Stacey Tate Ship-to Location: First Solar Inc.-PGTW5  
 Creation Date: 7/12/23

3a

**Accept a Purchase Order (For Reject a Purchase Order, refer next step)**

On Acknowledge Document page

- Review the PO information
- Enter **Acknowledge** note then select **Accept** on the top of the page.
- Select **OK** on confirmation message.
- PO status changed to **“Open”**

The screenshot displays the Oracle Acknowledge Document interface for Purchase Order POU50000368. The top section shows PO details: Sold-to Legal Entity (First Solar, Inc.), Supplier (ABC-Supplier), Order (POU50000368), Status (Pending Supplier Acknowledgment), Buyer (Tate, Stacey), and Creation Date (7/12/23). The Acknowledgment Note field contains "Looks good!". A confirmation dialog box is shown with the message "The document will be accepted. Do you want to continue? (PO-2055013)" and "OK" and "Cancel" buttons. The bottom section shows the main PO view with the Status field highlighted as "Open".

**3b Reject a Purchase Order**

- If the PO information is incorrect and you would like to reject, scroll to the right on the schedule line, enter **Rejection Reason**.
- Enter **Acknowledge Note**.
- Select **Reject** on the top of the page.
- Select **OK** to the warning message
- PO status changed to **“Rejected”**

**Note:** Please provide a clear rejection reason so that First Solar buyer will update PO accordingly. Besides, it is recommended that you contact the buyer about the rejection so that necessary actions will be taken promptly.

Accept **Reject** View PDF Cancel

**Acknowledge Document (Purchase Order): POU0000368**

Sold-to Legal Entity: First Solar, Inc.	Supplier: ABC-Supplier	Ordered: 600.00 USD
Order: POU00000368	Supplier Site: US01	Description:
Status: Pending Supplier Acknowledgment	Supplier Contact: Sunil Atmakuri	Source Agreement:
Buyer: Tate, Stacey	Bill-to Location: US BU	Supplier Order:
Creation Date: 7/12/23	Ship-to Location: First Solar Inc -PGTW5	Communication Method: None

**Terms** Notes and Attachments

Required Acknowledgment Document	Payment Terms: Net 45	— Pay on receipt
Acknowledgment Due Date: 7/15/23	Shipping Method:	— Confirming order
Acknowledgment Note: <span style="border: 1px solid orange; padding: 2px;">Line 1 can't supply an item 2 is wrong price</span>	Freight Terms:	
	INCOTERMS: Free Carrier	

**Additional Information**

ASN Required: <input checked="" type="checkbox"/>	RMA:	Context Prompt:
Inco-Term Location:	Country of Origin:	

**Schedules**

Actions View Format Freeze Detach Wrap

Primary Entity	Secondary UOM	Price	Currency	Ordered	Requested Delivery Date	Promised Delivery Date	Shipping Method	Rejection Reason	Supplier Order Line	Location	Source Agreement
			USD	100.00	10/1/23			<span style="border: 1px solid orange; padding: 2px;">Can't supply</span>		First Solar Inc-...	
		500.00	USD	500.00	10/1/23	7/12/23		<span style="border: 1px solid orange; padding: 2px;">Wrong price, it should be 550</span>		First Solar Inc-...	

**Warning** ✕

The document will be rejected. Do you want to continue? (PO-2055014)

OK Cancel

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**Purchase Order: POU00000368**

Acknowledge View PDF Actions Refresh Done

**Main**

**General**

Sold-to Legal Entity: First Solar, Inc.	Supplier: ABC-Supplier	Ordered: 600.00 USD
Bill-to BU: USA BU	Supplier Site: US01	Description:
Order: POU00000368	Supplier Contact: Sunil Atmakuri	Source Agreement:
<span style="border: 1px solid orange; padding: 2px;">Status: Rejected</span>	Bill-to Location: US BU	Supplier Order:
Buyer: Stacey Tate	Ship-to Location: First Solar Inc -PGTW5	
Creation Date: 7/12/23		