

PO Collaboration User Manual

Acknowledge PO

Objective

The goal of this user manual is to:

- Understand the process of Acknowledge Purchase Order
- Review New / Changed Purchase Order and acknowledge

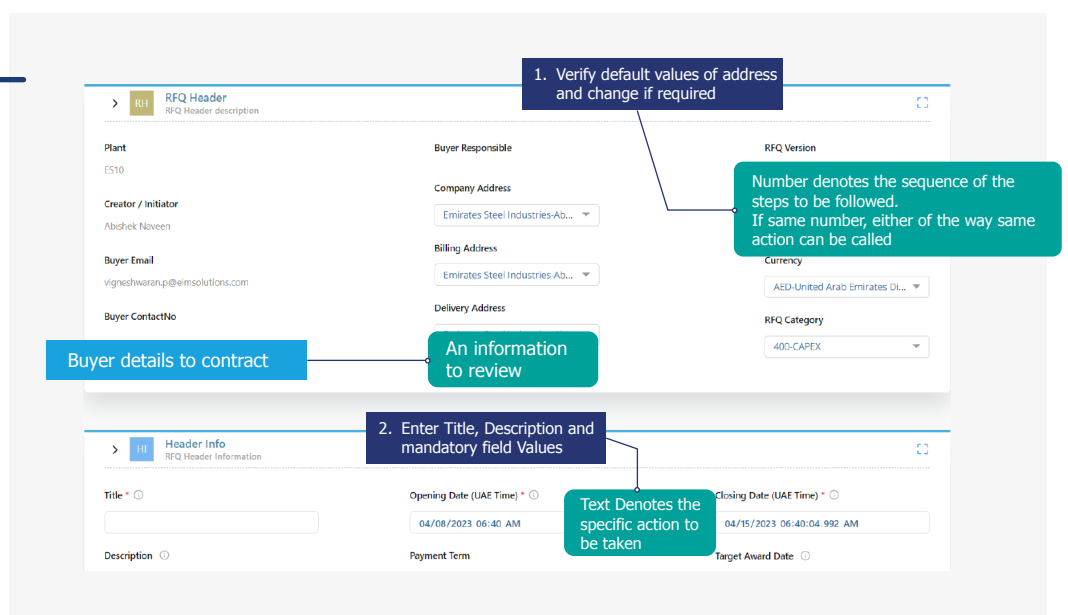
Target Audience:

Suppliers



Course Pre-requisites:

Notations Used in Training Manual



1. Verify default values of address and change if required

2. Enter Title, Description and mandatory field Values

Number denotes the sequence of the steps to be followed. If same number, either of the way same action can be called

Text Denotes the specific action to be taken

Buyer details to contract

An information to review

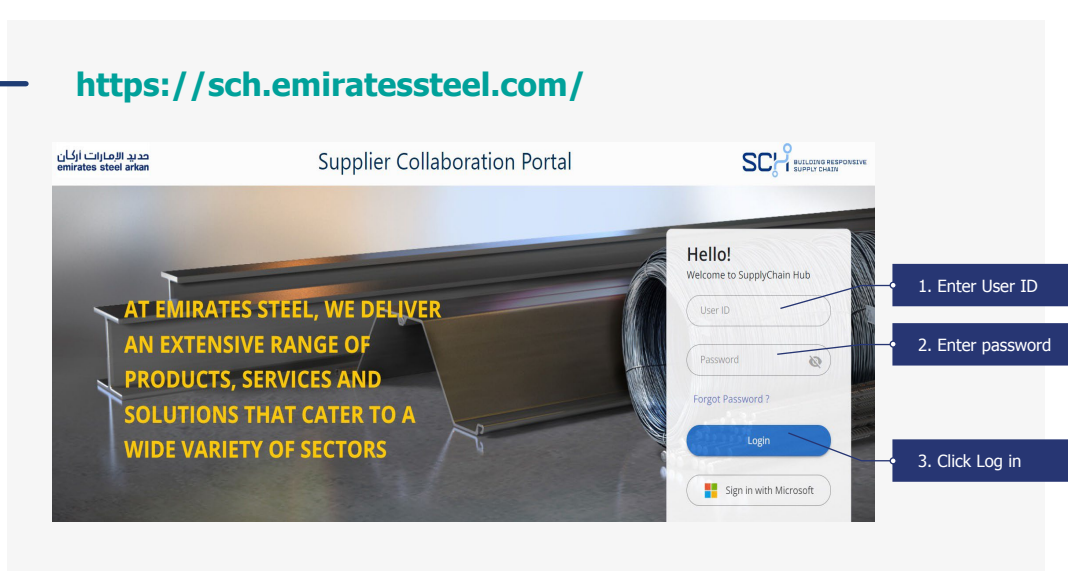
Review PO and Acknowledge



Login To SCH Portal

Login Page

<https://sch.emiratessteel.com/>



Supplier Collaboration Portal

AT EMIRATES STEEL, WE DELIVER AN EXTENSIVE RANGE OF PRODUCTS, SERVICES AND SOLUTIONS THAT CATER TO A WIDE VARIETY OF SECTORS

Hello!
Welcome to SupplyChain Hub

User ID

Password

Forgot Password ?

Login

Sign in with Microsoft

1. Enter User ID

2. Enter password

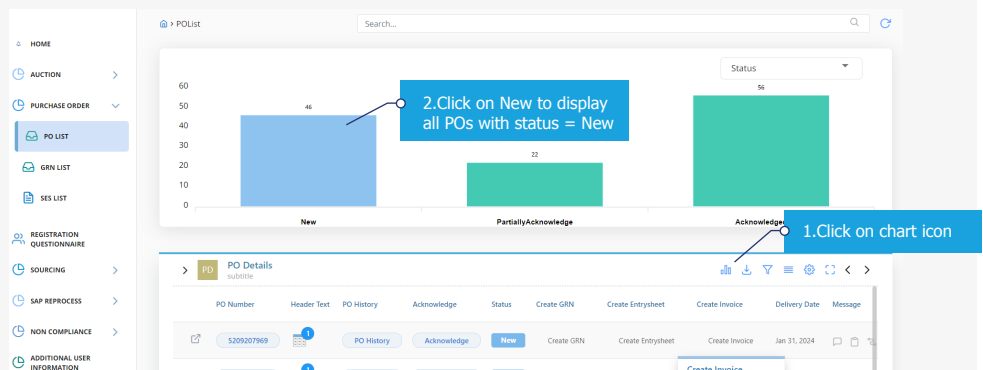
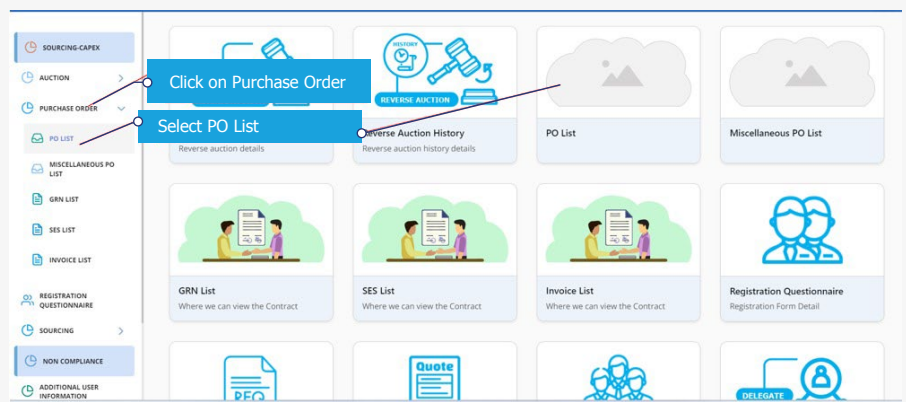
3. Click Log in

Acknowledge Purchase Order

Acknowledge PO

- Only after Acknowledge PO, Goods Receipt Note or Service Entry sheet submit is allowed
- When changes required in PO, supplier to reach out to buyer for required changes before acknowledge
- New POs will have status as "New" at header and item level
- After Acknowledge, when there are any additional line items added, those line items will have status as "New" and at header level status will be "Modified"
- After Acknowledge, when there are any changes in acknowledged line items, or at header level those line items will have status as "Modified"
- Only after "Acknowledged" status, Good receipt or Service entry sheet submit is allowed

Navigate to PO List page



PO Number	PO Date	Last Changed On	Header Text	PO PDF	Message	Ack Status	PO History	Create GRN	Create EntrySheet	Create Invoice	Del
5509101953	Sep 27, 2023	Sep 29, 2023				New	PO History	
5509101943	Sep 27, 2023	Sep 29, 2023				New	PO History	
5509101956	Sep 27, 2023	Sep 29, 2023				New	PO History	
5509101954	Sep 27, 2023	Sep 29, 2023				New	PO History	
5509101957	Sep 27, 2023	Sep 29, 2023				New	PO History	
5509101955	Sep 27, 2023	Sep 29, 2023				New	PO History	

PO Header Details		
PO Number: 5509101953	PO Date: 27 Sep 2023	Ack Status: New
Currency: AED	Exchange Rate: 1	PO Value : 217,493.70
Open Value :	Delivered Value :	Invoiced Value :
Paid Value :	Vendor: 0000017975 Jothi_Rejection Scenario	Buyer: EIM_SCH1 Mani
	PaymentTerm: 0001 Pay immediately w/o deduction	Shipping Partner:
	Incoterm: 123 Delivery to site	

Click here to select Excel/PDF download option
Click on Excel to download item details in Excel

Item #	Material/Service	Acknowledge Date	Ack Status	Order Qty	Open Qty	Order Unit	Unit Price	Item Value	Currency	Activity	Delivery Date	Price Unit Qty
3	5000014 IRON&ORE&ASTM&S448/47	--	New	5,000	5,000	TO	1,200.00	6,000.00	AED		Sep 24, 2023	1,000
4	1000001 A&S&P&APER	--	New	5,000	5,000	EA	123.00	615.00	AED		Sep 23, 2023	1,000
5	2007235 DUST&COVER&FOR&HYD&BUFFER&21&BS-100X206	--	New	5,000	5,000	PCS	124.00	620.00	AED		Mar 21, 2024	1,000
6	1000357 BALAST&S&S&WAATS	--	New	5,000	5,000	PCS	125.00	625.00	AED		Dec 22, 2023	1,000
7	1000330 1000330	--	New	5,000	5,000	PCS	126.00	630.00	AED		Dec 22, 2023	1,000
8	1000318 *BU&B&1000&W&B220&V&E27&S&CREW&TYPE&HCL	--	New	5,000	5,000	PCS	127.00	635.00	AED		Dec 22, 2023	1,000
9	1000312 BU&B&S00&W&B220&V&PIN&TYPE	--	New	5,000	5,000	PCS	128.00	640.00	AED		Dec 22, 2023	1,000
10	2006393 2006393	--	New	5,000	5,000	PCS	129.00	645.00	AED		Mar 21, 2024	1,000

PO Acknowledged dismiss

POItemList Acknowledge

PURCHASE ORDER INFORMATION
Details of Purchase Document : 5509101953

PO Header Details

PO Number: 5509101953 PO Date: 27 Sep 2023 Ack Status: **Acknowledged**

Currency: AED

Exchange Rate: 1 Vendor: 0000017975 Buyer: EIM_SCH1
Jothi_Rejection Scenario Mari

PO Value : 217,493.70 PaymentTerm: 0001 Shipping Partner:

Open Value : Pay immediately w/o deduction

Delivered Value :

1. Input PO Number here and check the PO Status in the list page

Check the status of PO Changed to Acknowledged

Check the status of PO Changed to Acknowledged

Partial Acknowledgement of PO When new line items

PO Header Details

PO Number: 5509101953 PO Date: 27 Sep 2023 Ack Status: **Partially Acknowledge**

Currency: AED

Exchange Rate: 1 Vendor: 0000017975 Buyer: EIM_SCH1
Jothi_Rejection Scenario Mari

PO Value : 220,013.70 PaymentTerm: 0001 Shipping Partner:

Open Value : Pay immediately w/o deduction

Invoiced Value : Incoterm: 123 Delivery to site

Paid Value :

PO Item Details

Added PO line with status New

Item #	Material/Service	Acknowledge Date	Ack Status	Order Qty	Quantity	Unit of Measure	Unit Price	Quantity	Unit Price	Plant
51	2009383 MOTOR,&P/Nᾳ8220-4&AA90&LID	--	New	15,000	15,000	PCS	168.00	2,520.00	AED	Mar 21, 2024
49	2009382 MOTOR,&P/Nᾳ8220-4&AA90&LID	Oct 15, 2023	Acknowledged	5,000	5,000	PCS	167.00	835.00	AED	
50	2009383 MOTOR,&P/Nᾳ8220-4&AA90&LID	Oct 15, 2023	Acknowledged	5,000	5,000	PCS	168.00	840.00	AED	
51	2009383 MOTOR,&P/Nᾳ8220-4&AA90&LID	--	New	15,000	15,000	PCS	168.00	2,520.00	AED	

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1. Click on Acknowledge to Acknowledge all the changes

Header Level Acknowledged

PO Header Details

PO Number: 5509101953 PO Date: 27 Sep 2023 Ack Status: **Acknowledged**

Currency: AED

Exchange Rate: 1 Vendor: 0000017975 Buyer: EIM_SCH1
Jothi_Rejection Scenario Mari

PO Value : 220,013.70 PaymentTerm: 0001 Shipping Partner:

Open Value : Pay immediately w/o deduction

Item Level Acknowledged

48	MOTOR,&P/Nᾳ8220-4&AA90&LID	Oct 15, 2023	Acknowledged	5,000	5,000	PCS	166.00	830.00	AED	
49	MOTOR,&P/Nᾳ8220-4&AA90&LID	Oct 15, 2023	Acknowledged	5,000	5,000	PCS	167.00	835.00	AED	
50	MOTOR,&P/Nᾳ8220-4&AA90&LID	Oct 15, 2023	Acknowledged	5,000	5,000	PCS	168.00	840.00	AED	
51	MOTOR,&P/Nᾳ8220-4&AA90&LID	Oct 15, 2023	Acknowledged	15,000	15,000	PCS	168.00	2,520.00	AED	

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