

Job Aid:

How to Access and Acknowledge Purchase Orders in COMMBUYS

This Job Aid shows how to:

- Access Purchase Orders (PO) in COMMBUYS
- Acknowledge Purchase Orders (PO) in COMMBUYS

Of Special Note:

Purchase Orders are sent to vendors through COMMBUYS and are found in the Purchase Orders / Change Orders (Un-Acknowledge) section of the PO tab. These documents require review and acknowledgement based on the buyer's request.

Only users with Seller privileges can acknowledge a purchase order in COMMBUYS. These instructions assume the logged in user has Seller credentials.

eenshot		Directions
COMMBUYS	Register Sign in	Step 1: Launching COMMBUYS
COMMEUYS is the only official procurement record system for the Commonwealt Departments. COMMEUYS offers free intermet based access to all public procurer order to promote transparency, increase competition, and achieve best value for COMMEUSS INFORMATION: For more information on COMMEUYS please visit the COMMEUYS support pages. Buyer Training Resources Buyer Training Overview Job Ads for Buyers Buyer Training Overview Job Ads for Buyers Buyer Training Resources Vendor Training Resources UNISSE Look-Up Tool more Statement Schedule UNISSE Look-Up Tool Training UNISSE Look-Up Tool Training UNISSE Look-Up Tool More Support Tool and Procurement Schedule UNISSE Look-Up Tool Buyers and Venders: UNISSE Look-Up Tool Buyers and Venders: UNISSE Look-Up Tool Buyers and Toodage. If you have any questions or concerns contact the COMMEUYS Help Desk at COM during normal buiers hours @BunSpin ET Mondag Hidayi at 1888-627-8283 Attention Vendors: 54 Newly posted bidd	Login ID Password Sign In Login Assistance	 Enter the uniform resource locator (URL) address for COMMBUYS (https://www.commbuys.com) or (commbuys.com) in your browser. Click on the Sign In button once the COMMBUYS landing page displays Enter your Login ID and Password and click Sign In.
Browse by Category Public Bulletins	Important Links	
Complete Replaration Complete Replace Complet	e currenty published His Important Links are currently published	



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Screenshot	Directions
E COMPANY Company C	 Step 2: Accessing Purchase Orders 1. From the Homepage click on the PO tab to view purchase orders that have been sent to your company.
Home - Welcome Back J Doe News(0) Vendor Communication(0) Bids(12325) P0(5) Quotes(0) Invoices(0) Vendor Performance(0) No News Available Copyright © 2016 Periscope Holdings, Inc All Rights Reserved. Current Company: ABC Company, LLC September 12, 2016 4:50:28 PM EST	
Home - Welcome Back J Doe News(0) Vendor Communication(1) Bids(12377) PO(5) Quotes(8) Invoices(0) Vendor Performance(0)	Step 3: Opening Purchase Orders 1. Click on the hyperlinked Purchase Order # within the Purchase Orders / Change Orders (Un-Acknowledge)
Purchase Orders / Change Orders (Un-Acknowledged) Purchase Order # Organization Purchase Order Date Fiscal Year Description Status P0-17-1080-0SD07-0SD07-7755:1 Operational Services Division 09/14/2016 2017 Kitchen Equipment for Group Home 3P5 - Sent P0-17-1080-0SD07-0SD07-7753:1 Operational Services Division 09/14/2016 2017 Workers' Comp Investigations 3P5 - Sent	section.
Purchase Order # Organization Purchase Order Date Fiscal Year Description Status PO-17-1080-0SD07-0SD07-7755 Operational Services Division 09/14/2016 2017 GR0001 Foodservice Supplies and guipment 3PS-Sent PO-17-1080-0SD07-0SD07-7754 Operational Services Division 09/14/2016 2017 PR6001 Category Web-Based, Social & 3PS - Sent PO-17-1080-0SD07-0SD07-7753 Operational Services Division 09/14/2016 2017 PR6001 Category Web-Based, Social & 3PS - Sent Investigative Services, Pence Rental Investigative Services, Pence Rental 3PS - Sent Investigative Services, Pence Rental 3PS - Sent	
Download Acknowledgement	 Step 4: Acknowledging Purchase Orders 1. Check the first box to acknowledge receipt of the purchase order.
 ✓ I am acknowledging receipt of this purchase order. ✓ Notify requestor of receipt of this purchase order. Proceed Cancel & Exit 	 Check the second box to notify the buyer of the purchase order receipt. Click the Proceed button to continue. NOTE: Checking-off these two (2) boxes sends
Copyright © 2016 Periscope Holdings, Inc All Rights Reserved.	a confirmation email to the buyer with notification that the seller has received the PO.



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Screenshot

Directions

	er Infori	nation					-				
Purcha	ase Order er:	PO-17-1080	OSD07-OSD0		Release Number:	1		Short Descr	iption:	Kitchen for Grou	Equipment up Home
Status:		3PS - Sent			Purchaser:	Regina Kinney		Receipt Method:		Quantit	y
- iscal	Year:	2017			PO Type:	Release			Status:		
	tment:	OSD07 - OSI	O TRAINING		Location:	OSD07 - OSD TRA	INING	Туре			
	ate ID:				Entered Date:	09/14/2016 04:11	:33 PM		ol Code:		
Days A	RO:	0			Retainage %:						
Required By Date: Contact Instructions: Ship-to Address:		e:	Contact Regina Kinney at (617)720- 3184 OSD Training 1 Ashburton Place Suite 1017 Boston, MA 02108 US Email: test@periscopeholdings.com Phone: (123)456-7890		Promised Date:						
							Actual Cost:		\$4,063.00		
		1 Ashburton Suite 1017 Boston, MA US Email: test@perisco									
ΡΟ Τε	erms										
Prefer Metho	red Delive	ery Email									
Remit-to Address:		123 Main St Boston, MA US Email: JDoe	123 Main Street Boston, MA 02116		Payment Terms: Shipping Terms:			Shipping Method: Freight Terms:			
PO Mailing Address:		Boston, MA US Email: JDoe(J Doe 123 Main Street Boston, MA 02116								
tem	Informa	tion									
tem	Print	tion Blanket (Contract #	ltem Description								Total Cost
	Print Sequence	Blanket	Description Quantity	Minimum Order Quantity	Catalog Price/ Unit Cost	Net UOM Unit Cost	1 Total Discoun Amt.	Tax t Rate	Tax Amount	Freight	
	Print Sequence	Blanket /Contract #	Description Quantity (23-18 - 15 Rack- Alumin	Order Quantity) GRO35, num-Welde	Unit Cost Boston Showcase, F d- Bun Pan, CHANN	Unit Cost Foodservice Equipr IE View Detail	Discoun Amt. nent Large Core	t Rate	Amount Group, Tran	sport	
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Step 5: Reviewing Purchase Orders

- 1. Review the **Summary** tab for the relevant information pertaining to the purchase order such as the products/services ordered and shipping information.
- 2. Click the **Print** button at the bottom of the page to print a PDF copy of the purchase order.