

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

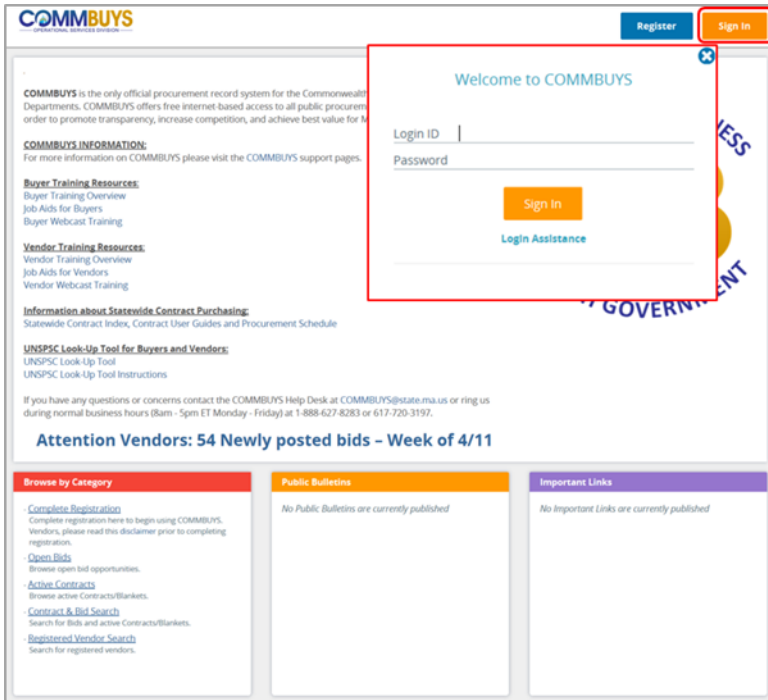
Of Special Note:

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.

Screenshot

Directions



Step 1: Launching COMMBUYS

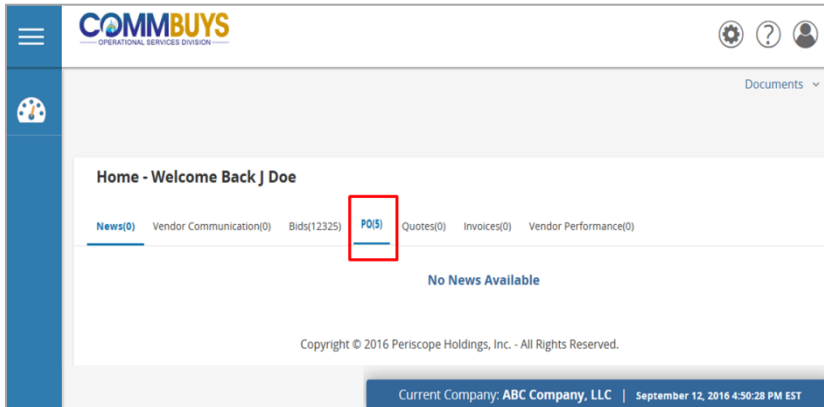
1. Enter the uniform resource locator (URL) address for COMMBUYS (<https://www.commbuys.com>) or (commbuys.com) in your browser.
2. Click on the **Sign In** button once the COMMBUYS landing page displays.
3. Enter your **Login ID** and **Password** and click **Sign In**.

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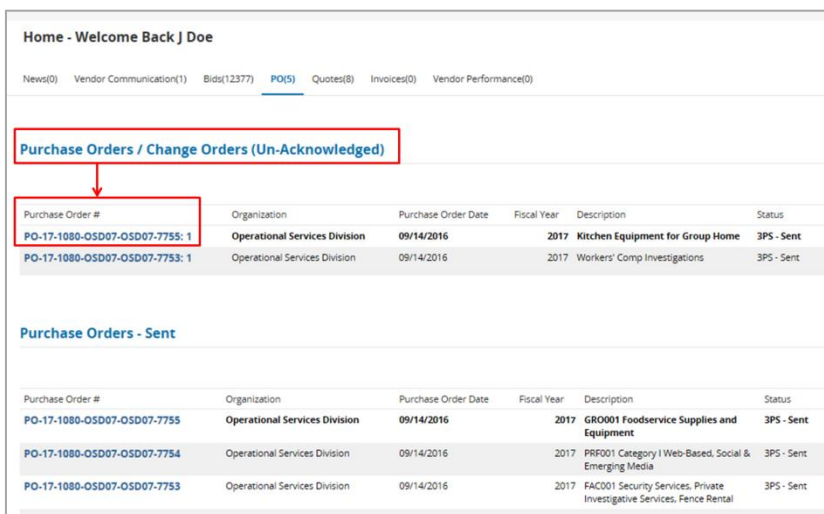
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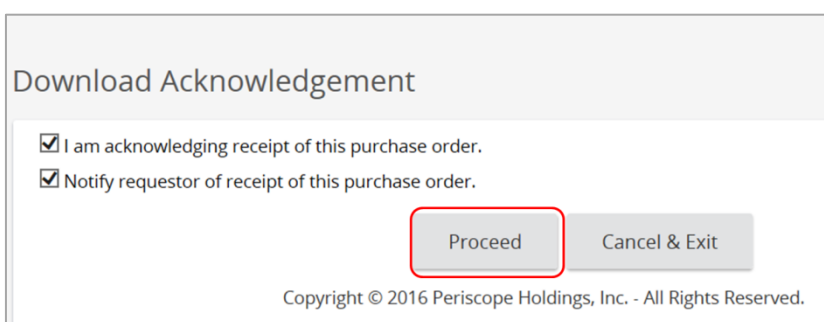
Step 2: Accessing Purchase Orders

1. From the Homepage click on the **PO** tab to view purchase orders that have been sent to your company.



Step 3: Opening Purchase Orders

1. Click on the hyperlinked **Purchase Order #** within the **Purchase Orders / Change Orders (Un-Acknowledge)** section.



Step 4: Acknowledging Purchase Orders

1. Check the first box to acknowledge receipt of the purchase order.
2. Check the second box to notify the buyer of the purchase order receipt.
3. Click the **Proceed** button to continue.

NOTE: Checking-off these two (2) boxes sends a confirmation email to the buyer with notification that the seller has received the PO.



OPERATIONAL SERVICES DIVISION

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General Items Attachments Notes Change Orders Subcontractors Summary

Header Information

Purchase Order Number: PO-17-1080-OSD07-OSD07-7755 **Release Number:** 1 **Short Description:** Kitchen Equipment for Group Home

Status: 3PS - Sent **Purchaser:** Regina Kinney **Receipt Method:** Quantity

Fiscal Year: 2017 **PO Type:** Release **Minor Status:**

Department: OSD07 - OSD TRAINING **Location:** OSD07 - OSD TRAINING **Type Code:**

Alternate ID: **Entered Date:** 09/14/2016 04:11:33 PM **Control Code:**

Days ARO: 0 **Retainage %:** 0.00%

Required By Date: **Promised Date:**

Contact Instructions: Contact Regina Kinney at (617)720-3184 **Tax Rate:** **Actual Cost:** \$4,063.00

Ship-to Address: OSD Training
1 Ashburton Place
Suite 1017
Boston, MA 02108
US
Email: test@periscopeholdings.com
Phone: (123)456-7890

Bill-to Address: Accounts Payable
1 Ashburton Place
Room 1017
Boston, MA 02108
US
Email: test@periscopeholdings.com
Phone: (123)456-7890

PO Terms

Preferred Delivery Method: Email

Remit-to Address: J Doe
123 Main Street
Boston, MA 02116
US
Email: JDoe@abcllc.com
Phone: (617)555-9999

Payment Terms:

Shipping Method:

PO Mailing Address: J Doe
123 Main Street
Boston, MA 02116
US
Email: JDoe@abcllc.com
Phone: (617)555-9999

Freight Terms:

Item Information

Item #	Print Sequence	Blanket /Contract # /Line #	Item Description	Quantity	Minimum Order Quantity	Catalog Price/ Unit Cost	Net Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Freight	Total Cost
1	1.0	PO-17-1080-OSD07-OSD07-7755 / 5	(23-18 - 15) GRO35, Boston Showcase, Foodservice Equipment Large Core Product Group, Transport Rack- Aluminum-Welded- Bun Pan, CHANNE... View Detail	1.0	0.0	\$500.00	\$500.00	EA - Each	\$0.00		\$0.00	\$0.00	\$500.00
2	2.0	PO-17-1080-OSD07-OSD07-7755 / 6	(23-18 - 15) GRO35, Boston Showcase, Foodservice Equipment Large Core Product Group, Meal Delivery Carts- Extreme Duty, ALTO SHAAM 10... View Detail	2.0	0.0	\$229.00	\$229.00	EA - Each	\$0.00		\$0.00	\$0.00	\$458.00
3	3.0	PO-17-1080-OSD07-OSD07-7755 / 7	(23-18 - 15) GRO35, Boston Showcase, Foodservice Equipment Large Core Product Group, Steamer 2 Compartment-Boiler Base-Gas Energy Sta... View Detail	3.0	0.0	\$1,035.00	\$1,035.00	EA - Each	\$0.00		\$0.00	\$0.00	\$3,105.00

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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.