
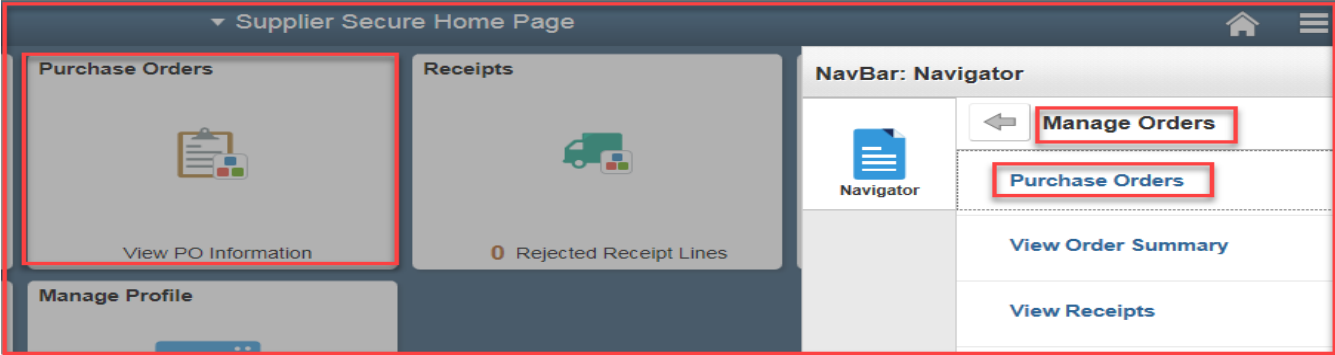
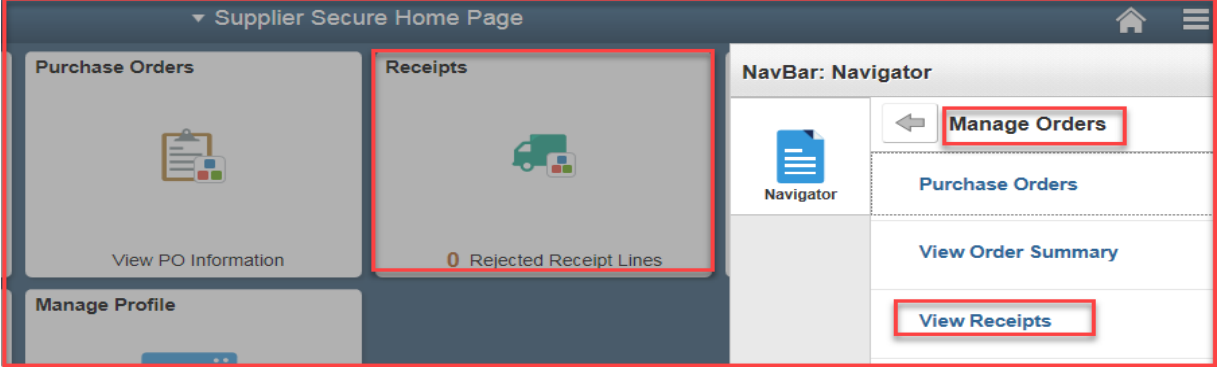


Manage Orders Information

Step #	Do This:
1	Browse Supplier portal Link: https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?
2	Click on Sign In tile.
3	Enter User id and password to log in.
4	Click on NavBar:Navigator. 
5	Click the Manage Orders link. There are three sub-headings: Purchase Orders, View Order Summary and View Receipts.
6	To view 'Purchase Orders' Click on ' Purchase Orders ' tile or NavBar > Manage Orders > Purchase Orders. You may also search by <ul style="list-style-type: none"> o Buyer o Item ID number o PO number range o Only those POs that have not been completed o POs associated with a Contract ID. 
7	To search by a date range, fill in the beginning date and end date and click on SEARCH button.
8	Purchase Order List page will open with two headers: PO Details and Header Details . The PO Details displays: PO number, Status, Date sent, Number of lines on the PO, and the total dollar amount of the PO.
9	To print the Purchase Order, click on View PDF to open a printable version of the Purchase Order. It defaults to Latest changes only, but you can change this to show all lines.
10	Click Header Details tab. This will displays: PO number, Business unit –which indicates the Agency and Department, PO date, the name and phone number of the Buyer, and the Payment terms.
11	To view the PO, click on the blue line and the following will be displayed: PO Status, Buyer, Date, Total amount, Line items, and Invoice list with dates of invoices, amounts, and associated voucher numbers.
12	Click Return to Purchase Order List .
13	Click on NavBar:Navigator > Manage Orders > View Order Summary
14	Check the Include PO Data box and fill in the beginning date and end date and click on SEARCH button. The screen shows the Order Schedule for the Supplier.
15	Click on NavBar:Navigator > Manage Orders > View Receipts . Or Click on 'Receipts' tile.

	
16	To search by a date range, fill in the beginning date and end date and click on SEARCH button.
17	Review Receipts page will open. The following information is displayed; Receipt ID, Receipt Date, Associated PO number, a description of what was purchased, the number purchased by Units of measure, and the Status.
18	Click on a receipt to view the information. Click on Return to Receipt to go back.
	End