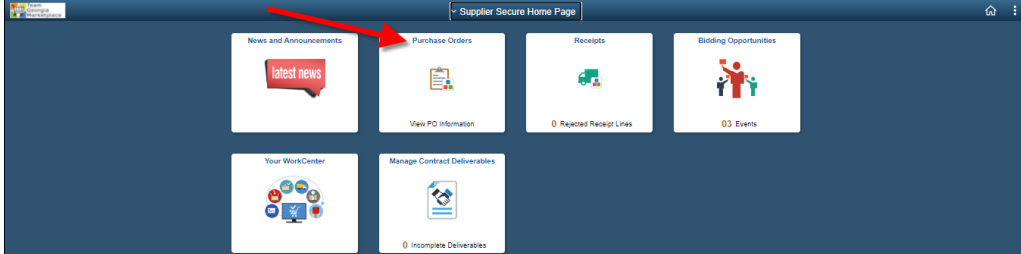
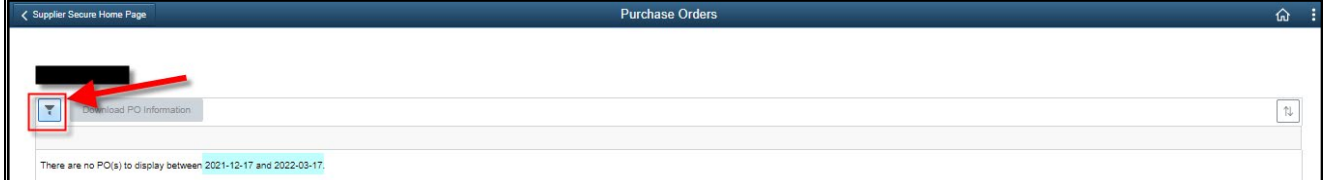
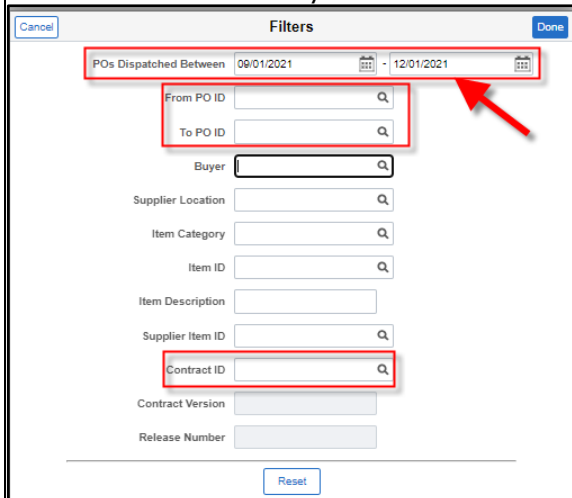
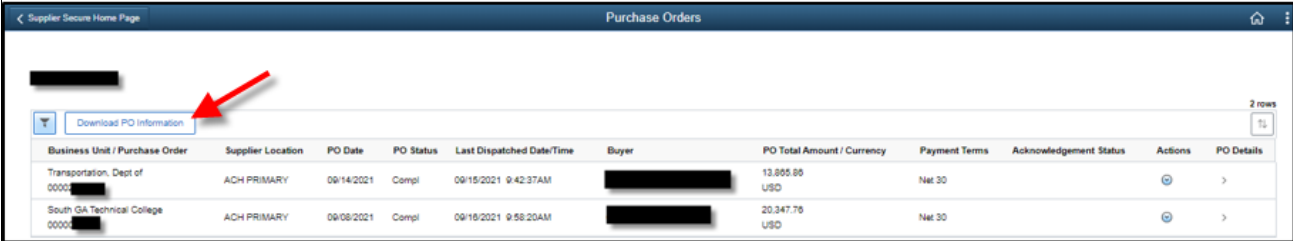


## Purchase Order Tile

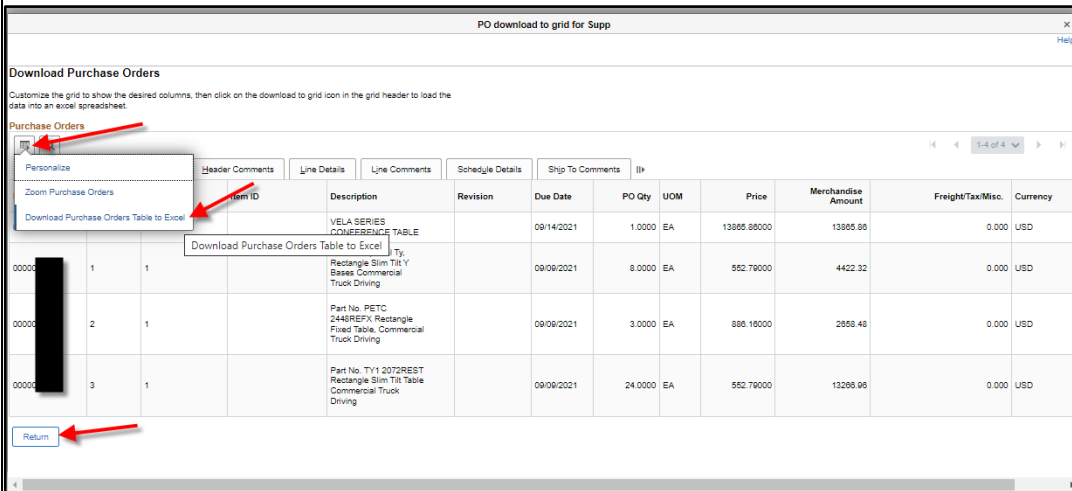
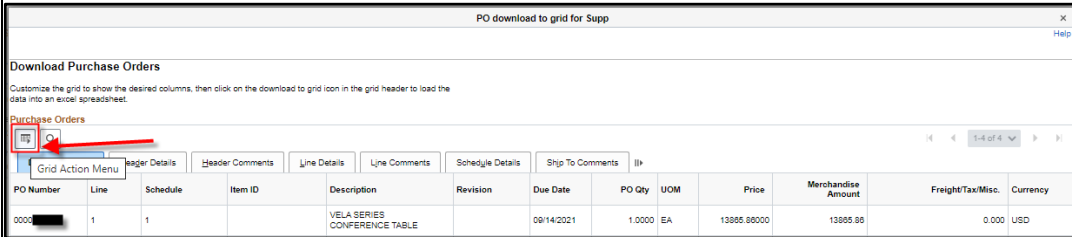
DO NOT REMIT PAYMENT UNTIL YOUR INVOICE IS RECEIVED.

Step #	Do This:
1	<p>Using your password and User ID, sign in on the Bidder and Supplier Registration page.</p> <p>Link:  <a href="https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL">https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL</a></p> <p>For security reasons, if you have not already changed your password, please click on Change My Password in the main menu options and follow instructions located in Register as a Supplier Quick Reference Guide.</p>
2	<p>Click on the 'Purchase Order' Tile.</p> 
3	<p>Click on the filter button if no POs are displayed. The page is designed to default in PO activity within the last 90 days.</p> 
4	<p>Enter new search criteria such as a specific date range, not to exceed 90 days at a time. Click Done once you have finished entering your criteria.</p>  <ul style="list-style-type: none"> <li>You can also search by PO ID, PO ID range or by Contract ID if applicable.</li> </ul>

5 Click on the Download PO Information button to view results in grid form or download to Excel.

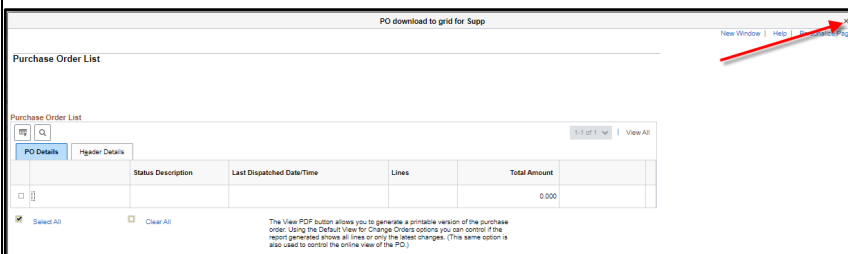


6 Click on the Grid Action Menu to download results to Excel format.



- Select Return when finished

7 X out of the page to return the Purchase Orders Summary Page



8 Click on the Sort Icon to sort the data according to your preference

The screenshot shows the 'Purchase Orders' page with a table of data. A 'Sort' dropdown menu is open on the right side. The menu items include Business Unit, Purchase Order, Supplier Location, PO Date, PO Status, Last Dispatched Date/Time, Buyer, PO Total Amount, Currency Code, Payment Terms, Acknowledgement Status, and Actions. The 'PO Total Amount' option is highlighted with a red box, and a red arrow points to the 'Click to sort' button.

Business Unit / Purchase Order	Supplier Location	PO Date	PO Status	Last Dispatched Date/Time	Buyer	PO Total Amount / Currency	Payment Terms	Acknowledge
Transportation, Dept of 0000	ACH PRIMARY	09/14/2021	Compl	09/15/2021 9:42:37AM		13,865.86 USD	Net 30	
South GA Technical College 00000	ACH PRIMARY	09/08/2021	Compl	09/16/2021 9:58:20AM		20,347.76 USD	Net 30	

9

The screenshot shows the 'Purchase Orders' page with the 'Actions' menu open. The 'View PO Dispatch Document' option is highlighted with a red box, and a red arrow points to it.

Business Unit / Purchase Order	Supplier Location	PO Date	PO Status	Last Dispatched Date/Time	Buyer	PO Total Amount / Currency	Payment Terms	Actions
Transportation, Dept of 0000	ACH PRIMARY	09/14/2021	Compl	09/15/2021 9:42:37AM		13,865.86 USD	Net 30	View POA, View PO Dispatch Document
South GA Technical College 00000	ACH PRIMARY	09/08/2021	Compl	09/16/2021 9:58:20AM		20,347.76 USD	Net 30	

Click on Actions Menu to View PO Dispatch Document.

- The Acknowledgement Status column and the View POA Action option is currently not enabled. Please Ignore!

10 Click View PDF.

The screenshot shows the 'View PO Dispatch Document' page. The 'View PDF' button is highlighted with a red box, and a red arrow points to it. A yellow tooltip message is visible below the table.

Purchase Order	Status Description	Last Dispatched Date/Time	Lines	Total Amount
<input type="checkbox"/> 0000	Compl	09/15/2021 9:42:37AM	1	13,865.86 USD

The View PDF button allows you to generate a printable version of the purchase order. Using the Default View for Change Orders options you can control if the report generated shows all lines or only the latest changes. (This same option is also used to control the online view of the PO.)

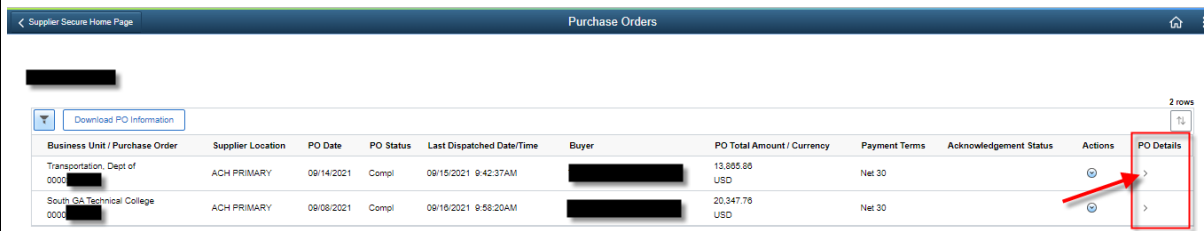
- The following message pops up, telling you to wait a minute or so before clicking on View PDF button again. This will allow the process enough time to finish.

Process to generate PO output file, is taking longer than expected. (7028,186)  
To allow your session to continue, this job will finish in the background. Please wait a minute or so and then press the button again to bring up the PO for printing.  
(You must stay within this component, or pressing the button will cause the report to be resubmitted.)

OK

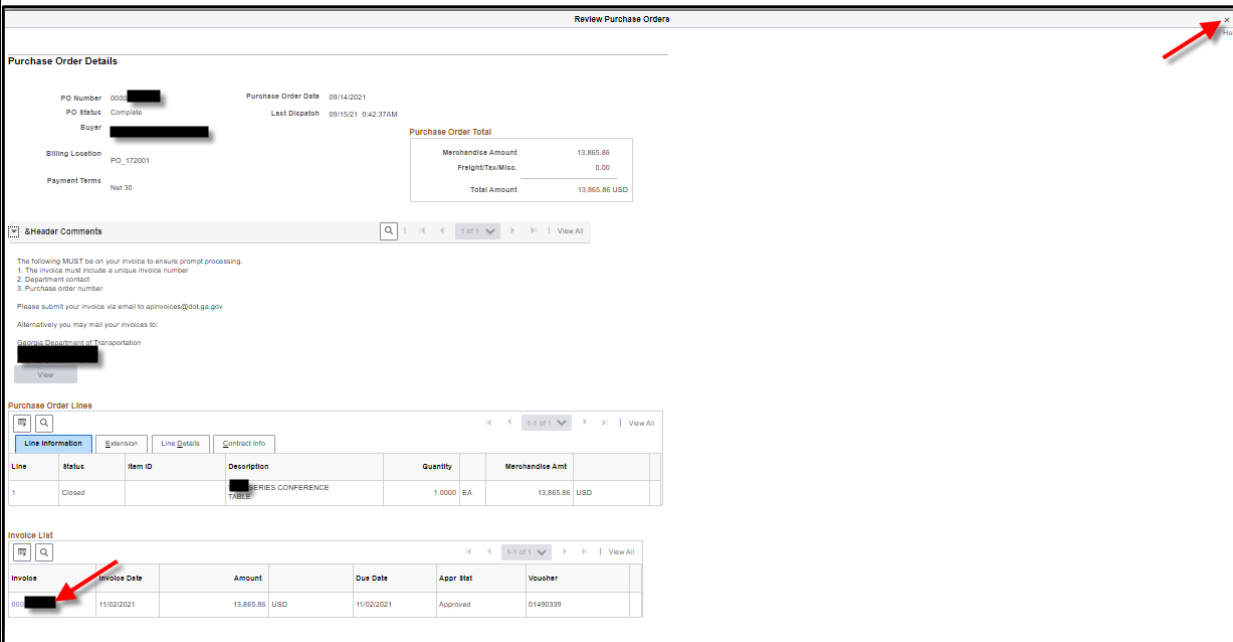
- You can X out of this page once done

11 Click on the PO Details to view additional information on a specific PO.



Business Unit / Purchase Order	Supplier Location	PO Date	PO Status	Last Dispatched Date/Time	Buyer	PO Total Amount / Currency	Payment Terms	Acknowledgement Status	Actions	PO Details
Transportation, Dept of 0000	ACH PRIMARY	09/14/2021	Compl	09/15/2021 9:42:37AM		13,855.86 USD	Net 30			
South GA Technical College 0000	ACH PRIMARY	09/08/2021	Compl	09/16/2021 9:58:20AM		20,347.76 USD	Net 30			

12 Click on any Invoice displayed on the PO Details page to view additional information, or X out of the page once you are done with your review.



**Purchase Order Details**

PO Number: 0000, Purchase Order Date: 09/14/2021  
 PO Status: Complete, Last Dispatch: 09/15/21 9:42:37AM  
 Buyer: [Redacted]  
 Billing Location: PO\_172001  
 Payment Terms: Net 30

**Purchase Order Total**

Merchandise Amount	13,855.86
Freight/Tax/Misc.	0.00
<b>Total Amount</b>	<b>13,855.86 USD</b>

**Header Comments**

The following MUST be on your invoice to ensure prompt processing:  
 1. The invoice must include a unique invoice number  
 2. Department contact  
 3. Purchase order number

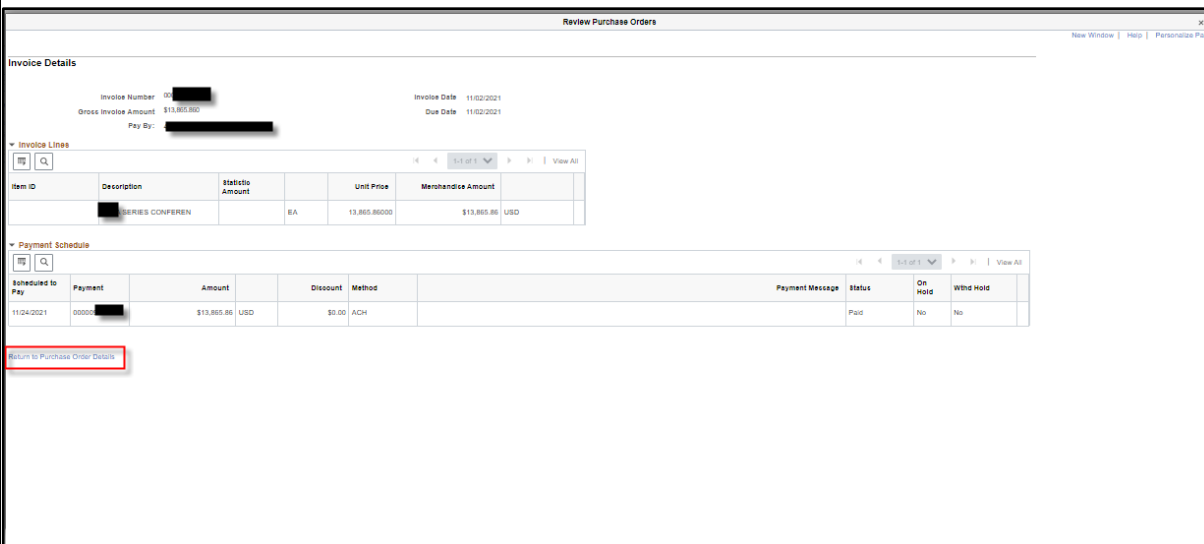
Please submit your invoice via email to [apinvoiced@dot.ga.gov](mailto:apinvoiced@dot.ga.gov)  
 Alternatively you may mail your invoices to:  
 Georgia Department of Transportation  
 [Redacted]  
 View

**Purchase Order Lines**

Line	Status	Item ID	Description	Quantity	Merchandise Amt
1	Closed		SERIES CONFERENCE TABLES	1,000 EA	13,855.86 USD

**Invoice List**

Invoice	Invoice Date	Amount	Due Date	Appr Stat	Voucher
0000	11/02/2021	13,855.86 USD	11/02/2021	Approved	01490339



**Invoice Details**

Invoice Number: 0000, Invoice Date: 11/02/2021  
 Gross Invoice Amount: \$13,855.86, Due Date: 11/02/2021  
 Pay By: [Redacted]

**Invoice Lines**

Item ID	Description	Statistic Amount	Unit Price	Merchandise Amount
	SERIES CONFEREN		EA	13,855.86000

**Payment Schedule**

Scheduled to Pay	Payment	Amount	Discount	Method	Payment Message	Status	On Hold	With Hold
11/24/2021	0000	\$13,855.86 USD	\$0.00	ACH		Paid	No	No

[Return to Purchase Order Details](#)

- Return to Purchase Order Details page