



water is life

District of Columbia Water and Sewer Authority
David L. Gadis, CEO and General Manager

Enterprise Resource Planning Solution Contractor Orientation





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District of Columbia Water and Sewer Authority
David L. Gadis, CEO and General Manager

AGENDA

- 💧 DC Water ERP Overview
- 💧 Part 1: Vendor Registration
- 💧 Part 2: Manage Profiles
- 💧 Part 3: Viewing and Responding To Solicitations
- 💧 Part 4: Submitting and Viewing Purchase Orders
 - Viewing Purchase Orders
 - Acknowledging Purchase Orders
 - Submitting Purchase Orders
- 💧 Part 5: Submitting and Viewing Invoices





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Part 4.1: Viewing Purchase Orders



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SIGN IN ORACLE APPLICATIONS CLOUD

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Go to DC Water's Procurement Web Site

- 1) Open your **Internet Browser**. CHROME is the preferred web browser for the DC Water application.
- 2) Go to the **DC Water** website: <https://www.dewater.com>.
- 3) Click on **Work with Us** on the menu options then click the **Procurement** link followed by the **DC Water Supplier Registration link**. The page also includes a link for DC Water Supplier Portal log-in and DC Water Solicitation Abstracts (Solicitation Listing).
- 4) Enter Your username (contact email) and password



Good morning, George Washington!

Supplier Portal

Tools

Others

APPS



Supplier Portal



Access Supplier Portal

5) Click on the Supplier Portal icon to access the system (including your firm's profile).

Supplier Portal

Order Number

Step 6

Tasks

- Orders**
 - [Manage Orders](#)
 - [Manage Schedules](#)
 - [Acknowledge Schedules in Spreadsheet](#)
- Agreements**
 - [Manage Agreements](#)
- Shipments**
 - [Manage Shipments](#)
 - [Create ASN](#)
 - [Create ASBN](#)
 - [Upload ASN or ASBN](#)
 - [View Receipts](#)
 - [View Returns](#)
- Deliverables**
 - [Manage Deliverables](#)
- Consigned Inventory**
 - [Review Consumption Advices](#)
 - [Review Consigned Inventory](#)
 - [Review Consigned Inventory Transactions](#)
- Invoices and Payments**
 - [Create Invoice](#)
 - [View Invoices](#)
 - [View Payments](#)
- Solicitations**
 - [View Active Solicitations](#)
 - [Manage Responses](#)
- Qualifications**
 - [Manage Questionnaires](#)
 - [View Qualifications](#)
- Company Profile**
 - [Manage Profile](#)

Requiring Attention

4

4

■ Negotiations Closing Soon

Recent Activity
Last 30 Days

No data available

Transaction Reports
Last 30 Days

No data available

Supplier News
This is the Supplier News !!!

Access Purchase Order

6) Click the link "Manage Orders".



Manage Orders

Done

Headers Schedules

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order

Status

Include Closed Documents No

Step 7 Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
-------	------------	-------------	---------------	-------	---------	----------	--------	------------	---------------

No search conducted.

Columns Hidden 25

Access Purchase Orders

- 7) Click the "Search" button to look for the specific Purchase Order.



Headers Schedules

Search

Advanced Manage Watchlist Saved Search All Orders

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
DCW2010032	9/9/20		MAIN-PURCH	Young, Randem	76.70	USD	Closed for R...		9/9/20
DCW2010028	9/8/20	PO Conversion Test	MAIN-PURCH	Jones, Bruce	4,437.74	USD	Open		9/8/20
200091	8/6/20	PO Conversion Test	MAIN-PURCH	Copeland, Shelley	3,805.24	USD	Open		8/6/20
200375	8/6/20	PO Conversion Test	MAIN-PURCH	Jones, Bruce	4,437.74	USD	Open		8/6/20
517398-MM	8/5/20	PO Conversion Test	MAIN-PURCH	Barbero, Ricardo	20.22	USD	Open		8/5/20
517406-MM	8/5/20	PO Conversion Test	MAIN-PURCH	Kemp, Linda	32.52	USD	Open		8/5/20
516521-MM	8/5/20	PO Conversion Test	MAIN-PURCH	Kemp, Linda	253.98	USD	Open		8/5/20
501346-MM	8/5/20	PO Conversion Test	MAIN-PURCH	Kemp, Linda	9.45	USD	Open		8/5/20
502249-MM	8/5/20	PO Conversion Test	MAIN-PURCH	Kemp, Linda	233.16	USD	Open		8/5/20
506965-MM	8/5/20	PO Conversion Test	MAIN-PURCH	Kemp, Linda	278.80	USD	Open		8/5/20
518302-MM	8/5/20	PO Conversion Test	MAIN-PURCH	Kemp, Linda	54.72	USD	Open		8/5/20

Step 9

Access Purchase Orders

- When you click "Search" the list of Purchase Orders associated with your firm will appear in a pop up screen.
- Select the desired Purchase Order by clicking on the appropriate Purchase Order number under the "Order" tab.



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Purchase Order: 200091

Acknowledge **View PDF** **Actions** **Done** **Order Life Cycle**

General

Sold-to Legal Entity: DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY
 Bill-to BU: DC WATER BU
 Order: 200091
 Status: Open
 Buyer: Shelley Copeland
 Creation Date: 8/6/20

Supplier: [Redacted]
 Supplier Site: [Redacted]
 Supplier Contact: [Redacted]
 Bill-to Location: PO-PR-HOO
 Ship-to Location: PO-PR-HOO

Ordered: 3,805.24 USD
 Description: PO Conversion Test
 Source Agreement: Supplier Order

Terms **Notes and Attachments**

Required Acknowledgment: None
 Payment Terms: Net 30
 Shipping Method: Best Method
 Freight Terms: Prepaid
 FOB: Destination

Additional Information

Department: [Redacted]
 PO Type: None of above
 Context Prompt: [Redacted]

Lines **Schedules**

Actions View Format Freeze Detach Wrap

Line	Item	Description	Quantity	UOM	Base Price	Price	Ordered	Status
1	*				3,805.24	3,805.24	3,805.24	Open

Columns Hidden: 16

Order Life Cycle

Ordered: 3,805.24 USD

Step 12

View Details

Access Purchase Orders

- 10) Once selected, details concerning the specific Purchase Order will appear in a pop up screen.
- 11) Review the details.
- 12) If this is a previously executed Purchase Order, click the "Done" button.



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Purchase Order: 200091

General

Sold-to Legal Entity: DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY
 Bill-to BU: DC WATER BU
 Order: 200091
 Status: Open
 Buyer: Shelley Copeland
 Creation Date: 8/6/20

Supplier: [Redacted]
 Supplier Site: [Redacted]
 Supplier Contact: [Redacted]
 Bill-to Location: PO-PR-HOO
 Ship-to Location: PO-PR-HOO

Terms

Required Acknowledgment: None
 Payment Terms: Net 30
 Shipping Method: Best Method
 Freight Terms: Prepaid
 FOB: Destination

Additional Information

Department: [Redacted]
 PO Type: None of above
 Context Prompt: [Redacted]

Order Life Cycle

Ordered: 3,805.24 USD
 Description: PO Conversion Test
 Source Agreement: [Redacted]
 Supplier Order: [Redacted]

Order Life Cycle Chart: Ordered (Amount USD) 0.0 to 4.0K

Actions

- Acknowledge
- View PDF
- Actions
- Done

Step 14 points to the "View PDF" button.

Step 15 points to the "Actions" button.

Actions Menu:

- Edit
- Cancel Document
- View Document History
- View Change History
- View Revision History

Table:

Line	Item	Description	Quantity	UOM	Base Price	Price	Ordered	Status
1		*			3,805.24	3,805.24	3,805.24	Open

Columns Hidden: 16

Access Purchase Orders

- 13) You can view the details of the Purchase Order as a pdf, by clicking on the "View PDF" button.
- 14) Other options concerning this Purchase Order can be selected by clicking the "Actions" button.
- 15) This will bring up a set of options to select from.

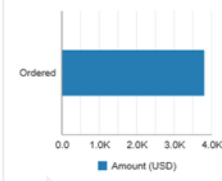


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Purchase Order: 200091

Acknowledge View PDF Actions Done

Order Life Cycle



Step 17 → View Details

Main

General

Sold-to Legal Entity DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY
 Bill-to BU DC WATER BU
 Order 200091
 Status Open
 Buyer Shelley Copeland
 Creation Date 8/6/20

Supplier [Redacted]
 Supplier Site [Redacted]
 Supplier Contact [Redacted]
 Bill-to Location PO-PR-HOO
 Ship-to Location PO-PR-HOO

Ordered 3,805.24 USD
 Description PO Conversion Test
 Source Agreement
 Supplier Order

Terms Notes and Attachments

Required Acknowledgment None
 Payment Terms Net 30
 Shipping Method Best Method
 Freight Terms Prepaid
 FOB Destination
 ___ Requires signature
 ___ Pay on receipt
 ___ Confirming order

Additional Information

Department
 PO Type None of above
 Context Prompt

Lines Schedules

Actions View Format Freeze Detach Wrap

Line	Item	Description	Quantity	UOM	Base Price	Price	Ordered	Status
1	*				3,805.24	3,805.24	3,805.24	Open

Columns Hidden 16

Access Purchase Orders

16) You can also view the order history of the Purchase Order by clicking on the View Details button under the "Order Life Cycle" section.



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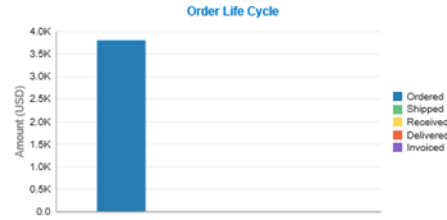
Step 19

Done

Order Life Cycle: 200091

Sold-to Legal Entity DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY

Order	
Supplier	
Supplier Site	
Supplier Contact	
Ordered	



In-Transit Shipments

Actions View Format Freeze Detach Wrap

Shipment	Ship Date	Tracking Number	Packing Slip	Expected Receipt Date	Shipped	Carrier	Bill of Lading
No results found.							

Receipts

Actions View Format Freeze Detach Wrap

Receipt	Receipt Date	Shipment	Ship Date	Packing Slip	Returned	Received	Delivered	Invoiced	Open to Invoice
No results found.									

Invoices

Actions View Format Freeze Detach Wrap

Invoice	Invoice Date	Status	Invoice Total	Paid	Matched Amount	Receipt	Packing Slip
No results found.							

Access Purchase Orders

- 17) When you do, the above screen appears, providing detailed information associated with the Purchase Order.
- 18) Click "Done" when you are finished to complete the review of the Purchase Order.



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Part 4.2: Acknowledge Purchase Orders



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The image shows a screenshot of the Oracle Applications Cloud sign-in interface. It features a blue header with a white circular icon containing a blue cloud. Below the header, there are two input fields for 'User ID' and 'Password'. A link for 'Forgot Password' is located below the password field. A blue 'Sign In' button is positioned below the input fields. At the bottom, there is a language selection dropdown menu currently set to 'English'.

Go to DC Water's Procurement Web Site

- 1) Open your **Internet Browser**. CHROME is the preferred web browser for the DC Water application.
- 2) Go to the **DC Water** website: <https://www.dewater.com>.
- 3) Click on **Work with Us** on the menu options then click the **Procurement** link followed by the **DC Water Supplier Registration** link. The page also includes a link for DC Water Supplier Portal log-in and DC Water Solicitation Abstracts (Solicitation Listing).
- 4) Enter Your username (contact email) and password

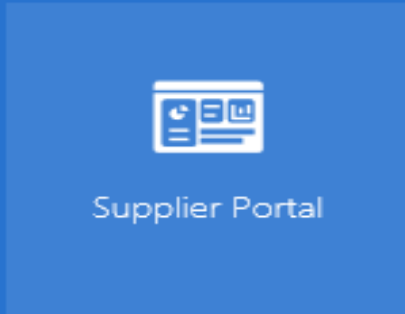
Good morning, George Washington!

Supplier Portal

Tools

Others

APPS



Access Supplier Portal

- 5) Click on the Supplier Portal icon to access the system (including your firm's profile).

Supplier Portal

Order Number

Step 6

Tasks

- Orders**
 - [Manage Orders](#)
 - [Manage Schedules](#)
 - [Acknowledge Schedules in Spreadsheet](#)
- Agreements**
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- Shipments**
 - [Manage Shipments](#)
 - [Create ASN](#)
 - [Create ASBN](#)
 - [Upload ASN or ASBN](#)
 - [View Receipts](#)
 - [View Returns](#)
- Deliverables**
 - [Manage Deliverables](#)
- Consigned Inventory**
 - [Review Consumption Advices](#)
 - [Review Consigned Inventory](#)
 - [Review Consigned Inventory Transactions](#)
- Invoices and Payments**
 - [Create Invoice](#)
 - [View Invoices](#)
 - [View Payments](#)
- Solicitations**
 - [View Active Solicitations](#)
 - [Manage Responses](#)
- Qualifications**
 - [Manage Questionnaires](#)
 - [View Qualifications](#)
- Company Profile**
 - [Manage Profile](#)

Requiring Attention

4

4

■ Negotiations Closing Soon

Recent Activity
Last 30 Days

No data available

Transaction Reports
Last 30 Days

No data available

Supplier News
This is the Supplier News !!!

Access Purchase Order

6) Click the link "Manage Orders".



Search

Sold-to Legal Entity

Bill-to BU

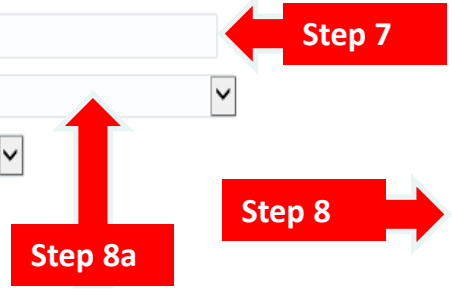
Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order

Status

Include Closed Documents No



Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
-------	------------	-------------	---------------	-------	---------	----------	--------	------------	---------------

No search conducted.

Columns Hidden 25

Access Purchase Order

- 7) Click the space next to "Order" and enter the Purchase Order that needs to be acknowledged.
- 8) Next, click on the "Search" button.
 - 8a) Alternatively, if you don't know the specific Purchase Order number, or if there are multiple Orders that need to be acknowledged, you can click the "Status" button and select, "Pending Supplier Acknowledgement"


Manage Orders [?](#) Done

Headers Schedules


Search Advanced Manage Watchlist Saved Search All Orders

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
 DCW2010029	9/8/20	PO Conversion Test	MAIN-PURCH	Barbero, Ricardo	26.94	USD	Pending Su...		9/8/20

Columns Hidden 25



Step 10

Access Purchase Order

- 9) When you click "Search", the specific Purchase Order will appear.
- 10) Click on the number under the Order Tab to select the specific Purchase Order.



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Purchase Order: 200091

Step 13

Acknowledge View PDF Actions Done



Main

General

Sold-to Legal Entity: DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY
 Bill-to BU: DC WATER BU
 Order: 200091
 Status: Open
 Buyer: Shelley Copeland
 Creation Date: 8/6/20

Supplier: [Redacted]
 Supplier Site: [Redacted]
 Supplier Contact: [Redacted]
 Bill-to Location: PO-PR-HOO
 Ship-to Location: PO-PR-HOO

Ordered: 3,805.24 USD
 Description: PO Conversion Test
 Source Agreement: Supplier Order

Terms Notes and Attachments

Required Acknowledgment: None
 Payment Terms: Net 30

Shipping Method: Best Method
 Freight Terms: Prepaid
 FOB: Destination

Additional Information

Department: [Redacted]
 PO Type: None of above
 Context Prompt: [Redacted]

Lines Schedules

Actions View Format Freeze Detach Wrap

Line	Item	Description	Quantity	UOM	Base Price	Price	Ordered	Status
1		*			3,805.24	3,805.24	3,805.24	Open

Columns Hidden: 16

Access Purchase Orders

- 11) Once selected, details concerning the specific Purchase Order will appear in a pop up screen.
- 12) Review the details.
- 13) Click "Acknowledge".

Acknowledge Document (Purchase Order): DCW2010029


Step 17 

Main

General

Sold-to Legal Entity DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY
Order DCW2010029
Status Pending Supplier Acknowledgment
Buyer Barbero, Ricardo
Creation Date 9/8/20

Supplier 
Supplier Site MAIN-PURCH
Supplier Contact JEMAR Mr.Pradeep
Bill-to Location PO-PR-HGO
Ship-to Location PO-BP1-BLUE PLAINS

Ordered 26.94 USD
Description PO Conversion Test
Source Agreement
Supplier Order
Communication Method E-Mail
Email 

Terms Notes and Attachments

Required Acknowledgment Document
Acknowledgment Due Date 9/13/20
Acknowledgment Note

Step 16 

Payment Terms Net 30 Pay on receipt
Shipping Method Best Method Confirming order
Freight Terms Prepaid
FOB Destination

Additional Information

Department 301

PO Type MM

Context Prompt

Schedules

Actions View Format Freeze Detach Wrap

Line	Description	Supplier Item	Quantity	UOM	Price	Requested Delivery Date	Promised Delivery Date	Rejection Reason	Location
1	WASHER FLAT 1/2 0.562 ID 1.375 OD 0.109 thick low c	33184	50	EA	0.17	9/8/20		<input type="text"/>	PO-BP1-BLUE...

Access Purchase Orders

- 14) Once selected, the above acknowledgement screen will appear.
- 15) Review the details.
- 16) Click in the space next to "Acknowledge Note" if there is a need to communicate with DC Water Procurement concerning the Purchase Order.
- 17) When ready, click "Accept".



Warning

The document will be accepted. Do you want to continue? (PO-2055*13)

OK

Step 19

Supplier FASTENAL CO
Supplier Site MAIN-PURCH
Supplier Contact JEMAR Mr.Pradeep
Bill-to Location PO-PR-HQO
Ship-to Location PO-BP1-BLUE PLAINS

Line	Description
1	WASHER FLAT 1/2

PO Type MM

Access Purchase Orders

- 18) Once selected, the above confirmation screen will appear.
- 19) Click "Ok".
- 20) Click "Done".



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David L. Gadis, CEO and General Manager

Part 4.3: Submitting Purchase Orders



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David L. Gadis, CEO and General Manager



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[Forgot Password](#)

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- 4) Enter Your username (contact email) and password

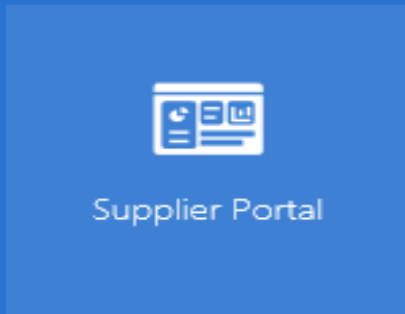
Good morning, George Washington!

Supplier Portal

Tools

Others

APPS



Access Supplier Portal

- 5) Click on the Supplier Portal icon to access the system (including your firm's profile).

Supplier Portal

Order Number

Step 6

Tasks

- Orders**
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- Qualifications**
 - [Manage Questionnaires](#)
 - [View Qualifications](#)
- Company Profile**
 - [Manage Profile](#)

Requiring Attention

4

4

■ Negotiations Closing Soon

Recent Activity
Last 30 Days

No data available

Transaction Reports
Last 30 Days

No data available

Supplier News
This is the Supplier News !!!

Access Purchase Order

6) Click the link "Manage Orders".



Manage Orders

Done

Headers Schedules

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order

Status

Include Closed Documents No

Step 7 Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
-------	------------	-------------	---------------	-------	---------	----------	--------	------------	---------------

No search conducted.

Columns Hidden 25

Access Purchase Orders

- 7) Click the "Search" button to look for the specific Purchase Order.



Headers Schedules

Search

Step 10

Advanced Manage Watchlist Saved Search All Orders

Search Results

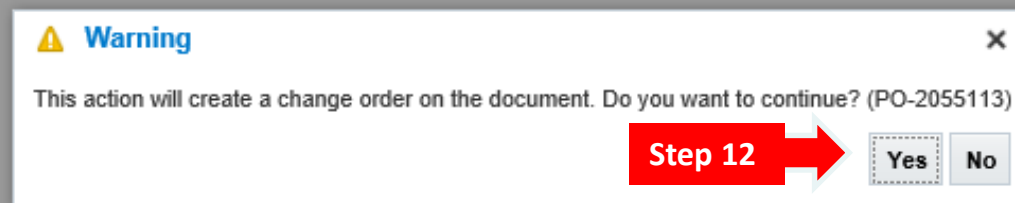
Actions View Format Freeze Detach Wrap

Step 9

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
DCW2010032	9/9/20		MAIN-PURCH	Young, Randem	76.70	USD	Closed for R...		9/9/20
DCW2010028	9/8/20	PO Conversion Test	MAIN-PURCH	Jones, Bruce	4,437.74	USD	Open		9/8/20
200091	8/6/20	PO Conversion Test	MAIN-PURCH	Copeland, Shelley	3,805.24	USD	Open		8/6/20
200375	8/6/20	PO Conversion Test	MAIN-PURCH	Jones, Bruce	4,437.74	USD	Open		8/6/20
517398-MM	8/5/20	PO Conversion Test	MAIN-PURCH	Barbero, Ricardo	20.22	USD	Open		8/5/20
517406-MM	8/5/20	PO Conversion Test	MAIN-PURCH	Kemp, Linda	32.52	USD	Open		8/5/20
516521-MM	8/5/20	PO Conversion Test	MAIN-PURCH	Kemp, Linda	253.98	USD	Open		8/5/20
501346-MM	8/5/20	PO Conversion Test	MAIN-PURCH	Kemp, Linda	9.45	USD	Open		8/5/20
502249-MM	8/5/20	PO Conversion Test	MAIN-PURCH	Kemp, Linda	233.16	USD	Open		8/5/20
506965-MM	8/5/20	PO Conversion Test	MAIN-PURCH	Kemp, Linda	278.80	USD	Open		8/5/20
518302-MM	8/5/20	PO Conversion Test	MAIN-PURCH	Kemp, Linda	54.72	USD	Open		8/5/20

Access Purchase Orders

- 8) When you click "Search" the list of Purchase Orders associated with your firm will appear in a pop up screen.
- 9) Select the desired Purchase Order by clicking on the blank space next to the appropriate Purchase Order number under the "Order" tab.
- 10) Next, Click the "pencil" icon.



Access Purchase Orders

- 11) When you click "the pencil" the above confirmation screen will appear in a pop up screen.
- 12) Click "Yes".



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Edit Change Order: 1

Actions Save Submit Cancel

Change Order 1

* Description

Creation Date 9/22/20



Status Incomplete
Amount Changed 0.00 USD

Initiating Party Supplier
Initiator JEMAR Mr.Pradeep



Main Contract Terms

General

Sold-to Legal Entity DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY

Bill-to BU DC WATER BU

Order 510759-MM

Status Open

* Buyer Barbero, Ricardo

Creation Date 8/5/20

Supplier FASTENAL CO

* Supplier Site MAIN-PURCH

Supplier Contact JEMAR Mr.Pradeep

Bill-to Location PO-PR-HQO

Default Ship-to Location PO-BP1-BLUE PLAINS

Ordered 90.08 USD

Description PO Conversion Test

Agreement

Payment Terms Net 30

Shipping Method Best Method

Freight Terms Prepaid

FOB Destination

___ Requires signature

___ Pay on receipt

___ Confirming order

Additional Information

Department 301



PO Type MM

Context Prompt

Lines Schedules

Actions View Format Freeze Detach Wrap

* Line	* Description	Supplier Item	Quantity	UOM	* Base Price	Price	Ordered	* Location	Note to Supplier	Change Reason
1	NUT HEX:5/8 DIA GR8 USS	18719	10	Box	4.74	4.74	90.08	PO-BP1-BLUE...		

Columns Hidden 15

Access Purchase Orders

- 13) When you click "Yes" you will be directed to the "Edit change Order" screen for the selected Purchase Order.
- 14) On this screen, you can revise common document information as well as one or more lines, schedules, or distribution.
- 15) To begin, click in the space next to "Description" and type in an explanation for the change request.
- 16) Next, in the "Department" tab, under "Additional Information", select the appropriate Department.
- 17) Click "Save".



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Edit Change Order: 1

Actions Save Submit Cancel

Change Order 1
* Description
Creation Date 9/22/20

Status Incomplete
Amount Changed 0.00 USD

Initiating Party Supplier
Initiator JEMAR Mr.Pradeep



Main Contract Terms

General

Sold-to Legal Entity DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY
Bill-to BU DC WATER BU
Order 510759-MM
Status Open
* Buyer Barbero, Ricardo
Creation Date 8/5/20

Supplier FASTENAL CO
* Supplier Site MAIN-PURCH
Supplier Contact JEMAR Mr.Pradeep
Bill-to Location PO-PR-HQO
Default Ship-to Location PO-BP1-BLUE PLAINS

Ordered 90.08 USD
Description PO Conversion Test
Agreement

Terms Notes and Attachments

Payment Terms Net 30

Shipping Method Best Method
Freight Terms Prepaid
FOB Destination

__ Requires signature
__ Pay on receipt
__ Confirming order

Additional Information

Department 301

PO Type MM

Context Prompt

Lines Schedules

Actions View Format Freeze Detach Wrap

* Line	* Description	Supplier Item	Quantity	UOM	* Base Price	Price	Ordered	* Location	Note to Supplier	Change Reason
1	NUT HEX:5/8 DIA GR8 USS	18719	10	Box	4.74	4.74	90.08	PO-BP1-BLUE...		

Columns Hidden 15

Access Purchase Orders

- 18) After you click save, click "Submit".
- 19) You will then be asked to confirm the request. Click "Yes".
- 20) Then click "Done".