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

# ***Enterprise Resource Planning Solution Contractor Orientation***





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## 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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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 'Forgot Password' link. 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



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



Step 12

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

- 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) 0.0K to 4.0K

**Actions**

Acknowledge View PDF Actions Done

**Step 14** (points to View PDF)

**Step 15** (points to Actions)

**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.

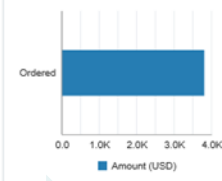


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Purchase Order: 200091

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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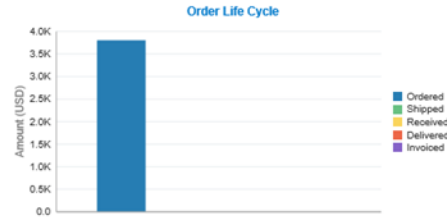
Step 19

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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## SIGN IN ORACLE APPLICATIONS CLOUD

[Forgot Password](#)

### 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

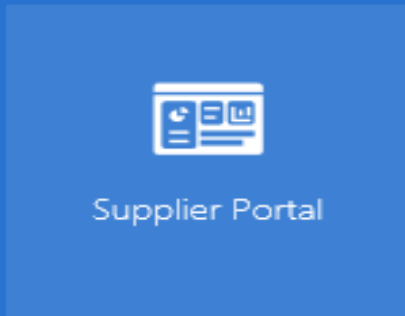
# Good morning, George Washington!

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**
  - [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".





Search

Sold-to Legal Entity

Bill-to BU

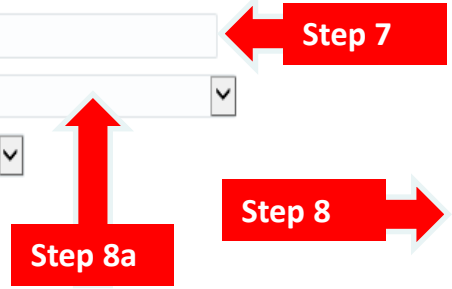
Supplier Site

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  
Shipping Method Best Method  
Freight Terms Prepaid  
FOB Destination

Pay on receipt  
 Confirming order

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".



The screenshot shows a software interface for purchase orders. A central dialog box with a yellow warning icon asks: "Warning: The document will be accepted. Do you want to continue? (PO-2055\*13)". An "OK" button is visible in the dialog. A red arrow labeled "Step 19" points to the "OK" button. The background interface includes a left sidebar with "Main", "General", "Terms", "Notes and Attachments", "Additional Information", and "Schedules". The main area displays purchase order details for "FASTENAL CO" with fields for Supplier, Supplier Site, Supplier Contact, Bill-to Location, and Ship-to Location. A table at the bottom shows a line item: "1 WASHER FLAT 1/2".

## Access Purchase Orders

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



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## Part 4.3: Submitting Purchase Orders



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David L. Gadis, CEO and General Manager

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'.

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

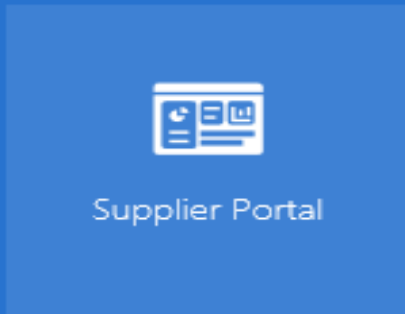
# Good morning, George Washington!

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

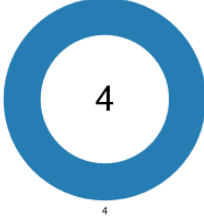
Order Number

**Step 6**

**Tasks**

- Orders**
  - [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**
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  - [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 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

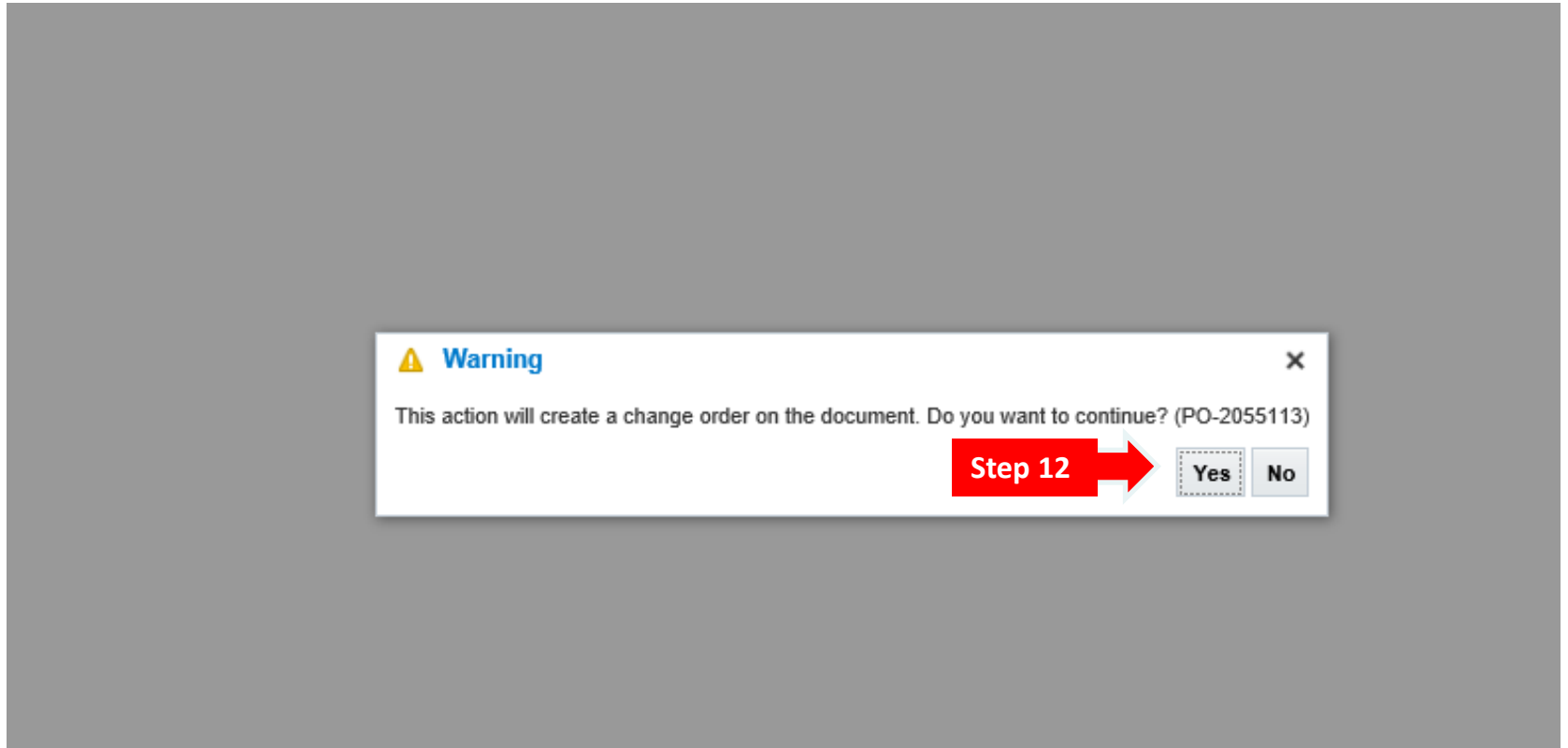
Actions View Format Freeze Detach Wrap

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

- 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 blank space next to the appropriate Purchase Order number under the "Order" tab.
- 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

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

- 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".



water is life

Edit Change Order: 1

Actions Save Submit Cancel

Change Order 1

Status Incomplete

Initiating Party Supplier

\* Description

Amount Changed 0.00 USD

Initiator JEMAR Mr.Pradeep

Creation Date 9/22/20



Main Contract Terms

General

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

Supplier FASTENAL CO

Ordered 90.08 USD

Bill-to BU DC WATER BU

\* Supplier Site MAIN-PURCH

Description PO Conversion Test

Order 510759-MM

Supplier Contact JEMAR Mr.Pradeep

Agreement

Status Open

Bill-to Location PO-PR-HQO

\* Buyer Barbero, Ricardo

Default Ship-to Location PO-BP1-BLUE PLAINS

Creation Date 8/5/20

Terms Notes and Attachments

Payment Terms Net 30

Shipping Method Best Method

\_\_ Requires signature

Freight Terms Prepaid

\_\_ Pay on receipt

FOB Destination

\_\_ 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".