

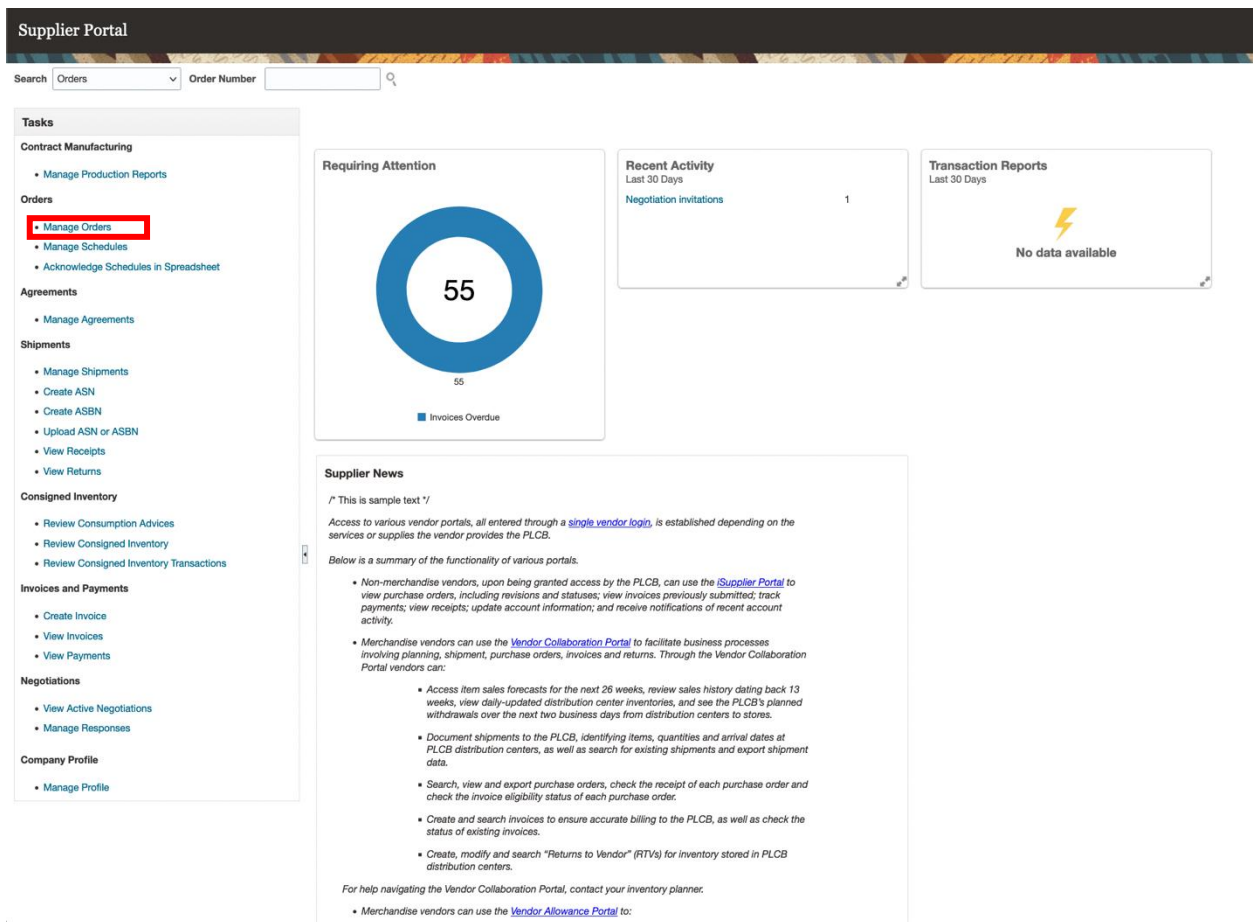
Supplier Acknowledgement of Purchasing Documents and Invoices

Step by Step:

1. Log in to Oracle.
2. From the Navigator, under *Supplier Portal*, select **Supplier Portal**.



3. From *Supplier Portal*, select **Manage Orders** for order acknowledgement.



Supplier Acknowledgement of Purchasing Documents and Invoices – Quick Reference Guide

- Search and open *Order* for purchase order 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 |
|------------|------------|----------------------------------|---------------|---------------|----------|----------|--------|------------|---------------|
| 63021428-9 | 11/11/21 | 4102 - WASTE REMOVAL | P-PA-WILLI-01 | Matter, Terri | 1,920.00 | USD | Open | | 11/11/21 |
| 63021429-9 | 11/11/21 | 4106 - Waste Removal | P-PA-WILLI-01 | Matter, Terri | 2,280.00 | USD | Open | | 11/11/21 |
| 63020805-9 | 11/11/21 | 4106 - WASTE - RECYCLING REMOVAL | P-PA-WILLI-01 | Matter, Terri | 70.00 | USD | Open | | 11/11/21 |
| 63020912-9 | 11/11/21 | 4102 - WASTE - RECYCLING REMOVAL | P-PA-WILLI-01 | Matter, Terri | 80.00 | USD | Open | | 11/11/21 |
| 63021428 | 9/21/21 | 4106 - Waste Removal | P-PA-WILLI-01 | Matter, Terri | 2,280.00 | USD | Open | | 9/21/21 |
| 63021428 | 9/21/21 | 4102 - WASTE REMOVAL | P-PA-WILLI-01 | Matter, Terri | 1,920.00 | USD | Open | | 9/21/21 |
| 63020805 | 9/21/21 | 4106 - WASTE - RECYCLING REMOVAL | P-PA-WILLI-01 | Matter, Terri | 442.50 | USD | Open | | 9/21/21 |
| 63020912 | 9/21/21 | 4102 - WASTE - RECYCLING REMOVAL | P-PA-WILLI-01 | Matter, Terri | 320.00 | USD | Open | | 9/21/21 |

Columns Hidden 24

- Select **Acknowledge** for order acknowledgement. The supplier can edit orders by selecting **Actions** and then **Edit**.

ORACLE BA

Non-Merchandise Order: 63021428-9 ⓘ Acknowledge New PDF Actions Refresh Done

Main

General

Sold-to Legal Entity: Pennsylvania Liquor Control Board
 Supplier: BETH A LOSELL
 Bill-to BU: ENTERPRISE BU
 Supplier Site: P-PA-WILLI-01
 Order: 63021428-9
 Supplier Contact: Beth A Losell
 Status: Open
 Buyer: Terri Matter
 Creation Date: 11/11/21

Ordered: 4102 - WASTE REMOVAL
 Description: 4102 - WASTE REMOVAL
 Source Agreement
 Supplier Order

Bill-to Location: PLCB - AP OFFICE
 Ship-to Location: WINE & SPIRITS STORE 4102

Terms Notes and Attachments

Required Acknowledgment: None
 Payment Terms: Net 30
 Shipping Method
 Freight Terms: — Pay on receipt
 FOB: — Confirming order

Additional Information

Purchase Order Type: Service
 Contract Type
 Supplier Terms & Conditions: Standard Form 54-FA-2.0
 Contract Number
 Contract Reference: No
 Procurement Source: Multi Source

Order Life Cycle

Ordered

0.0 0.6K 1.2K 1.8K

Amount (USD)

View Details

Actions

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

Supplier Acknowledgement of Purchasing Documents and Invoices – Quick Reference Guide

6. From *Supplier Portal*, select **Manage Agreements** for agreement acknowledgement.

7. Search and open *Agreement* to acknowledge.

| Agreement | Description | Supplier Site | Buyer | Agreement Amount | Released Amount | Currency | Status | End Date | Change Order | Creation Date |
|-----------|-------------|---------------|--------------|------------------|-----------------|----------|--------|----------|--------------|---------------|
| 52265 | | MCS US1 | Roth, Calvin | | 0.00 | USD | Open | | | 8/31/20 |

8. Select **Acknowledge** for agreement acknowledgement. The supplier can edit agreements by selecting **Actions** and then **Edit**.

Supplier Acknowledgement of Purchasing Documents and Invoices – Quick Reference Guide

- From *Supplier Portal*, select **Requiring Attention**, **Invoices** or **Invitations** or select **View Invoices** on the left menu.

Supplier Portal

Search Orders Order Number

Tasks

- Contract Manufacturing**
 - Manage Production Reports
- 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
- Consigned Inventory**
 - Review Consumption Advances
 - Review Consigned Inventory
 - Review Consigned Inventory Transactions
- Invoices and Payments**
 - Create Invoice
 - View Invoices**
 - View Payments
- Negotiations**
 - View Active Negotiations
 - Manage Responses
- Company Profile**
 - Manage Profile

Requiring Attention

55

Invoices Overdue

Recent Activity
Last 30 Days
Negotiation invitations: 1

Transaction Reports
Last 30 Days
No data available

Supplier News

/* This is sample text */

Access to various vendor portals, all entered through a [single vendor login](#), is established depending on the services or supplies the vendor provides the PLCB.

Below is a summary of the functionality of various portals.

- Non-merchandise vendors, upon being granted access by the PLCB, can use the [Supplier Portal](#) to view purchase orders, including revisions and statuses; view invoices previously submitted; track payments; view receipts; update account information; and receive notifications of recent account activity.
- Merchandise vendors can use the [Vendor Collaboration Portal](#) to facilitate business processes involving planning, shipment, purchase orders, invoices and returns. Through the Vendor Collaboration Portal vendors can:
 - Access item sales forecasts for the next 26 weeks, review sales history dating back 13 weeks, view daily-updated distribution center inventories, and see the PLCB's planned withdrawals over the next two business days from distribution centers to stores.
 - Document shipments to the PLCB, identifying items, quantities and arrival dates at PLCB distribution centers, as well as search for existing shipments and export shipment data.
 - Search, view and export purchase orders, check the receipt of each purchase order and check the invoice eligibility status of each purchase order.
 - Create and search invoices to ensure accurate billing to the PLCB, as well as check the status of existing invoices.
 - Create, modify and search "Returns to Vendor" (RTVs) for inventory stored in PLCB distribution centers.

For help navigating the Vendor Collaboration Portal, contact your inventory planner.

- Merchandise vendors can use the [Vendor Allowance Portal](#) to:

Supplier Acknowledgement of Purchasing Documents and Invoices – Quick Reference Guide



10. From the *View Invoices* page, select **Invoice Number** to check the details and status.

View Invoices
Done

Search

** Invoice Number

** Supplier

Supplier Site

** Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Advanced Saved Search All Invoices

** At least one is required

Search Reset Save...

Search Results

View Detach

| Invoice Number | Invoice Date | Type | Purchase Order | Supplier | Supplier Site | Unpaid Amount | Invoice Amount | Invoice Status | Payment Number | Comments |
|-----------------|--------------|-------------|----------------|--------------------------|----------------|----------------|----------------|----------------|----------------|----------|
| 121-451167 | 9/18/21 | Credit memo | | WILLIAM GRANT & SONS INC | PA-NJ-EDISO-01 | -28.46 USD | -28.46 USD | Appro... | | |
| 123-451238 | 9/18/21 | Credit memo | | WILLIAM GRANT & SONS INC | PA-NJ-EDISO-01 | -23.03 USD | -23.03 USD | Appro... | | |
| DEAL2961907,... | 9/12/21 | Credit memo | | WILLIAM GRANT & SONS INC | PA-NJ-EDISO-01 | -25,186.00 USD | -25,186.00 USD | Appro... | | |
| DEAL2962974,... | 9/12/21 | Credit memo | | WILLIAM GRANT & SONS INC | PA-NJ-EDISO-01 | -522.00 USD | -522.00 USD | Appro... | | |
| 113-450393 | 9/11/21 | Credit memo | | WILLIAM GRANT & SONS INC | PA-NJ-EDISO-01 | -17.65 USD | -17.65 USD | Appro... | | |
| 121-450428 | 9/11/21 | Credit memo | | WILLIAM GRANT & SONS INC | PA-NJ-EDISO-01 | -38.50 USD | -38.50 USD | Appro... | | |
| DEAL2961907,... | 9/5/21 | Credit memo | | WILLIAM GRANT & SONS INC | PA-NJ-EDISO-01 | -29,621.00 USD | -29,621.00 USD | Appro... | | |
| DEAL2962974,... | 9/5/21 | Credit memo | | WILLIAM GRANT & SONS INC | PA-NJ-EDISO-01 | -706.00 USD | -706.00 USD | Appro... | | |

11. From the invoice details page, review status and payment details.

Invoice: CD2108552
Done

| | | | | | |
|-------------------|---|--------------------|----------------|--------------|---------------------|
| Business Unit | ENTERPRISE BU | Invoice Amount | 168,203.46 USD | Invoice Type | Standard |
| Legal Entity Name | Pennsylvania Liquor Control Board | Unpaid Amount | 168,203.46 USD | Description | Merchandise Invoice |
| Supplier or Party | WILLIAM GRANT & SONS INC | Payment Currency | USD | Funds Status | Reserved |
| Supplier Site | PA-NJ-EDISO-01 | Tax Control Amount | | Attachment | None |
| Address | RARITAN CENTER, 130 FIELDCREST AVE, EDISON, NJ 08837-3620 | | | | |
| Invoice Date | 8/30/21 | | | | |

Lines Payments

Items

View Detach

| Line | Amount | Description | Budgetary Control | | Quantity | Unit Price | UOM Name | Purchase Order | | | Receipt | | Consumption Advice | | Tax Determinants |
|------|------------|-------------|-------------------|--------------|----------|------------|----------|----------------|------|----------|---------|------|--------------------|------|------------------|
| | | | Budget Date | Funds Status | | | | Number | Line | Schedule | Number | Line | Number | Line | Ship-to Location |
| 1 | 168,203.46 | | 9/20/21 | Reserved | | | | | | | | | | | |

Summary Tax Lines Shipping and Handling

View

| Line | Regime | Tax Name | Tax Jurisdiction | Tax Status | Rate Name | Percentage | Per Unit | Amount | Line | Type | Amount |
|---------------------|--------|----------|------------------|------------|-----------|------------|----------|--------|------|------|--------|
| No data to display. | | | | | | | | | | | |