

Accessing POs and Change Orders

This quick reference guide is designed to help vendors understand how to access Purchase Orders (POs) and Change Orders sent to them in the eProcurement system, Buy4Michigan. PO and Change Order notifications will be sent to the primary email or mailing address associated with the vendor's profile, not to individual vendor users. If your entity has received a notification about a PO or Change Order via email or mail, follow the steps in this guide to access and review the document.

Finding a Purchase Order

After login you will see your home page and tabs underneath the Welcome message. To find a PO or Change Order, click on the PO tab. The POs and/or POs with Change Orders that you have not yet acknowledged will be listed first. You can access a PO by clicking on the link in the **Purchase Order #** column on the left side of the screen. If you elect to receive notification of purchase orders by paper mail, the numbers in the Purchase Orders (un-acknowledged) and Purchase Orders (sent) screen will correspond to a paper copy of a purchase order you have received by mail. This is **not** an additional purchase order to be filled, merely the electronic version of the paper purchase order that was mailed to you.

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News(0) Vendor Communication(0) Bids(43) **PO(2)** Quotes(0)

Purchase Orders / Change Orders (Un-Acknowledged) ←

Purchase Order #	Organization	Purchase Order Date	Fiscal Year	Description	Status	Vendor Name	Total	Number of Change Orders
AGENCYTEST013P00000032	Department of Technology Management and Budget	04/24/2013	2013	Magic Supplies	3PS - Sent	Sam Dracula's Magic Shoppe	\$10,000.00	None

Purchase Orders - Sent ←

Purchase Order #	Organization	Purchase Order Date	Fiscal Year	Description	Status	Vendor Name	Total	Number of Change Orders
AGENCYTEST013P00000032	Department of Technology Management and Budget	04/24/2013	2013	Magic Supplies	3PS - Sent	Sam Dracula's Magic Shoppe	\$10,000.00	None

Acknowledging a Purchase Order

Upon selecting a PO, you will be asked to acknowledge receipt of the PO and its Change Orders before it will display. Acknowledging a PO indicates that you are aware of it and that you will respond to it. Check both of the check boxes on the left and click on the **Proceed** button to:

- Acknowledge your receipt of the PO and its Change Orders, and
- Notify the requestor that you have received the PO.

Download Acknowledgement

I am acknowledging receipt of this purchase order and/or its change order(s).

Notify requestor of receipt of this purchase order and/or its change order(s).

Proceed Cancel & Exit

Viewing a Purchase Order

The PO number will be prominently displayed in the upper left hand corner.

Open Market Purchase Order AGENCYTEST013P0000032

General | Items | Attachments | Notes | Change Orders(1) | Subcontractors | Summary

Header Information

Purchase Order Number: AGENCYTEST013P0000032	Release Number: 0	Short Description: Magic Supplies
Status: 3PS - Sent	Purchaser: Shashank Rao	Receipt Method: Quantity
Fiscal Year: 2013	PO Type: Open Market	Minor Status:
Department: TEST01 - Test Department For Install Do Not Establish in Production	Location: TEST1 - Test Location (Bureau, etc. under Test Department)	Type Code:
Alternate ID:	Entered Date: 04/24/2013 03:35:09 PM	Control Code:
Days ARO: 0	Retainage %: 0.00%	Discount %: 0.00%
Required By Date:	Promised Date:	Actual Cost: \$10,500.00
Contact Instructions:	Tax Rate:	
Ship-to Address: Test Contact Name - Required Test Address Line 1 - Required Test Address Line 2 - Optional Test Address Line 3 - Optional Test Address Line 4 - Optional Lansing, MI 48933 US Email: testrequiredaddresscontactemail@periscopeholdings.com Phone: (555)555-5555 Ext. 5555	Bill-to Address: Test Contact Name - Required Test Address Line 1 - Required Test Address Line 2 - Optional Test Address Line 3 - Optional Test Address Line 4 - Optional Lansing, MI 48933 US Email: testrequiredaddresscontactemail@periscopeholdings.com Phone: (555)555-5555 Ext. 5555	

ITRAC #:
ADPICS CS-138 #:
ADPICS Requisition #:

PO Terms

Preferred Delivery Method: Email	Payment Terms:	Shipping Method:
Remit-to Address: Eric Jacobsen 1313 Mockingbird Lane Mockingbird Heights, CA 90123 US Email: ejacobsen@periscopeholdings.com Phone: (888)666-6666	Shipping Terms:	Freight Terms:
PO Mailing Address: Eric Jacobsen 1313 Mockingbird Lane Mockingbird Heights, CA 90123 US Email: ejacobsen@periscopeholdings.com Phone: (888)666-6666		

Change Orders

Change Order #	Change Order Note	Change Order Date	Bilateral Change Order
1	Item 1 1. Quantity changed from "100.00000" to "105.0".	04/24/2013 04:18:55 PM	No

Payments There are no payments.

Item Information

Item #	Print Sequence	Quantity	Unit Cost	Net Unit Cost	UOM	Item Description	Total Discount Amt.	Tax Rate	Tax Amount	Freight	Total Cost
1	1.0	105.0	\$100.00	\$100.00	EA - Each	Robes and Wizard Hats	\$0.00		\$0.00	\$0.00	\$10,500.00

Exit Print

Details about ordered line items

Printing a Purchase Order

All POs issued to you will stay within Buy4Michigan indefinitely, so you do not need to print it out. However, if you would like to print out a paper copy of a PO, click on the **Print** button on the bottom of the screen while looking at the PO. Buy4Michigan will preview the PO on the screen and you can then print the PO to the printer of your choice or save it to your computer.

upgrades / integration (Prologic PLC, Allen Bradley, etc) of centrifuge configuration control sy... [View Detail](#)

159.00	34,000.00	300 - 300	00.00	\$0.
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Exit Print

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Finding and Acknowledging a Change Order

You will be notified of Change Orders if an agency has made changes to a PO they've previously sent you. Notifications of Change Orders will also be sent to the primary email address associated with the vendor's profile, and not to individual users established for the vendor's profile. Change Orders are accessed in exactly the same way as the PO, and are visible on the PO document in the **Change Orders** section.

Just like POs, you will be asked to acknowledge receipt of Change Orders upon selecting the PO to view. Check both of the check boxes on the left and click on the **Proceed** to view the PO and its Change Order(s).

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News(0) Vendor Communication(0) Bids(43) **PO(3)** Quotes(0)

Purchase Orders / Change Orders (Un-Acknowledged)

Purchase Order #	Organization	Purchase Order Date	Fiscal Year	Description	Status	Vendor Name	Total	Number of Change Orders
AGENCYTEST013P00000032	Department of Technology Management and Budget	04/24/2013	2013	Magico Supplies	3PS - Sent	Sam Dracula's Magic Shoppe	\$10,500.00	None

Purchase Orders - Sent

Purchase Order #	Organization	Purchase Order Date	Fiscal Year	Description	Status	Vendor Name	Total	Number of Change Orders
AGENCYTEST013P00000035	Department of Technology Management and Budget	04/24/2013	2013	Magico Supplies	3PS - Sent	Sam Dracula's Magic Shoppe	\$10,500.00	None
AGENCYTEST013P00000032	Department of Technology Management and Budget	04/24/2013	2013	Magico Supplies	3PS - Sent	Sam Dracula's Magic Shoppe	\$10,500.00	1

Click the number of the change order to open and view the change that was made via that change order.

Open Market Purchase Order AGENCYTEST013P00000032

General Items Attachments Notes **Change Orders(2)** Subcontractors Summary

Change Orders

Change Order #	Change Order Note	Change Order Date	Bilateral Change Order
1	Item 1 1. Quantity changed from "100.00000" to "105.0".	04/24/2013 04:18:55 PM	No
2	Item 1 1. Quantity changed from "105.00000" to "108.0".	04/24/2013 05:28:21 PM	No

Exit

Open Market Purchase Order AGENCYTEST013P00000032

General Items Attachments Notes **Change Orders(2)** Subcontractors Summary

Change Order #:

1

Posted Date: 04/24/2013 04:18:55 PM

Comment:

Posted User: Shashank Rao

Created User: Shashank Rao

Created Date: 04/24/2013 04:18:20 PM

Note to Vendor: Item 1 1. Quantity changed from "100.00000" to "105.0".

Approval Path

Delete	Approver	Order Sequence	Approval Path ID	Level	Approver Type	Date Requested	Date Approved/Disapproved	Approved/Disapproved/Cancelled by	Comment View
There are no approval paths found for this change order.									

Exit