



water is life

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

Enterprise Resource Planning Solution Contractor Orientation



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





water is life

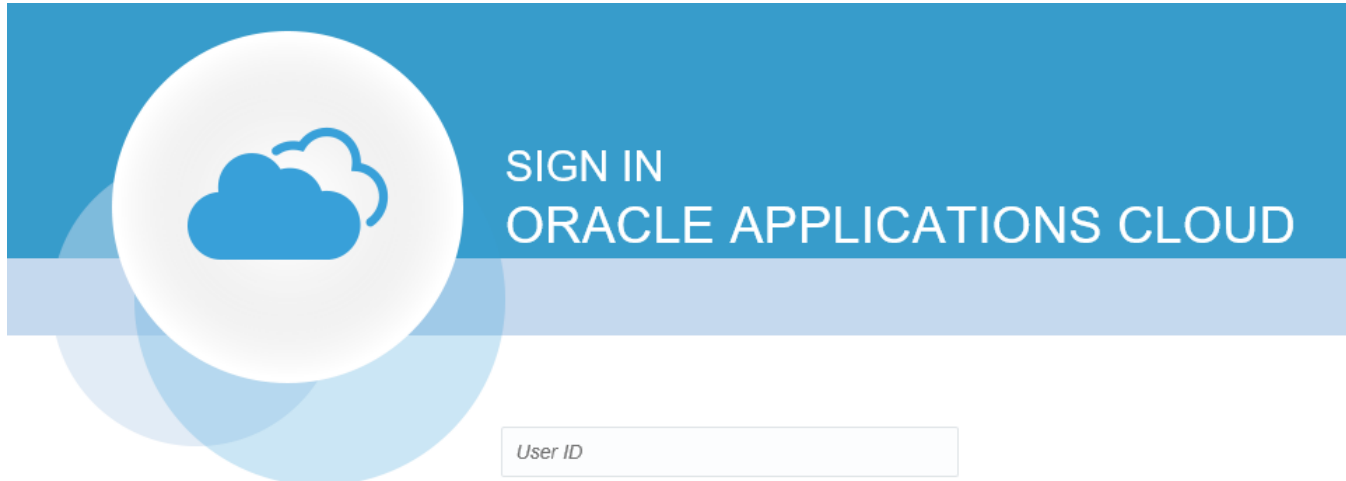
District of Columbia Water and Sewer Authority
David L. Gadis, CEO and General Manager

Part 4.1: Viewing Purchase Orders



water is life

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



SIGN IN
ORACLE APPLICATIONS CLOUD

User ID

Password

[Forgot Password](#)

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



water is life

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

Good morning, George Washington!

Supplier Portal

Tools

Others

APPS



Supplier Portal



Step 5

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”.



water is life

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

Manage Orders 

Done

Headers Schedules

Search

Advanced

Manage Watchlist

Saved Search

All Orders

Sold-to Legal Entity

Order

Bill-to BU

Status

Supplier Site

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.



water is life

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

Manage Orders ?

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.

Purchase Order: 200091 ⓘ

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

Order Life Cycle

Ordered: 3,805.24 USD

Step 12

Terms [Notes and Attachments](#)

Required Acknowledgment: None
 Payment Terms: Net 30

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

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.



water is life

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

Purchase Order: 200091 ⓘ

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
Supplier Site: [REDACTED]
Supplier Contact: [REDACTED]
Bill-to Location: [PO-PR-HOO](#)
Ship-to Location: [PO-PR-HOO](#)

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]

Order Life Cycle

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

Order Life Cycle Chart

Ordered: 3,805.24 USD
Amount (USD): 0.0K, 1.0K, 2.0K, 3.0K, 4.0K

Actions

Step 14 → **Step 15**

Actions Menu:

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

Lines [Schedules](#)

Columns Hidden: 16

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

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.

Purchase Order: 200091 ⓘ

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
 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

Order Life Cycle

Ordered

0.0 1.0K 2.0K 3.0K 4.0K

Amount (USD)

Step 17 → [View Details](#)

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.

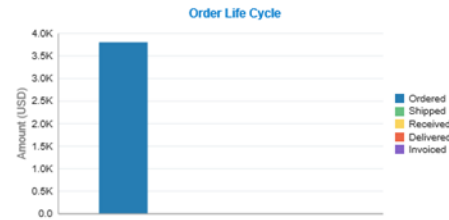
Order Life Cycle: 200091

Step 19

Done

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

Order
Supplier
Supplier Site
Supplier Contact
Ordered



In-Transit Shipments

Shipment	Ship Date	Tracking Number	Packing Slip	Expected Receipt Date	Shipped	Carrier	Bill of Lading
No results found.							
Columns Hidden 2							

Receipts

Receipt	Receipt Date	Shipment	Ship Date	Packing Slip	Returned	Received	Delivered	Invoiced	Open to Invoice
No results found.									
Columns Hidden 3									

Invoices

Invoice	Invoice Date	Status	Invoice Total	Paid	Matched Amount	Receipt	Packing Slip
No results found.							
Columns Hidden 3							

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.



water is life

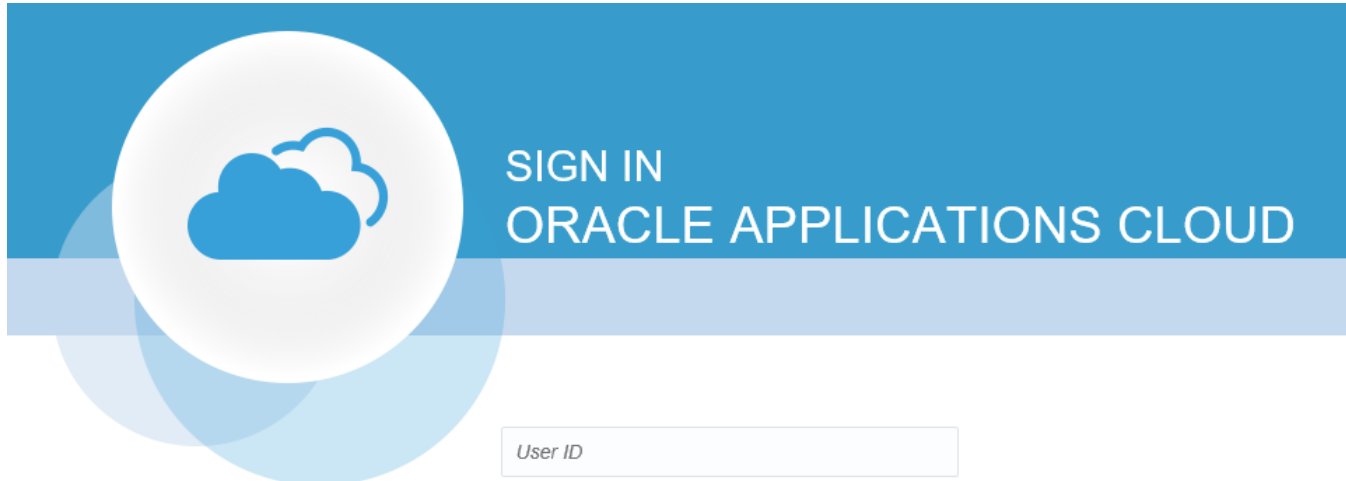
District of Columbia Water and Sewer Authority
David L. Gadis, CEO and General Manager

Part 4.2: Acknowledge Purchase Orders



water is life

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



SIGN IN
ORACLE APPLICATIONS CLOUD

User ID

Password

[Forgot Password](#)

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



water is life

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

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".



water is life

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

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

Step 8a

Step 8

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.



water is life

District of Columbia Water and Sewer Authority

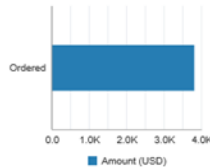
David L. Gadis, CEO and General Manager

Purchase Order: 200091 ⓘ

Step 13

[Acknowledge](#) [View PDF](#) [Actions](#) [Done](#)

Order Life Cycle



[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
Supplier Site
Supplier Contact
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

- 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

Accept Reject View PDF Cancel

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 [REDACTED]
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 [REDACTED]
Communication Method E-Mail
Email [REDACTED]

Terms Notes and Attachments

Required Acknowledgment Document
Acknowledgment Due Date 9/13/20
Acknowledgment Note [REDACTED]

Payment Terms Net 30
Shipping Method Best Method
Freight Terms Prepaid
FOB Destination

___ Pay on receipt
___ Confirming order

Step 16

Additional Information

Department 301

PO Type MM

Context Prompt

Schedules

Actions View Format [Icons] 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		[REDACTED]	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".



water is life

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

Acknowledge Document

Accept Reject View PDF Cancel

Main

General

Sole

AND SEWER AUTHORITY

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

Warning

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

OK

Step 19

Payment Terms Net 30

Shipping Method Best Method

Freight Terms Prepaid

FOB Destination

PO Type MM

Context Pr

Required

Acknowled

Ackr

Additional Information

Schedules

Actions View Format

Line	Description
1	WASHER FLAT 1/2

ed

y Date

Rejection Reason

Location

PO-BP1-BLUE...

Access Purchase Orders

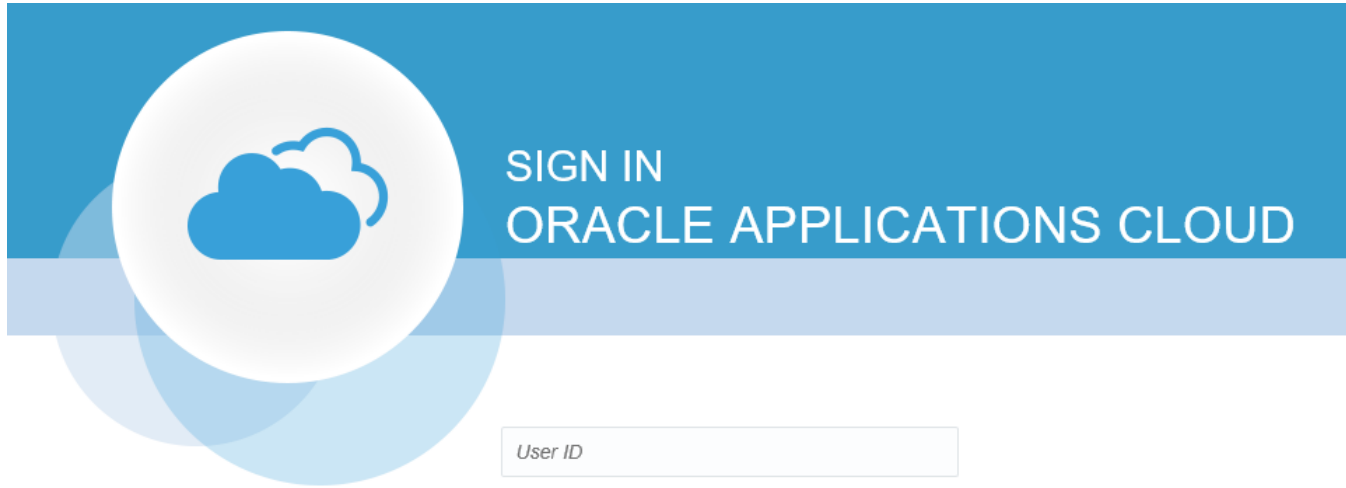
- 18) Once selected, the above confirmation screen will appear.
- 19) Click "Ok".
- 20) Click "Done".

Part 4.3: Submitting Purchase Orders



water is life

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



SIGN IN
ORACLE APPLICATIONS CLOUD

User ID

Password

[Forgot Password](#)

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



water is life

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

Good morning, George Washington!

Supplier Portal

Tools

Others

APPS



Supplier Portal



Step 5

Access Supplier Portal

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

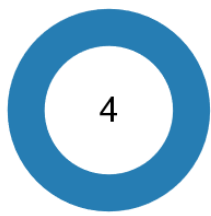
Supplier Portal

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

Step 6

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".



water is life

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

Manage Orders 

Done

Headers Schedules

Search

Advanced

Manage Watchlist

Saved Search

All Orders

Sold-to Legal Entity

Order

Bill-to BU

Status

Supplier Site

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.



water is life

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

Manage Orders ?

Headers Schedules

Search

Step 10

Advanced

Manage Watchlist

Saved Search

All Orders

Search Results

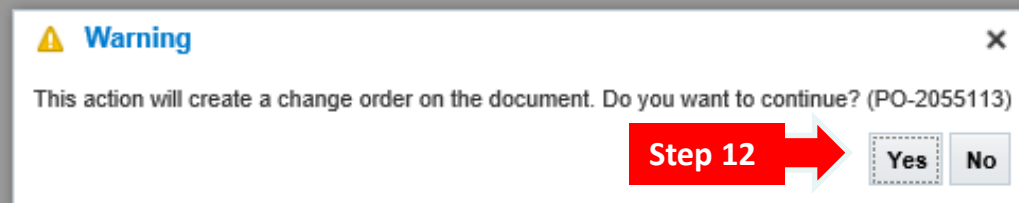
Actions View Format Freeze Detach Wrap

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".



water is life

District of Columbia Water and Sewer Authority

David L. Gadis, CEO and General Manager

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

Step 15

Step 17

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

Step 16

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

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

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

Step 18

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".