Accessing Purchase Orders
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# Table of Contents

1 Accessing Purchase Orders ........................................................................................................1
  1.1 Access through Email ...........................................................................................................1
  1.2 Navigate Directly to the Order through the iSupplier Portal ..................................................2
    1.2.1 Searching for Purchase Orders .....................................................................................3
2 Reviewing and Downloading Purchase Orders .....................................................................4
  2.1 Reviewing Purchase Orders ..................................................................................................4
  2.2 Downloading Purchase Orders ............................................................................................6
3 Acknowledging and Requesting Cancellation of Purchase Orders .......................................6
  3.1 Acknowledging Purchase Orders via Email .........................................................................6
  3.2 Acknowledging Purchase Orders via iSupplier Portal .........................................................8
  3.3 Requesting Cancellation of Purchase Orders ......................................................................9
4 Requesting Changes on a Purchase Order ...........................................................................10
5 Support ..................................................................................................................................11
1 Accessing Purchase Orders

Use these instructions to access Purchase Orders for your company. There are two ways to access a PO:

1.1 Access through Email

1. Navigate to your email to access the notification. The email is coming from “Bechtel EBS Workflow” and will look similar to the below.

Note: If the zip file is too large, the zip file with attachments will not come through via email. If this is the case you will need to login to the system to download the attachments.
1.2 Navigate Directly to the Order through the iSupplier Portal

1. Navigate to the iSupplier Portal Access Home Page

Note: If you do not see the “Bechtel iSupplier Portal Access” responsibility, please reach out to the Procurement Helpdesk at ProcWeb@Bechtel.com or your Bechtel Buyer and ask that they grant you the necessary access.

2. Select the Orders tab, seen at the top of the page. The page will default the View to All Purchase Orders. You should find your PO listed here.
3. To open the PO, simply click the **PO Number**.

1.2.1. Searching for Purchase Orders

If you cannot find the Purchase Order, you can use the search functionality to find the PO. Follow the below instruction to search for your PO:

1. Click the **Advanced Search** button to search.

2. Enter the criteria you wish to search by and click **Go**. To open a PO, select the PO Number.
Note: we recommend searching by the PO Number. If you do not know the PO Number, please reach out to your Bechtel Buyer.

3. Once you find the PO you were searching for, click the **PO Number** to open

![](image)

### 2 Reviewing and Downloading Purchase Orders

Once you have opened the Purchase Order, you may explore the various sections. Use these instructions to review and download Purchase Orders for your company. If you have any questions about these sections, please reach out to the Buyer directly.

#### 2.1 Reviewing Purchase Orders

1. After clicking the **PO Number**, the PO will open. Review the information within the PO

![](image)
2. Be sure to click the **Show All Details** link within the **PO Details** section to view all of the line information.

<table>
<thead>
<tr>
<th>Details</th>
<th>Line</th>
<th>Type</th>
<th>Item/Job</th>
<th>Supplier Item</th>
<th>Description</th>
<th>UOM</th>
<th>Qty</th>
<th>Price</th>
<th>Linked Attributes</th>
<th>Amount</th>
<th>Advance Amount</th>
<th>Advance Expired</th>
<th>Status</th>
<th>Attachments</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Material</td>
<td>Test Requisition - Buy Camtasia for video editing</td>
<td>EACH</td>
<td>0</td>
<td>150</td>
<td>0.00</td>
<td>0.00</td>
<td>Finally Closed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Shipment**

<table>
<thead>
<tr>
<th>Shipment</th>
<th>Ship-To Location</th>
<th>Order/Invoiced Qty</th>
<th>Ordered Received Qty</th>
<th>Amount Received/Invoice</th>
<th>Promised Date</th>
<th>Need-By Date</th>
<th>Payment Status</th>
<th>Status</th>
<th>Supplier Line</th>
<th>Supplier Site</th>
<th>Supplier Contact</th>
<th>Address</th>
<th>Buyer</th>
<th>Order Date</th>
<th>Description</th>
<th>Status</th>
<th>Note to Supplier</th>
<th>Operating Unit</th>
<th>Sourcing Document</th>
<th>Supplier Order Number</th>
<th>Attachments</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>US_AZ_GLENDALE_85365-2291</td>
<td>3</td>
<td>0.00</td>
<td>17-Nov-2017 11:05:33</td>
<td>17-Nov-2017 11:05:33</td>
<td>Cancelled</td>
<td>Production Verification 1512617</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. To view/download the **Attachments** on the PO, click the blue **View** link within the **General** section of the PO.

**Order Information**

**General**

- **Total**: 0.00
- **Supplier**: [Supplier Inc]
- **Supplier Site**: [Site Address]
- **Supplier Contact**: [Contact Name]
- **Address**: [Address Details]
- **Buyer**: [Buyer Name]
- **Order Date**: [Date]
- **Description**: [Description]
- **Status**: Finally Closed
- **Note to Supplier**: Sorry!
- **Operating Unit**: USD - BECHTEL COMMERCIAL
- **Sourcing Document**: 109708
- **Supplier Order Number**: [Order Number]
- **Attachments**
  - **View**

4. This will take you to the **Attachments** page. Click the **Title** of the attachment to download it onto your computer.
2.2 Downloading Purchase Orders

1. Once you open the PO, you should see the following in the Actions menu in the right-hand corner of the page. Select “Printable View” and Go to download a .pdf of the PO.

2. The PDF will download onto your computer, click Open to open the PDF copy of the PO or Save to save the PDF copy of the PO onto your computer.

3 Acknowledging and Requesting Cancellation of Purchase Orders

Use these instructions to acknowledge and request cancellation of Purchase Orders for your company. Please note that not all POs require supplier acknowledgement. If you have any questions about acknowledging/cancellation of POs please reach out to your Bechtel Buyer.

3.1 Acknowledging Purchase Orders via Email

1. Access the notification through your email. The email will be coming from “Bechtel EBS Workflow” and should look similar to the below.
2. Download and review the PDF copy of the PO and Attachments before acknowledging the PO.

3. To acknowledge the PO via email, simply click the Accept or Reject option.
3.2 Acknowledging Purchase Orders via iSupplier Portal

1. To acknowledge a PO, select the button next to the PO number you wish to acknowledge and click **Acknowledge**.

2. From the **Actions** menu, click **Accept Entire Order** to accept or **Reject Entire Order** to reject the PO. Then click **Go**

**Note:** You can only acknowledge POs that are in the **Requires Acknowledgment** status.
3. Add any **Notes** (optional) and click **Submit** to accept/reject the PO

![Acknowledge Purchase Order 116299](image)

4. You will receive a confirmation of your acknowledgment

![PO Acknowledgment Confirmation](image)

3.3 Requesting Cancellation of Purchase Orders

1. To **Request Cancellation** on a PO, select the button next to the PO number you wish to acknowledge and click **Request Cancellation**.

![Purchase Orders](image)

**Note:** You can only cancel POs that are in the **Open** or **Accepted** status.
5. From the **Actions** menu, click **Cancel Entire Order**, then click **Go**.

![Cancel Purchase Order](image)

6. Provide the **Reason for Cancellation** and click **Submit**

![Cancel Order Confirmation](image)

7. You will receive a confirmation message of your cancellation request

![Cancel Order Confirmation](image)

4. **Requesting Changes on a Purchase Order**

1. Once you open the PO, you should see the following in the **Actions** menu in the right-hand corner of the page. Select **Request Changes** and **Go**

![Actions Menu](image)
Note: you can only request changes on an open PO

2. Make the necessary changes to the PO and provide the Reason for the change request. If any additional changes need to be made, be sure to specify those changes in the Additional Changes text box. Click Submit to submit the change request.

3. You will receive a confirmation message of your change request for the PO

Change Order Confirmation

Change Request for Purchase Order 116248 has been submitted for approval.

Return to Purchase Order Summary

5. Support

If you have questions or need more information on this Purchase Order, please reach out to the Buyer. If you need help with navigation or accessing the Purchase Order you may contact the Procurement Helpdesk at procweb@bechtel.com.