

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 procurement portal, BuySpeed Online. PO and Change Order notifications will be sent to the primary email 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, follow the steps in this guide to access and review the document.

Login to BuySpeed Online

The first step is to login to BuySpeed Online using your login ID and password. The email you received notifying you about the PO or Change Order will also contain a link to the system that you can click.

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.

Home - Welcome Back Kathy Gryta

News(4) Bids(821) **PO(2)** Quotes(1)

Purchase Orders / Change Orders (Un-Acknowledged) ←

Purchase Order #	Organization	Purchase Order Date	Fiscal Year	Description	Status	Vendor Name	Total	Number of Change Orders
P513923	Baltimore City	08/09/2011	2011	test for QRG vendors guide	3PS - Sent	KathyCo	\$19,436.00	None

Purchase Orders - Sent ←

Purchase Order #	Organization	Purchase Order Date	Fiscal Year	Description	Status	Vendor Name	Total	Number of Change Orders
P513923	Baltimore City	08/09/2011	2011	test for QRG vendors guide	3PS - Sent	KathyCo	\$19,436.00	None

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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).

Viewing a Purchase Order

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

Open Market Purchase Order P513923

Summary Subcontractors

Header Information

Purchase Order Number: P513923	Release Number: 0	Short Description: test for QRG vendors guide
Status: 3PS - Sent	Purchaser: Administrator System	Receipt Method: Quantity
Fiscal Year: 2011	PO Type: Open Market	Minor Status:
Department: DPW - PUBLIC WORKS	Location: TEST - Testing	Type Code:
Alternate ID:	Entered Date: 08/09/2011 09:53:42 AM	Control Code:
Days ARO: 0	Retainage %: 0.00%	Discount %: 0.00%
Required By Date: 08/09/2011	Promised Date:	Actual Cost: \$19,436.00
Contact Instructions:	Tax Rate:	
Ship-to Address: Location Default 2 Austin, TX 78748 US Email: aladik@periscopeholdings.com Phone: (555)555-5555	Bill-to Address: User Default 1 Austin, TX 78748 US Email: aladik@periscopeholdings.com Phone: (555)555-5555	

PO Terms

Preferred Delivery Method: Email	Payment Terms:	Shipping Method:
Remit-to Address: Kathy Gryta 711 E. 8208 Austin, TX 78701 US Email: test@goperiscope.com Phone: (512)555-1212	Shipping Terms:	Freight Terms:
PO Mailing Address: Kathy Gryta Phone: (512)555-1212		

Payments

There are no payments.

Item Information

Item #	Print Sequence	Quantity	Unit Cost	Net Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Freight	Total Cost
1	1.0	4.0	\$4,859.00	\$4,859.00	.OB - Job	\$0.00		\$0.00	\$0.00	\$19,436.00

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Details about ordered line items

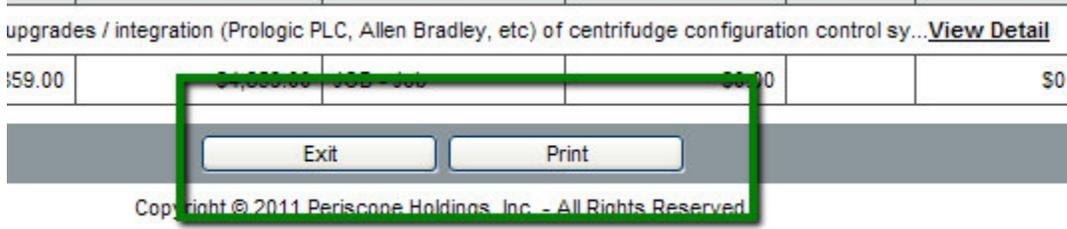
Edited 8/9/2011

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version 9.0

Printing a Purchase Order

All POs issued to you will stay within BuySpeed Online 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. BuySpeed Online 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.



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). Note: You will not be able to print the Change Order; Change Orders update the actual PO. If you need a printed copy of the Change Order you can print the updated PO.

Purchase Orders / Change Orders (Un-Acknowledged)

Purchase Order #	Organization	Purchase Order Date	Fiscal Year	Description	Status	Vendor Name	Total	Number of Change Orders
P513923	Baltimore City	08/09/2011	2011	test for QRG vendors guide	3PS - Sent	KathyCo	\$9,718.00	1

Purchase Orders - Sent

Purchase Order #	Organization	Purchase Order Date	Fiscal Year	Description	Status	Vendor Name	Total	Number of Change Orders
P513923	Baltimore City	08/09/2011	2011	test for QRG vendors guide	3PS - Sent	KathyCo	\$9,718.00	1

Open Market Purchase Order P513923

Summary Subcontractors

Header Information

Purchase Order Number:	P513923	Release Number:	0	Short Description:	test for QRG vendors guide
Status:	3PS - Sent	Purchaser:	Administrator System	Receipt Method:	Quantity
Fiscal Year:	2011	PO Type:	Open Market	Minor Status:	
Department:	DPW - PUBLIC WORKS	Location:	TEST - Testing	Type Code:	
Alternate ID:		Entered Date:	08/09/2011 09:53:42 AM	Control Code:	
Days ARO:	0	Retainage %:	0.00%	Discount %:	0.00%
Required By Date:	08/09/2011	Promised Date:		Actual Cost:	\$9,718.00
Contact Instructions:		Tax Rate:			
Ship-to Address:	Location Default 2 Austin, TX 78748 US Email: aladik@periscopeholdings.com Phone: (555)555-5555	Bill-to Address:	User Default 1 Austin, TX 78748 US Email: aladik@periscopeholdings.com Phone: (555)555-5555		

PO Terms

Preferred Delivery Method:	Email	Payment Terms:		Shipping Method:	
Remit-to Address:	Kathy Gryta 711 E Brazos Austin, TX 78701 US Email: test@goperiscope.com Phone: (512)555-1212	Shipping Terms:		Freight Terms:	
PO Mailing Address:	Kathy Gryta 711 E Brazos Austin, TX 78701 US Email: test@goperiscope.com Phone: (512)555-1212				

Change Orders

Change Order	Change Order Note	Change Order Date	Bilateral Change Order
1	Item 1: Freight changed from "" to "0.0"; 2: Quantity changed from "4.00000" to "2.0".	08/09/2011 10:04:52 AM	No

Payments

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

