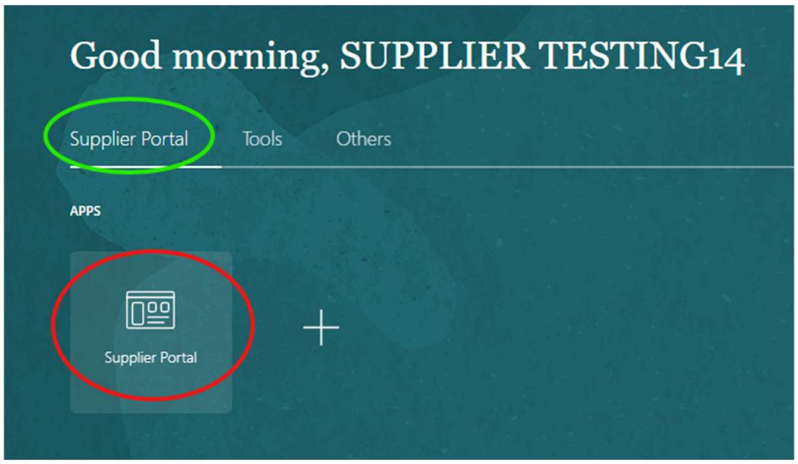
Textron Systems Supplier Portal How-To Guide

Topic: Viewing the PO and Acknowledging the PO

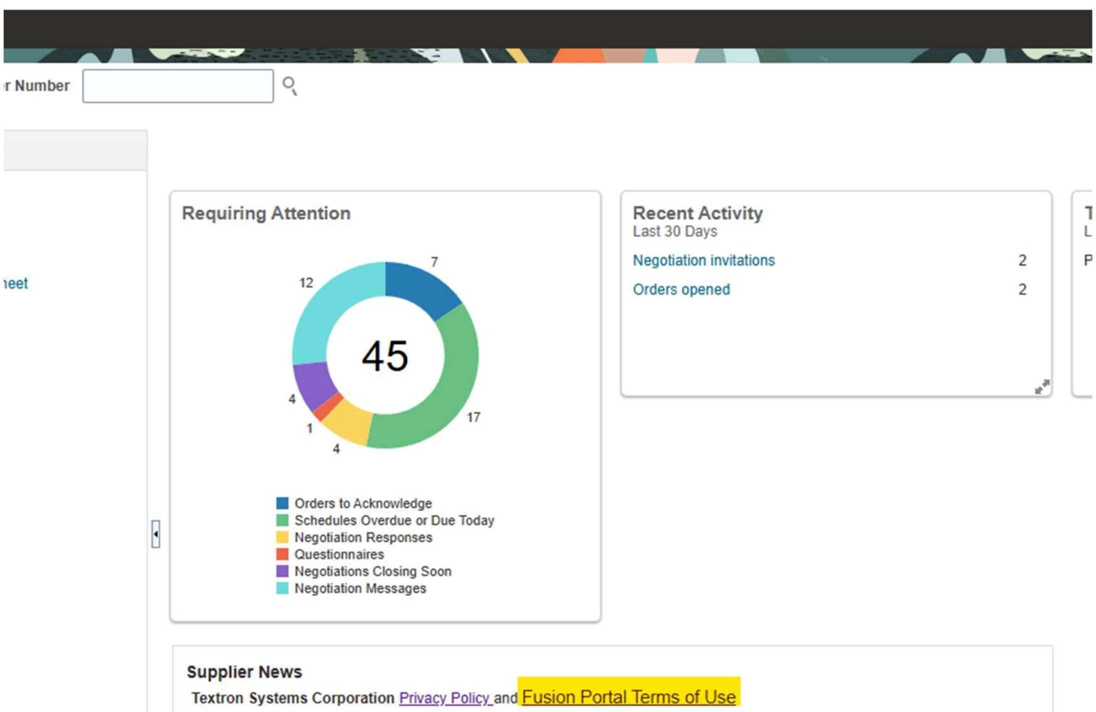
Link to Portal: https://fusion-iaaymg.fa.ocs.oraclegovcloud.com/fscmUI/faces/FuseOverview

Important Note: Acknowledging the Purchase Order in the supplier portal will act as the supplier signature on the Purchase Order. This means you sign and agree to our Textron Systems Terms and Conditions, unless negotiated terms and conditions stand as noted on the PO header. These terms and conditions can be viewed via the supplier portal.

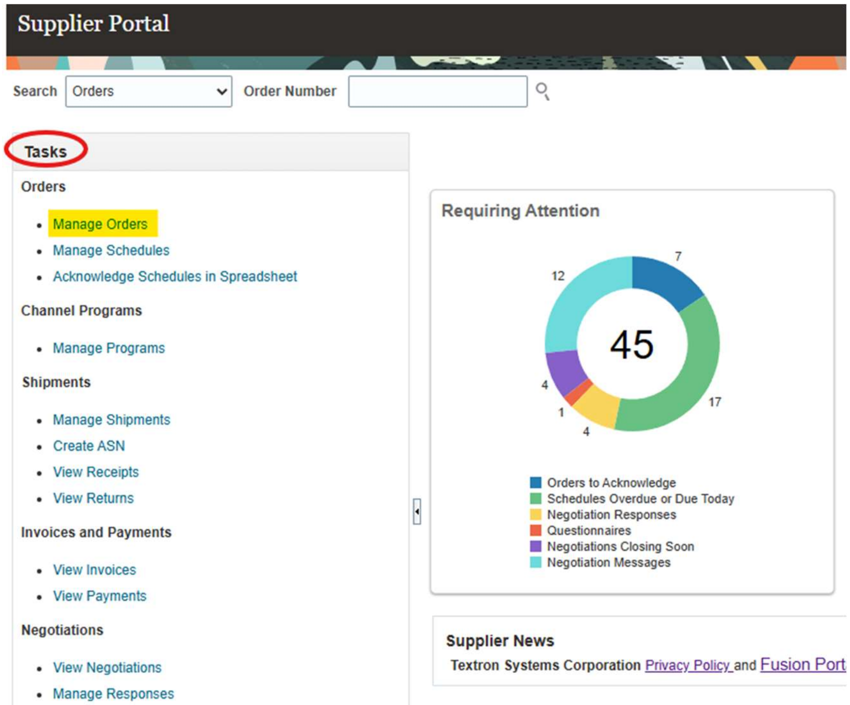
1. Go to the “Supplier Portal” App under the “Supplier Portal” tab.



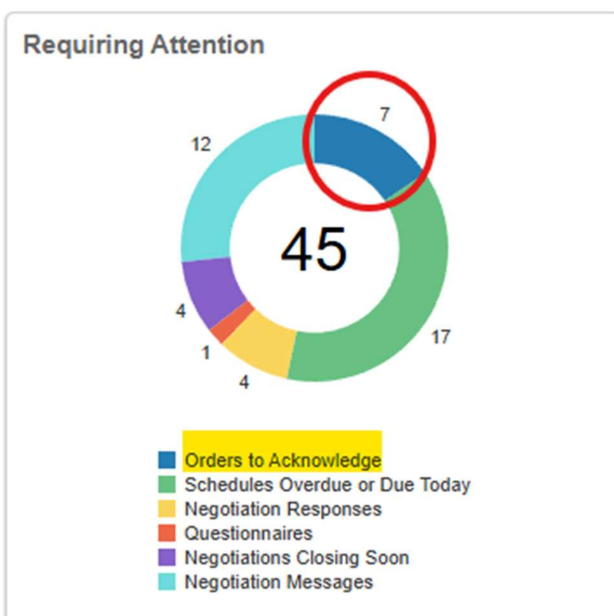
2. View the Textron Systems Terms and Conditions for signing the Purchase Order here using the hyperlink on the home page of the “Supplier Portal” app.



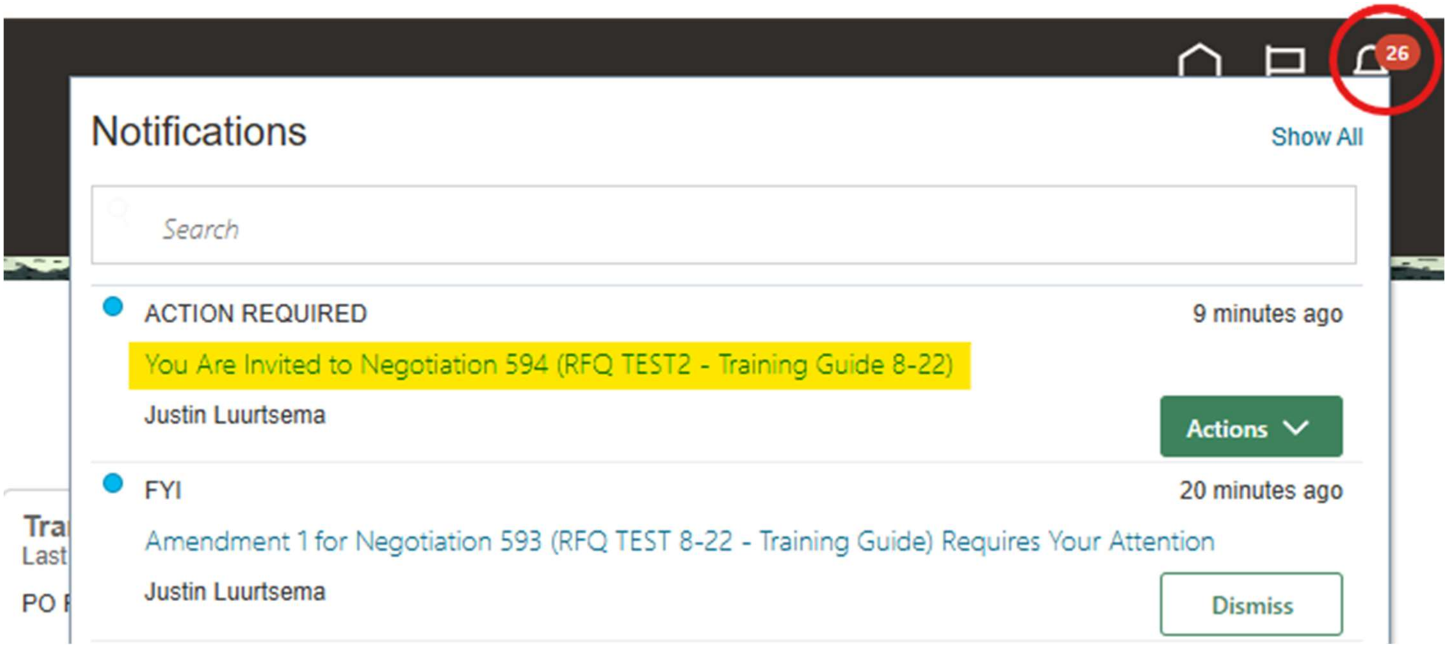
3. Access the Purchase Order (in the supplier portal, **orders** are the **POs**) by using one of the three methods below.
    a. Use the “Manage Orders” task on the left-side of the page (see highlighted area in screenshot below). This is where **everyone** who has access to the supplier portal can view the PO and/or respond to acknowledge it.



    b. **Recommended**: Use the pie chart under the “Requiring Attention” box. The PO (orders) to acknowledge will show here. Press on the area of the pie chart of interest. Feel free to explore this functionality as well.

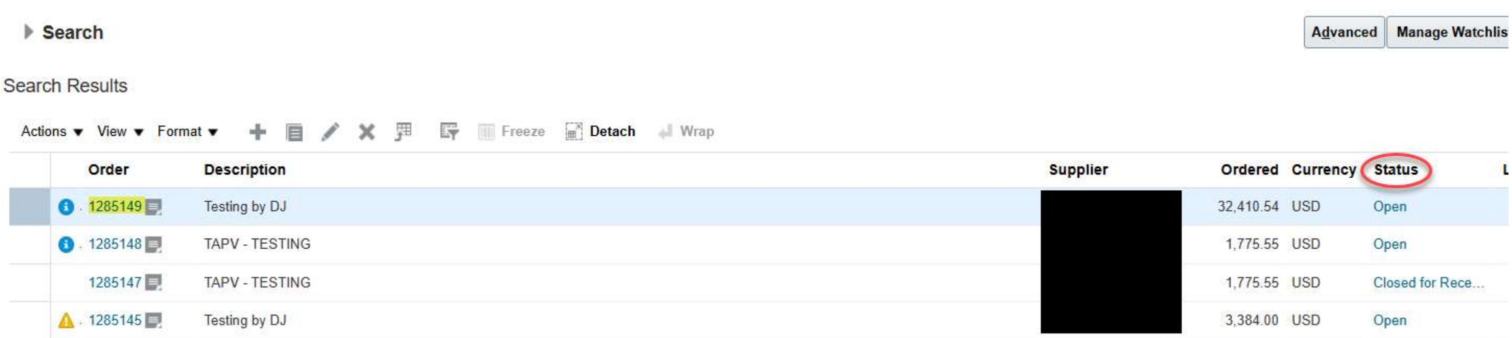


c. Use the notification bell (top-right corner of the page) in the supplier portal or your own email. See the path below in screenshots. Use the hyperlink to select the PO to view and acknowledge. Then, scroll to the bottom of the message and select “View Order”. **Note**: This method can only be done if you are the primary POC for the PO being sent.

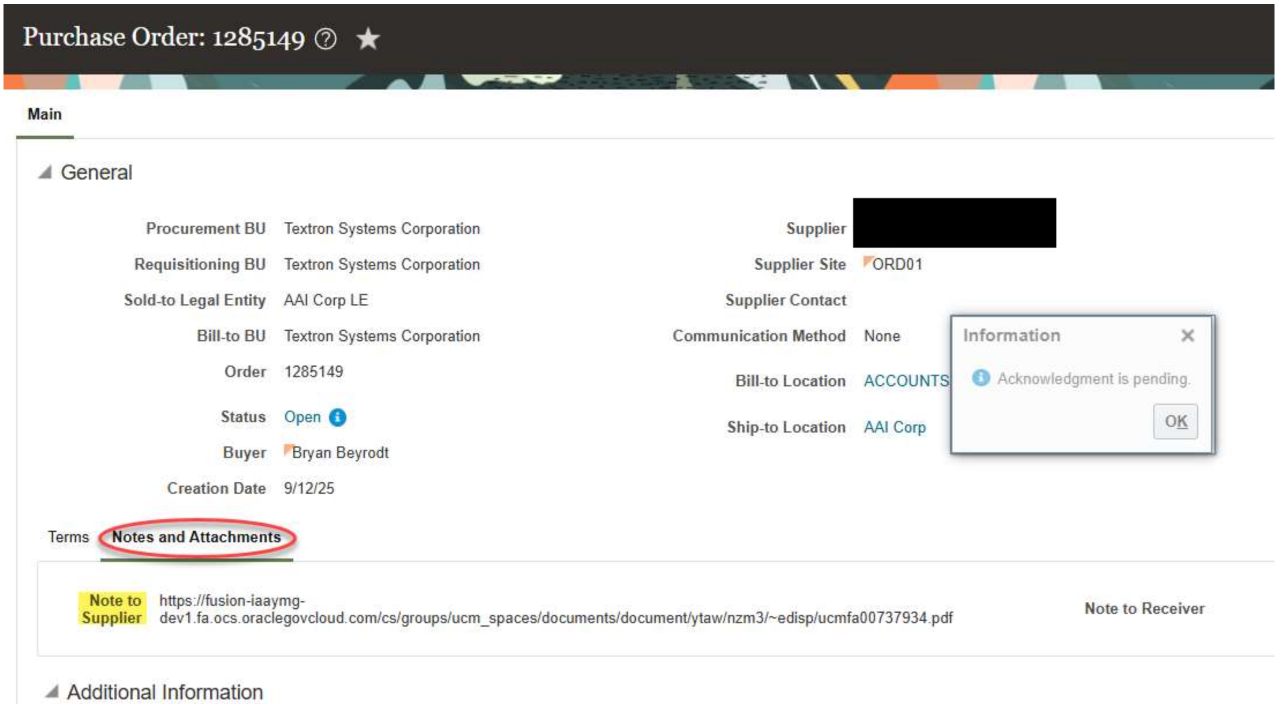


Note: Step 4b will be used for the rest of this training guide.

4. Click on the hyperlink of the specific PO of interest. Note: The status of the PO to acknowledge will say “Open” under the “Status” header with an information icon (in blue) saying the “Acknowledgement is pending” if the information icon is pressed.

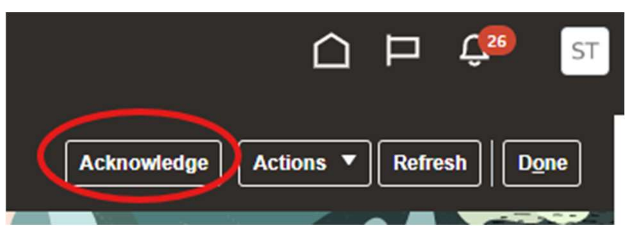


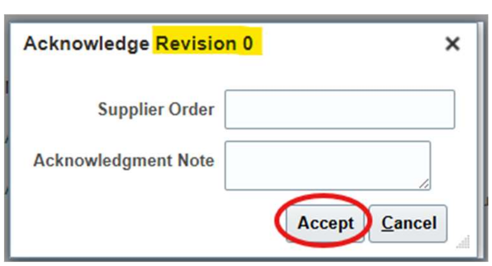
5. Copy the URL in the “Note to Supplier” field under the “Notes and Attachments” header to access the PO print out (can be printed to pdf, etc.). Paste the URL into another tab to access the PO print.



Note: Next steps should only be taken after viewing the PO

6. Navigate to the “Acknowledge” button (red circle in screenshot below) in the top right corner of the page. This is where you will acknowledge the PO with an optional note and supplier order number (if necessary) and then press “Accept”. Note: the revision due for acknowledgement will be listed, like the example here is the revision 0.





End of Training Guide

If you need help with this process, contact your buyer POC and/or use the supplierportal@textronsystems.com email for any questions

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