

MyAccount

View/Enter PO Confirmation

English

Revision Date: **October 2, 2015**

Purpose:

To explain the process for viewing or entering Purchase Order Confirmation through the MyAccount Supplier Portal.

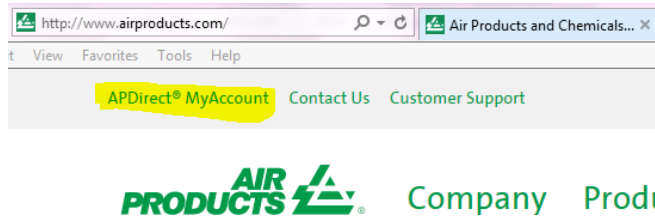
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Log In

Go to www.airproducts.com

On top left hand corner select <APDirect MyAccount>



Enter you Username (email address) and Password.

Already registered

If you have already registered, please login below

Username / E-mail: [*Click here if this is not you](#)

Password : [Forgot your password?](#)

You will be directed to the Supplier Welcome Page and will **only** see the applications that you have access to on the left toolbar. Click on <View Purchase orders>:

Welcome

Supplier are integral members of our team. We created this site to give you online access to procurement and payables organizations. You will find information on how to manage supplier-related items and policies.

Through our full range of online services, you'll be able to place orders, download invoices, enroll in e-Payment and much more!

x - Supplier Information

x - Information to help you do business with us.
x - tell me more →

x - Automated Clearing House

x - Get paid electronically!
x - Fill out the ACH form →

Submit Goods Receipt

View Purchase orders

Submit invoice

You will be directed to the Supplier Portal dashboard. There are several ways to find purchase orders from this screen. PO status definitions:

New – reflects all New PO’s sent

Changed – reflects any changed PO’s sent

In Process – reflects any PO that were viewed but not “Confirmed”

Confirmed – reflects PO’s that have been fully acknowledged and “Confirmed”

Partially Confirmed – reflects PO’s that have been partially “Confirmed”

Rejected – reflects PO’s that have been “Rejected” by the supplier

Cancelled – reflects PO’s that have been cancelled by Air Products




MyAccount

[MyAccount](#) | [Contact Us](#) | [airproducts.com](#)

- ▷ Find
- ▷ Find
- ▷ Find
- ▽ Purchase Orders
- ▽ Purchase Orders
 - All
 - All
 - New
 - New
 - Changed
 - Changed
 - In Process
 - In Process
 - Confirmed
 - Confirmed
 - Partially Confirmed
 - Partly Confirmed
 - Rejected
 - Rejected
 - Canceled by Customer
 - Canceled by Customer
- ▷ Invoices and Credit Memos


Start Page

Purchase Order [Advanced Search](#)




All Purchase Orders

New (2086)
In Process (1588)
Confirmed



All Invoices and Credit Memos

Accepted
Rejected
Create



All Confirmations

Accepted
Partially Accepted
Rejected

If you select "All Purchase Orders", you will see a screen that will display "Purchase Order No", "Document Date", "Total Value", and "Status".

◀ [Start Page](#) > List of Purchase Orders

List of Purchase Orders

Print Download

Purchase Order No.	Document Date	Total Value	Status
4503519114	07-27-2015	2,582.26	New
4503519113	07-27-2015	445.80	New
4503520624	07-27-2015	427.20	New
4503520330	07-27-2015	1,624.46	New
4400203204	07-27-2015	680.00	New
4503520316	07-27-2015	1.00	New

To locate a specific PO, you can use the "Find" feature from either of these two places:

From the start page, you can enter a PO number and click Search button:

Start Page

Purchase Order Search

[Advanced Search](#)

OR

Click Find on the left hand menu

MyAccount

▶ **Find**

If you use the Find option, the following screen will appear. You can search for a PO by inputting a value in the Purchase Order No. field then clicking on <Find>.

Note: you also have other options to narrow your search such as Timeframe, Status, etc.

Start Page > Find

Document Search

Type:

Timeframe:

Created After:

Status:

Document Number:

Document Name:

Partner Number:

Purchase Order No.:

Search Only in Archive

Find

Either search method will result in the following display:

Purchase Order No.	Document Date	Total Value
4503458564	05-21-2015	25,000.00

Print Purchase Orders

You can print a copy of the purchase order by clicking the Print button which appears on the top of the display purchase order screen. The other buttons on this screen will:

Process – use to create an order confirmation (instructions below)

Create Invoice – use to create an invoice. See Create invoice job aid.

Display History – will show you all the changes made to this PO

Display Document Flow – will show you all the related documents associated with this PO such as invoices or credit memos.

Download – allows you to retrieve the PO details in either .csv or .xml format

Start Page > Find > List of Purchase Orders > Display Purchase Order

Purchase Order 4503494362

Process Create Invoice Display History Display Document Flow Print Download

General Information

When you select print, a message will appear at the bottom of the screen. You can then either open or save the zip file which contains the PDF version of the PO.



If you choose Open, the PO PDF file will display. You can either extract the file or open the file by right clicking on the file name. You can also double click on the file name and the PDF PO file will open.



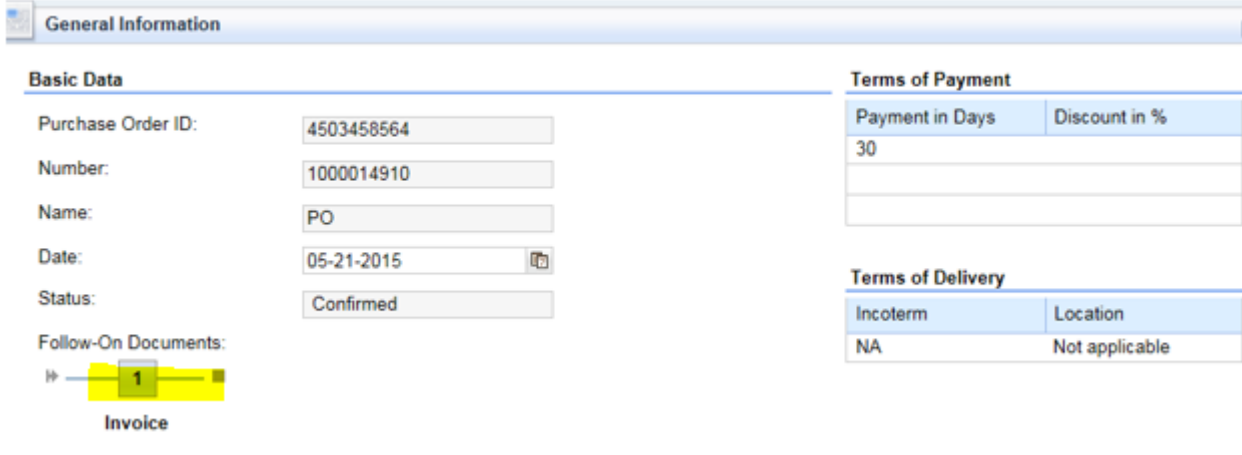
View Purchase Orders

To see the contents a Purchase Order (PO), click on the PO number in the "Purchase Order No" column. This will direct you to the Purchase Order Overview that displays the following sections:

- General Information**
- Item Overview**
- Communication and Collaboration**
- Partner Information**
- Messages**

General Information

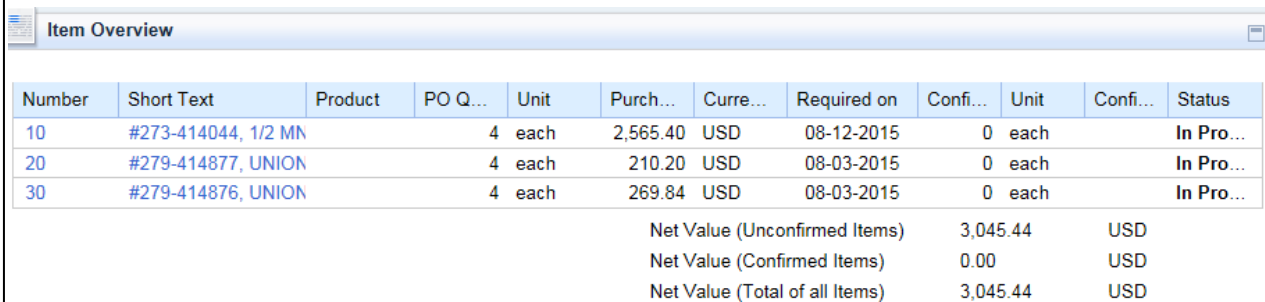
Shows the Purchase Order Number, Date Issued, Status, Terms of Payment and Terms of Delivery. In addition, under "Follow-On Documents" you can see the required next steps for this PO. In this example, only an Invoice is required to be process via the Supplier Portal.



Basic Data		Terms of Payment	
Purchase Order ID:	4503458564	Payment in Days	Discount in %
Number:	1000014910	30	
Name:	PO		
Date:	05-21-2015	Terms of Delivery	
Status:	Confirmed	Incoterm	Location
Follow-On Documents:		NA	Not applicable
	1 Invoice		

Item Overview

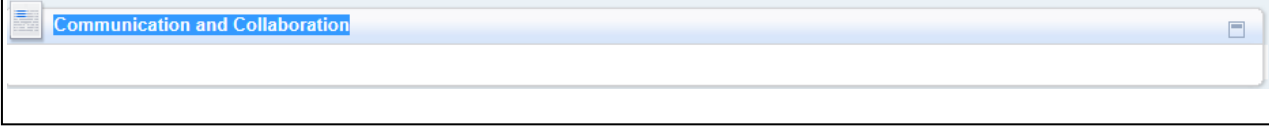
Shows the items being ordered, order quantity, line item value and requested delivery date. If you click on the line number, the display item screen will be shown which provides more details on what is being ordered.



Number	Short Text	Product	PO Q...	Unit	Purch...	Curre...	Required on	Confi...	Unit	Confi...	Status
10	#273-414044, 1/2 MN		4	each	2,565.40	USD	08-12-2015	0	each		In Pro...
20	#279-414877, UNION		4	each	210.20	USD	08-03-2015	0	each		In Pro...
30	#279-414876, UNION		4	each	269.84	USD	08-03-2015	0	each		In Pro...
									Net Value (Unconfirmed Items)	3,045.44	USD
									Net Value (Confirmed Items)	0.00	USD
									Net Value (Total of all Items)	3,045.44	USD

Communication and Collaboration

This section will only contain information if the PO has specs or attachments Air Products needs to send to its suppliers. This section is currently NOT used.



Partner Information

You will find the delivery address referenced below under the "Partner" column for "Ship-To-Address" line.

Partner Information								
Partner	Name	House Num...	Street	City	PostCode	Telephone	Fax	E-mail
Sold-to Party	Air Products...		7201 Hamilt...	Allentown	18195-1501	(610)481-49...		
Invoicing Party	██████████...		PO BOX 64...	PITTSBURGH	15264-4193			██████████@AC...
Ship-To Add...	LANCASTE...	3250	HEMPLAND...	LANCASTER	17601	717393-1062	717290-7058	
Ordering Ad...	██████████...		2857 ██████...	ALLENTOWN	18103	610-781-7000	610-781-4192	██████████@airproducts.com

Messages

The messages section provides all PO notes including buyer contact information

Messages	
Description	Preview
Buyer Contact Info	BuyerRoberta M Rizzotto VMP (A...
Header text	
Pricing types	
Deadlines	
Terms of delivery	
Shipping instructions	
Terms of payment	
Warranties	
Penalty for breach of contract	
Guarantees	
Contract riders (clauses)	
Asset	
Other contractual stipulations	
Delivery	
PO General Conditions	
PO General Text	GENERAL CONDITIONSThe Pur...

Buyer Contact Info:
 BuyerRoberta M Rizzotto VMP (ACME)Tel: (610)481-6000Fax: (610)708-5051Email: RIZZOTRM@airproducts.com

View Purchase Order Item Details

To view PO Line item details, click on the line item number in the "Item Overview" section. A display item screen will be shown which provides more details on what is being ordered.

Item Overview

Number	Short Text	Product	PO Qua...	Unit	Purcha...	Currency	Require...	Confirm...
10	#273-4140		4	each	2,565.40	USD	08-12-2...	0
20	#279-4148		4	each	210.20	USD	08-03-2...	0

You will see the following sections:

- General Information**
- Communication and Collaboration**
- Partner Information**

General Information

Shows the line item details, price per unit, delivery times (if any) and terms of delivery if different from header information. Also included on this screen is "Supplier Product Number" and/or "Mfr Part Number" if referenced on the PO.

General Information

Item Data

Number	Short Text	Product	PO Quantity	Unit	Purchase O...	Required on	Confirmed...	Confirmed for	Status
20	RC_Trnsmt...	4-888-99-1...	1	EA	589.07 USD	07-30-2015	0 each		In Process

Item Follow-On Documents

1 — 2

Purchase Order Response Invoice

Delivery Times

Delivery Date	PO Quantity	Confirmed Quantity
No result found		

Price Information

Condition	Price	Per	Value
Net Value (Or...	589.07 USD	1 each	589.07 USD

Terms of Delivery

Incoterm	Location

Contract Reference

Contract	Contract Item
4600185620	1190

Product Information

Supplier Prod...	GTIN	Mfr Part Num...	External Man...
3144PD1A1K...		3144PD1A1K...	

Communication and Collaboration

If the PO line item contains comments or messages, they will be visible in this section.

Communication and Collaboration

Material PO text

1EA 3051S SCALABLE PRESSURE TRANSMITTER
BRANDON PICKERING
225-326-8751
Brandon.Pickering@emerson.com

PO Item text

item text would go here

PO Line General Conditions

For any questions regarding taxation, contact our Tax Department at(610)706-4700.

Partner Information

This section shows the Delivery Address for the Line Item. This will be reflected as the "Ship-To-Address".

Partner Information

Partner	Name	House Num...	Street	City	PostCode	Telephone	Fax	E-mail
Sold-to Party	Air Products...		7201 Hamilt...	Allentown	18195-1501	(610)481-49...		
Ship-To Add...	GEISMAR,...	36637	LA HWY 30	GEISMAR	70734	225677-7007	225677-5633	
Ordering Ad...	BRANDON...		3300 RIK...	CHANHASS...	55317	800-338-6007	952-925-3945	Brandon.Pickering@emerson.com

To get to the next PO line item on display item screen:

If there is more than one line item on the PO, you can toggle between the line items while on the display item screen using the forward and back buttons:

← → Item: 20, RC_TrnsmrPrs_GAGE_SS_800PSI_INRT_O2LCD

[Back to Item Overview](#)

General Information

Once you have reviewed all of the line items, you can select <Back to Item Overview> in the top right corner to get back to the display purchase order screen.

← → Item: 20, RC_TrnsmrPrs_GAGE_SS_800PSI_INRT_O2LCD

[Back to Item Overview](#)

General Information

Enter Purchase Order Confirmation

Using above instructions, find the Purchase Order and click on <Process>.

Note: Not every purchase order will ask for a confirmation via the Supplier portal. If you are not asked to confirm via the Supplier Portal, then an order confirmation should be sent directly to the buyer who issued the Purchase Order.

Start Page > Find > List of Purchase Orders > Display Purchase Order

Purchase Order 4503519511

[Process](#) | [Display History](#) | [Display Document Flow](#) | [Print](#) | [Download](#)

General Information

Enter your confirmation number under "Number". Select "Confirmed Currency" and "Confirmed Terms of Delivery" (Incoterms) in the indicated drop down menus.

General Information

Basic Data

Purchase Order ID: 4503519511

Number:

Name: PO

Date: 07-27-2015

Status: In Process

Follow-On Documents:

1 Purchase Order Response → 2 Invoice

Terms of Payment

Payment in Days	Discount in %
10	2.000
45	

Terms of Delivery

Incoterm	Location
FCA	CHANHASSEN MN

Confirmed Currency:

Confirmed Terms Of Delivery:

An example with the fields completed is shown below:

General Information

Basic Data

Purchase Order ID: 4503519511

Number: SalesOrder1234

Name: PO

Date: 07-27-2015

Status: In Process

Follow-On Documents:

1 Purchase Order Response → 2 Invoice

Terms of Payment

Payment in Days	Discount in %
10	2.000
45	

Terms of Delivery

Incoterm	Location
FCA	CHANHASSEN MN

Confirmed Currency: USD

Confirmed Terms Of Delivery: FCA

Accept Purchase order with our without changes

To confirm all line items, select <Confirm All Items>. To individually confirm line items, select the "Accept" button.

Confirming items means that you have acknowledged the Line Item(s) and can deliver the goods or services. You can accept quantity ordered, line item pricing, and delivery date as stated per PO or you can make changes to any of these fields when confirming.

Note: If you make changes to any of these fields, the Buyer will review and approve or deny these changes. If approved, you will receive a change PO.

Item Overview													
<input checked="" type="button" value="Confirm All Items"/> <input type="button" value="Reject All Items"/> <input type="button" value="Reset All Items"/>													
Number	Accept	Reject	Short Text	Product	PO Qua...	Unit	Purcha...	Currency	Require...	Confirm...	Unit of...	Confirm...	Status
10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test VMP f		2.000	each	14.50	USD	09-22-2...	2.000	each	09-21-2015	Confirmed
20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test VMP f		4.000	each	5.00	USD	09-22-2...	4.000	each	09-21-2015	Confirmed
30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test VMP f		5.000	each	25.00	USD	09-22-2...	5.000	each	09-21-2015	Confirmed
40	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test VMP f		1.000	each	50.00	USD	09-22-2...	1.000	each	09-21-2015	Confirmed
										Net Value (Unconfirmed Items)		94.50	USD
										Net Value (Confirmed Items)		0.00	USD
										Net Value (Total of all Items)		94.50	USD

Change Quantity, Price or Delivery Date on PO Confirmation

You can change quantity and delivery date on the main screen by updating values in the yellow highlighted fields.

In order to change price you will need to click on the appropriate line item number which will take you to the Process item screen. On the process item screen you can also update quantity and delivery date in addition to price..

Item Overview													
<input checked="" type="button" value="Confirm All Items"/> <input type="button" value="Reject All Items"/> <input type="button" value="Reset All Items"/>													
Number	Accept	Reject	Short Text	Product	PO Qua...	Unit	Purcha...	Currency	Require...	Confirm...	Unit of...	Confirm...	Status
10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test VMP f		2.000	each	14.50	USD	09-22-2...	2.000	each	09-21-2015	Confirmed
20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test VMP f		4.000	each	5.00	USD	09-22-2...	4.000	each	09-21-2015	Confirmed
30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test VMP f		5.000	each	25.00	USD	09-22-2...	5.000	each	09-21-2015	Confirmed
40	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test VMP f		1.000	each	50.00	USD	09-22-2...	1.000	each	09-21-2015	Confirmed
										Net Value (Unconfirmed Items)		94.50	USD
										Net Value (Confirmed Items)		0.00	USD
										Net Value (Total of all Items)		94.50	USD

Modify quantity or delivery date in the fields indicated below in the "Item Data" section.

General Information											
Item Data											
Number	Accept	Reject	Short Text	Product	PO Quantity	Purchase...	Confirmed...	Required on	Confirmed for	Status	
10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test VMP...		2.000 each	14.50 USD	2.000 each	09-22-2015	09-21-2015	Confirmed	

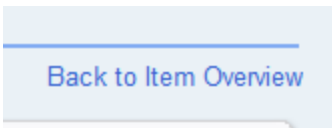
If you need to modify unit price, this can be done in the "Price Information" section.

Price Information

Condition	Price	Currency	Per	Unit	Value	Currency
Net Va...	7.25	USD	1	each	14.50	USD
Net Va...	7.25	USD	1	each	14.50	USD

T
I

When you have completed updating the areas, click <Back to Item Overview> at the top right of the screen which will return you to the PO Overview page:



Select <Update Prices> and check the Net value to be sure it reflects any updated prices.

◀ Start Page > Find > List of Purchase Orders > Display Purchase Order > Process Purchase Order

Purchase Order: 4503339600

Item Overview

Number	Accept	Reject	Short Text	Product	PO Qua...	Unit	Purcha...	Currency	Require...	Confirm...	Unit of...	Confirm...	Status
10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test VMP f		2.000	each	14.50	USD	09-22-2...	2.000	each	09-21-201	Confirmed
20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test VMP f		4.000	each	5.00	USD	09-22-2...	4.000	each	09-21-201	Confirmed
30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test VMP f		5.000	each	25.00	USD	09-22-2...	5.000	each	09-21-201	Confirmed
40	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test VMP f		1.000	each	50.00	USD	09-22-2...	1.000	each	09-21-201	Confirmed
										Net Value (Unconfirmed Items)	0.00	USD	
										Net Value (Confirmed Items)	98.00	USD	
										Net Value (Total of all Items)	98.00	USD	

Reject Purchase Order

To reject all line items, select <Reject All Items>. To individually reject line items, select the "Reject" button and the "Status" will change to rejected.

Note: Rejected items means that you cannot deliver the goods or services.

Item Overview

Number	Accept	Reject	Short Text	Product	PO Qua...	Unit	Purcha...	Currency	Require...	Confirm...	Unit of...	Confirm...	Status
10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Test VMP		2.000	each	14.50	USD	09-22-2...	0.000	each	09-21-201	Rejected
20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Test VMP		4.000	each	5.00	USD	09-22-2...	0.000	each	09-21-201	Rejected
30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Test VMP		5.000	each	25.00	USD	09-22-2...	0.000	each	09-21-201	Rejected
40	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Test VMP		1.000	each	50.00	USD	09-22-2...	0.000	each	09-21-201	Rejected
										Net Value (Unconfirmed Items)	94.50	USD	
										Net Value (Confirmed Items)	0.00	USD	
										Net Value (Total of all Items)	94.50	USD	

Send Confirmation

Once you have completed the Confirmation, click <Send>.

Note: If you click <Save> this will **not** send the information to Air Products back end system – it will simply save what you have done in your personal work area. You can come back at a later time, complete the confirmation then send.


[Start Page](#) > [Find](#) > [List of Purchase Orders](#) > [Display Purchase Order](#) > [Process Purchase Order](#)

Purchase Order: 4503339600

| |

You will receive the following message:

Messages

 Info: Your changes have been adopted successfully

Once the confirmation has been sent successfully, the details will be sent to the buyer which will reflect your acceptance or rejection.

Note: If you have rejected a PO in part or in full, you must wait for a Change PO to be issued before processing the Order. A new PO confirmation will be required on the PO Change.

-End of Supplier Portal Job Aide-