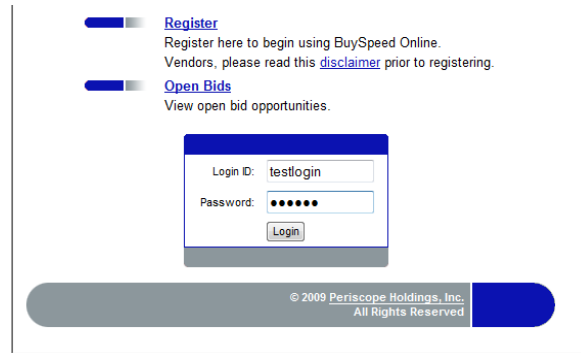


Quick Reference Guide BuySpeed Online 7.5 Vendor Retrieve a PO

When you have been awarded a PO or a Change Order has generated for a PO already awarded to you, login to BSO to retrieve the document.



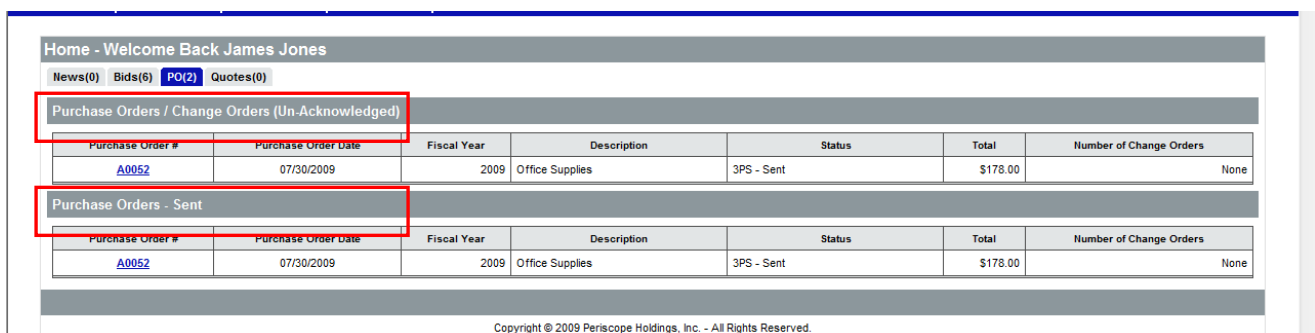
Go To the PO Tab on Your Home Page

To find a PO or a Change Order to a PO that has been awarded to you, first click on the PO tab. Note that the number of items within the tab is displayed in parentheses.



Here you will find the two groups of POs and Change Orders:

1. Those you have not yet acknowledged and viewed -- once you acknowledge a PO or Change Order, it will no longer appear in this section of the PO tab
2. All POs that have been awarded to you. The POs you have been awarded will always remain here, even after you have acknowledged them so you can reference the documents as needed.



The most recent five (5) of your documents in each status will display. Clicking “View More” will provide you the complete list of your documents within that status.

Acknowledge and Open the PO or Change Order

To acknowledge and view the PO or Change Order click the hyperlinked number of the PO

Purchase Order #	Purchase Order Date	Fiscal Year	Description	Status	Total	Number of Change Orders
A0052	07/30/2009	2009	Office Supplies	3PS - Sent	\$178.00	None

Purchase Order #	Purchase Order Date	Fiscal Year	Description	Status	Total	Number of Change Orders
A0052	07/30/2009	2009	Office Supplies	3PS - Sent	\$178.00	None

Copyright © 2009 Periscope Holdings, Inc. - All Rights Reserved.

This will open an acknowledgement screen where you must check that you are acknowledging the PO. You may also choose to send a notification to the requestor of the goods or services that you have received the PO. Once you have checked the indicators, click Proceed to view the PO or Change Order

I am acknowledging receipt of this purchase order.
 Notify requestor of receipt of this purchase order.

Copyright © 2009 Periscope Holdings, Inc. - All Rights Reserved.

View and Print the PO or Change Order

Once you have clicked Proceed, the PO or Change Order will open for viewing and printing:

Open Market Purchase Order A0052

Header Information

Purchase Order Number:	A0052	Release Number:	0	Short Description:	Office Supplies
Status:	3PS - Sent	Purchaser:	Administrator System	Receipt Method:	Quantity
Fiscal Year:	2009	PO Type:	Open Market	Minor Status:	
Department:	PURCH - Purchasing	Location:	PURC1 - Purchasing Dept	Type Code:	
Alternate ID:		Entered Date:	07/30/2009 03:09:43 PM	Control Code:	
Days ARO:	0	Retainage %:	0.00%	Discount %:	0.00%
Required By Date:		Promised Date:		Actual Cost:	\$178.00
Contact Instructions:		Tax Code:			
Ship-to Address:	Jim Gantt 20 North Main, Room 365 Brooksville, FL 34601 US Email: JimG@co.hernando.fl.us Phone: (352)754-4020	Bill-to Address:	Rachelle Jones 20 North Main Street, Room 365 Brooksville, FL 34601 US Email: rjones@hernandocounty.us Phone: (352)754-4020 FAX: (352)754-4199		

Attachments: [PO Terms and Conditions .pdf](#)

PO Terms

Preferred Delivery Method:	Email	Payment Terms:		Shipping Method:	
Remit-to Address:	James Jones 233 S Main Street Suite 444 Spring Hill, FL 34609 US Email: abcco@tampabay.rr.com Phone: (352)555-5612	Shipping Terms:		Freight Terms:	
PO Mailing Address:	James Jones 233 S Main Street Suite 444 Spring Hill, FL 34609 US Email: abcco@tampabay.rr.com Phone: (352)555-5612				

Payments

There are no payments.

Item Information

Item #	Print Sequence	Item Description								Total Cost
		Quantity	Unit Cost	Net Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Freight	
1	1.0	pencils								
		100.0	\$0.85	\$0.85	EA - Each	\$0.00		\$0.00	\$0.00	\$85.00
2	2.0	pens								
		100.0	\$0.93	\$0.93	EA - Each	\$0.00		\$0.00	\$0.00	\$93.00

Copyright © 2009 Periscope Holdings, Inc. - All Rights Reserved.

Note that if there are attachments associated with PO or Change Order they can be viewed by clicking the colored links

You can also view more about the items, you can click on the colored item numbers

Finally, you can print the PO or Change Order by clicking the print button

When you are finished viewing the PO or the Change Order, click exit to go back to your home page