

Covanta Energy, LLC
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Morristown, NJ 07960
Tel: 862-345-5000
Email: eprocurement@covanta.com



Dear Supplier,

Covanta Energy's commitment to excellence includes providing world class service to all our communities, and advancing our operational expertise. As part of that promise, Covanta's Procurement group has implemented a new PeopleSoft Module, eSupplier Connection, to improve the business relationship with our Suppliers. eSupplier Connection's self-service functionality permits Suppliers access to critical information, improving services and reducing the time employees at both our companies spend researching and responding to inquiries. As a valued strategic Supplier, your company has been selected to acknowledge purchase orders via the eSupplier module.

PeopleSoft Enterprise eSupplier Connection is an application that provides Supplier self-service through an internet-based portal. eSupplier Connection's self-service enables Suppliers to provide online real time Purchase Order acknowledgements and delivery schedules. As a Covanta Supplier, you can also view invoices sent to Covanta, look at your account balances, and track Covanta receipt and payment activities associated with your company's account. eSupplier Connection permits Suppliers to view and modify their own business information (change or add company address, phone numbers, and update contact information about the individuals in your organization that manage business with Covanta).

We are excited about eSupplier as it enables both our organizations to streamline and reduce costs in the overall procurement and payment processes.

Sincerely,



David King
Vice President, Strategic Sourcing

Covanta

eSupplier Connect Guide

eSupplier Registration

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- *Reset Temporary Password*
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- *View and Change Acknowledgment details*

For additional assistance or questions please send email to:

eProcurement@covanta.com

Covanta
eSupplier Connect
Self-Registration Instructions

Covanta eSupplier Connect Registration Instructions

Register as a Supplier

Begin by clicking the **Register Supplier** User link on the Portal Welcome page. Access the Supplier Portal at <https://supplier.covanta.com>

The screenshot shows the Covanta eSupplier Connect portal. At the top, there is a blue header with the Covanta logo and the tagline "Powering Today. Protecting Tomorrow." Below the header, the text "Today is Wednesday, July 15, 2015" is displayed. The main heading is "eSupplier Connect". The page is divided into two columns. The left column contains a "Welcome to Supplier Portal" section with a list of features: "Retrieve real-time new and changed purchase orders", "Acknowledge the purchase order and/or input correct pricing", "View real time PO change history", "View real time Goods Receipt History", and "The Supplier Portal also offers Account Status reporting and Consignment Usage/Payment Reconciliation". A "Site Help" link is at the bottom of this column. The right column contains a login section with "User ID" and "Password" input fields, a "Forgot User ID/Password?" link, and a "Sign In" button. Below the login fields, there are links for "Terms", "Privacy", and "Don't have a profile". The "Register Supplier User" link is highlighted with a red box. Other links include "Register Sourcing Bidder". At the bottom of the right column, there is a disclaimer: "Before accessing and using the website located at covantaenergy.com provided by Covanta Energy, LLC (Covanta, we, our or us) along with any of the systems, software, information and/or materials".

To create a new user, please fill in the information below. Once you have completed the required information, click the **Submit** button to submit your registration for consideration. You will receive an email confirmation shortly after submittal. If you have any questions or feedback,

email: eprocurement@covanta.com

Register as a Supplier

COVANTA

[Home](#)

[Favorites](#) ▾

[Main Menu](#) ▾

Register New User Accounts

To create a new user, please fill in the information below. Once you have completed the required information, click the "Submit" button to submit your registration for consideration. You will receive an email confirmation shortly after submittal. If you have any questions or feedback, please call (862)-345-5000 and ask for the Procurement Department or email eprocurement@covanta.com.

Authentication

Supplier List

*Supplier ID	ID Number
<input type="text"/>	<input type="text"/>

User Account Information ?

* Requested User ID	<input type="text"/>
* Password	<input type="text"/>
* Confirm Password	<input type="text"/>
Description	<input type="text"/>
* Email ID	<input type="text"/>
Language Code	<input type="text"/>
Time Zone	<input type="text"/>

COVANTA

[Favorites](#) ▾

[Main Menu](#) ▾

*Supplier ID	ID Number
<input type="text"/>	<input type="text"/>

User Account Information ?

* Requested User ID	<input type="text"/>
* Password	<input type="text"/>
* Confirm Password	<input type="text"/>
Description	<input type="text"/>
* Email ID	<input type="text"/>
Language Code	<input type="text"/>
Time Zone	<input type="text"/>
Currency Code	USD

Terms and Conditions

Make sure you read terms of agreement fully before submitting your registration.

☐ Click to accept the Terms of Agreement below.

[Terms of Agreement](#)

* Required field

Logging In

Use the information provided in the registration email to log into Covanta's eSupplier Connect system.

Today is Wednesday, July 15, 2015

COVANTA
Powering Today. Protecting Tomorrow.

eSupplier Connect

Welcome to Supplier Portal

The Supplier Portal was created to facilitate the purchase order transaction process between Covanta Energy and our supplier base.

The Supplier Portal manages the document flow of purchase order allowing the supplier to:

- Retrieve real-time new and changed purchase orders
- Acknowledge the purchase order and/or input correct pricing
- View real time PO change history
- View real time Goods Receipt History
- The Supplier Portal also offers Account Status reporting and Consignment Usage/Payment Reconciliation

[Site Help](#)

User ID

Password [Forgot User ID/Password?](#)

[Sign In](#) [Terms](#) [Privacy](#)

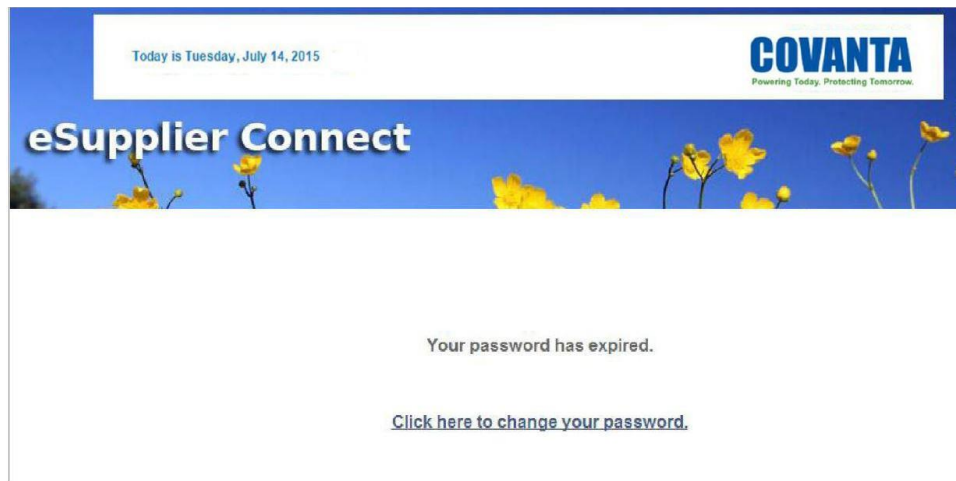
Dont have a profile? [Register Supplier User](#) / [Register Sourcing Bidder](#)

Before accessing and using the website located at covantaenergy.com provided by Covanta Energy, LLC (Covanta, we, our or us) along with any of the systems, software, information and/or materials

- Enter the user id provided in the registration email.
- Enter the temporary password provided in the registration email.
- Click the Sign in button.
- If this is your first time logging in, you will be asked to accept our Terms and Conditions, and then required to re-enter your log in credentials.

Reset Temporary Password

Once you have successfully signed in, you will be asked to create a permanent password.



Click on the link to change your password.

Change Password

User ID: ES0000062980-00

Description: Jane Doe

*Current Password:

*New Password:

*Confirm Password:

- Enter your temporary password.
- Enter a new password
- Re-enter your new password.
- Click the Change Password button.

Password Saved



Your password has successfully been changed.

OK

Your new password has now been changed and you will use this password during future attempts to log into eSupplier. You will now have access to Covanta's eSupplier Connect system.

Forgot User ID / Password

If you are attempting to log into eSupplier but cannot remember your UserID and/ or Password, click the **Forgot User ID / Password** link.



Welcome to Supplier Portal

The Supplier Portal was created to facilitate the purchase order transaction process between Covanta Energy and our supplier base.

The Supplier Portal manages the document flow of purchase order allowing the supplier to:

- Retrieve real-time new and changed purchase orders
- Acknowledge the purchase order and/or input correct pricing
- View real time PO change history
- View real time Goods Receipt History
- The Supplier Portal also offers Account Status reporting and Consignment Usage/Payment Reconciliation

[Site Help](#)

User ID

Password

[Forgot User ID/Password?](#)

[Sign In](#) [Terms](#) [Privacy](#)

Dont have a profile? [Register Supplier User](#) / [Register Sourcing Bidder](#)

Before accessing and using the website located at covantaenergy.com provided by Covanta Energy, LLC (Covanta, we, our or us) along with any of the systems, software, information and/or materials

COVANTA

Favorites ▾

Main Menu ▾

Forgot My User ID/Password

If you have forgotten your user id or password, please fill in the following fields to have your user id and a new password emailed to you.

Email Address should be same email used during registration. This will be used to find your profile and authenticate you.

Your Registered Email ID

Continue

Enter your email. You must use the same email used at the time of registration.

Click the Continue button and you will be prompted to answer a validation question. Enter your Covanta Supplier No. as it appears on your Purchase Order, or Invoice. Your Covanta contact can also provide you with your Covanta Vendor No. Once submitted, your password will be emailed to you.

Accessing Password Help

To access Password Reset help setup, navigate using the following menu path:

Main Menu > My System Profile

COVANTA

Favorites

Main Menu

My System Profile

General Profile Information

VARUN-0-003

Password

Change password

Change or set up forgotten password help

Personalizations

My preferred language for PIA web pages is:English

My preferred language for reports and email isEnglish

Currency CodeUSD

Default Mobile Page

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID

From Date(example:12/31/2000)

To Date(example:12/31/2000)

Workflow Attributes

Email User

Worklist User

Miscellaneous User Links

Email

PersonalizeFind1 of 1Last

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	varoonprasad2457@gmail.com

IM Information

PersonalizeFind1 of 1Last

Protocol	XMPP Domain	UserID	Password
XMPP			

Save

Adding A User

As the Admin for your company, you are responsible for managing and adding any additional users within your company for eSupplier.

If you have Administrative access, you can add Users in eSupplier. Navigate using the menu path:

Main Menu > Maintain Supplier Information > User Profiles

Click the **Add a New Value** tab, or click the search button. The search button lists all of the contacts that already exist for your company.

The screenshot shows the COVANTA User Profiles search interface. At the top is the COVANTA logo. Below it is a navigation bar with 'Favorites', 'Main Menu', 'Maintain Supplier Information', and 'User Profiles'. The 'Security' section contains instructions to enter information and click 'Search'. There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs is a 'Search Criteria' section with a 'Search by:' label and a text input field containing 'User ID begins with'. There are 'Search' and 'Advanced Search' buttons. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

The Setup User form Opens.

The screenshot shows the COVANTA Setup User form. At the top is the COVANTA logo. Below it is a navigation bar with 'Favorites', 'Main Menu', 'Maintain Supplier Information', and 'User Profiles'. The 'Setup User' section contains a 'Logon Information' tab. The form fields are: 'User ID' (ES0000069020-01), 'Description' (text input), '(Examples: Fred Smith, AP Department or Buyer)', 'Account Locked Out?' (checkbox), '(Click here to disable the access to the system for this user)', 'Operator Password (Encrypted)' (text input), 'Confirm Password' (text input), '*E-mail Address' (text input), and 'Language Code' (dropdown menu with 'English' selected).

Adding A User

After entering the contact information, click the button which says **Add a User Role**. Select the Role checkbox and click **OK**. Note that if this contact will also have an Admin Role, Select the **Supplier Admin** role along with the **Supplier User** role before you save.

User Roles		Personalize  	First  1 of 1  Last
Role Name	Description		

Add a User Role

COVANTA

Favorites ▾ Main Menu ▾ > Maintain Supplier Information ▾ > User Profiles

Select Roles

Roles		Personalize Find View All  	First  1-4 of 4  Last
	Role Name	Description	
<input type="checkbox"/>	Event Bidder	Sample - Sourcing Bidder Role	
<input type="checkbox"/>	MOD_eSupplier_Admin	External Supplier Admin	
<input type="checkbox"/>	MOD_eSupplier_Common	eSupplier: Common Role	
<input type="checkbox"/>	MOD_eSupplier_User	External Supplier User	

OK Cancel

Next, click the **Add a Supplier** button.

Supplier Access		Personalize  	First  1 of 1  Last
Supplier			

Add a Supplier

Adding A User

Select the checkbox next to the Supplier name and click **OK**.



The screenshot shows the COVANTA application interface. At the top is the COVANTA logo. Below it is a navigation bar with links: Favorites, Main Menu, Maintain Supplier Information, and User Profiles. The 'User Profiles' link is active. Below the navigation bar is a section titled 'Select a Supplier'. This section contains a table with the following data:

Supplier Names	
<input type="checkbox"/>	Supplier
<input type="checkbox"/>	04 controls

Below the table are two buttons: 'OK' and 'Cancel'.

Click the **Save** button



The screenshot shows a 'Save' button and a 'Return to Search List' link. Below them is a small asterisk icon followed by the text '* Required Field'.

An email will be sent directly to the contact based on the email address you have entered. The email will provide the contact with their login credentials, and a link for eSupplier. Use the **Home** button at the top of the page to return to the main menu.

As the Admin of your company, you can also reset using the same navigation path. You would simply click **Search** and select the user. The password can be updated in their profile. **Note** that when changes are made to an existing eSupplier user, there is no email sent to that user. Admin, please send an email to that eSupplier notifying them of any changes made.

Lock and Unlock Users

As the Admin of your company, you can lock user accounts if a contact leaves your company.

Navigate using the menu path:

Main Menu > Maintain Supplier Information > User Profiles

Leave fields blank for a list of all values. Click the **search** button and a list of all contact for your company will display.

Search Advanced Search

Search Results

View All First 1-2 of 2 Last

User ID	Description
ES0000061528-00	S D
ES0000061528-01	Jamie Doe

Click on a specific contact and the screen below appears. As shown in the screen below, click the checkbox and **save**.

Setup User

Logon Information

User ID bidder11

Description

(Examples: Fred Smith, AP Department or Buyer)

☒ Account Locked Out?

(Click here to disable the access to the system for this user)

Operator Password (Encrypted)

Confirm Password

*E-mail Address varoonprasad2457@gmail.com

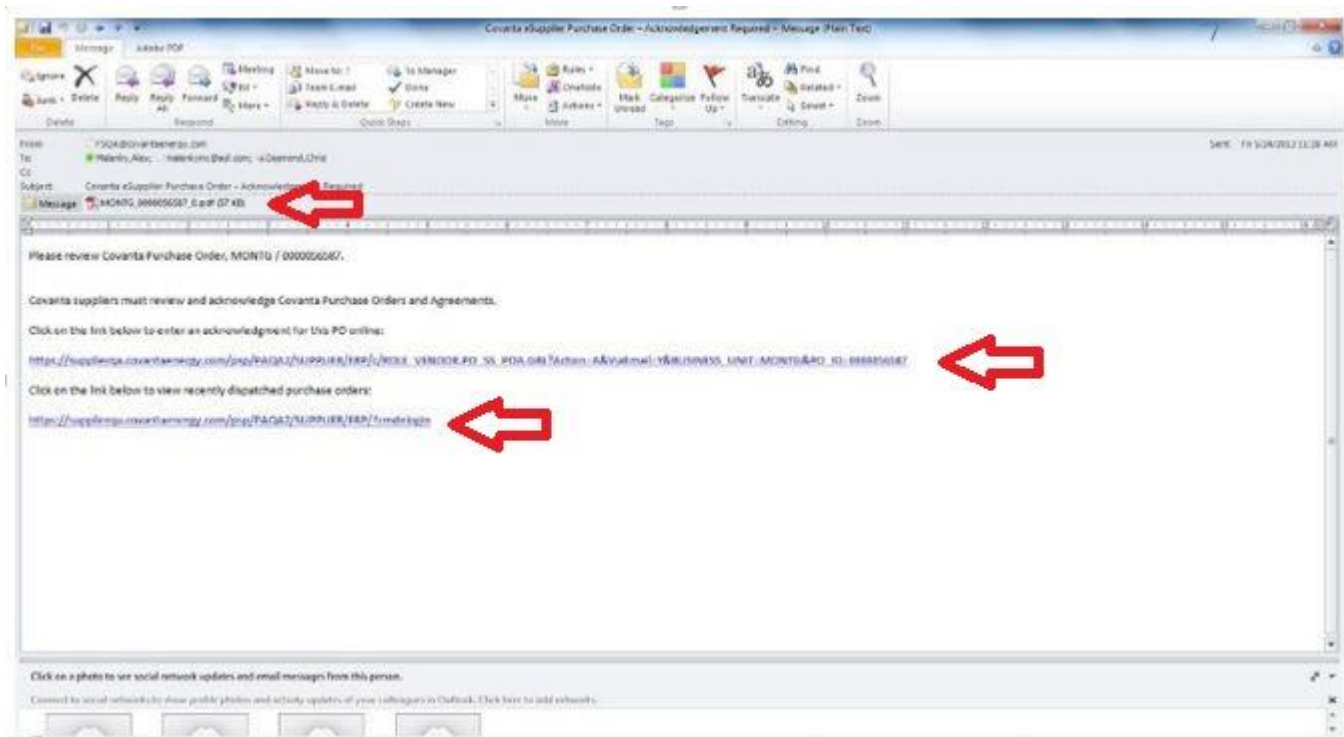
Language Code English

Covanta

eSupplier Connect Features

PO Process

Below is a sample of the email dispatch with Covanta PO Attachment for Suppliers.



Note: Links to Covanta **eSupplier Connect** Portal are provided within the email.

Manage Orders

Navigation Path:

Main Menu > Manage Orders > Purchase Orders

Enter search criteria and click **search**. Leave the fields blank to search all values.

COVANTA

Favorites ▾ Main Menu ▾ > Manage Orders ▾ > Purchase Orders

Purchase Orders

Filter Options

04 controls

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

From PO ID ☐ PO's Waiting Acknowledgement

To PO ID

Item ID

Supplier Item ID

From Date (example: 01/31/2000)

To Date (example: 01/31/2000)

Buyer

Contract ID

Contract Version

Release

Review Summary Information and select PO to review details.

COVANTA Home | Add to Favorites | Sign out

Favorites ▾ Main Menu ▾ > Manage Orders ▾ > Purchase Orders

Purchase Orders

Purchase Order List

04 controls

POs Returned 3

Default View for Change Orders

Set filter options

Orders Per Page First 1 to 3 of 3 Last

Purchase Order List Personalize | Find | View All |

Purchase Order	Status	Last Dispatched Date/Time	Lines	Total Amount	Acknowledge Status		
<input checked="" type="checkbox"/> 0000044965	Dispatched	06/12/2015 3:42:03PM	1	9,000.00 USD	New	Create ASN	View PDF
<input type="checkbox"/> 0000064607	Dispatched	06/11/2015 4:55:15PM	1	5,000.00 USD	New	Create ASN	View PDF
<input type="checkbox"/> 0000048827	Dispatched	06/03/2015 9:39:24AM	1	1,000.00 USD	New	Create ASN	View PDF

☒ Select All ☐ Clear All

The 'View PDF' button allows you to generate a printable version of the purchase order. Using the Default View for Change Orders options you can control if the report generated shows all lines or only the latest changes. (This same option is also used to control the online view of the PO.)

Purchase Orders

Manage Orders - Order Header

COVANTAHome | Add to Favorites | Sign out

Favorites ▾Main Menu ▾>Manage Orders ▾>Purchase Orders

Purchase Order Details

04 controls

PO Number 0000044965
PO Status Dispatched
Buyer Donna Grohoski
Billing Location CORPORATE
Payment Terms NET 30

Purchase Order Date 06/12/2015
Last Dispatch 06/12/15 3:42:03PM

Purchase Order Total

Merchandise Amount	9,000.00
Freight/Tax/Misc.	0.00
Total Amount	9,000.00 USD

Standard BU Comments

Purchase Order Lines

Personalize | Find | View All | First 1 of 1 Last

Line Information | Extension | Line Details | Contract Info

Line	Status	Item ID	Description	Quantity	Merchandise Amt
1	Active		test for c00079	9000.0000 EA	9,000.00 USD

Invoice List

Personalize | Find | View All | First 1 of 1 Last

Invoice	Invoice Date	Amount	Due Date	Appr Stat	Voucher
		0.000			

No Invoices Found
Return to Purchase Order List

Manage Orders - Line Detail

COVANTAHome | Add to Favorites | Sign out

Favorites ▾Main Menu ▾>Manage Orders ▾>Purchase Orders

Purchase Order Details

04 controls

PO Number 0000044965
PO Status Dispatched
Buyer Donna Grohoski
Billing Location CORPORATE
Payment Terms NET 30

Purchase Order Date 06/12/2015
Last Dispatch 06/12/15 3:42:03PM

Purchase Order Total

Merchandise Amount	9,000.00
Freight/Tax/Misc.	0.00
Total Amount	9,000.00 USD

Standard BU Comments

Purchase Order Lines

Personalize | Find | View All | First 1 of 1 Last

Line Information | Extension | Line Details | Contract Info

Line	Status	Item ID	Description	Quantity	Merchandise Amt
1	Active		test for c00079	9000.0000 EA	9,000.00 USD

Invoice List

Personalize | Find | View All | First 1 of 1 Last

Invoice	Invoice Date	Amount	Due Date	Appr Stat	Voucher
		0.000			

No Invoices Found
Return to Purchase Order List

Purchase Orders

View Order Summary **Main Menu > Manage Orders > View Order Summary**

Enter selection criteria, check **Include PO Data** checkbox, edit PO Status, and press Search button to view order summary.

View Order Summary


Filter Options


04 controls


Enter search criteria and click on Search. Leave blank for all values.


Search Criteria

☒ **Include PO Data** PO Status

From Date  (example: 01/31/2000)

To Date  (example: 01/31/2000)

Item ID 

Supplier Item ID 

View Order Receipts

Main Menu > Manage Orders > View Receipts

Enter search information and press the **Search** button.

COVANTA

Favorites ▾ Main Menu ▾ > Manage Orders ▾ > View Receipts


Review Receipts


Filter Options


04 controls


Enter search criteria and click on Search. Leave blank for all values.


Search Criteria


From Receipt Date  (example: 12/31/2000)


To Receipt Date  (example: 12/31/2000)

From PO ID 

To PO ID 

Shipment Number 

Item ID 

Supplier Item ID 

Receipt Status

Click on the **Receipt Number** to review detailed information.

Favorites ▾ Main Menu ▾ > Manage Orders ▾ > View Receipts					
Review Receipts					
Receipt Lines					
04 controls					
Set filter options					
Receipt Lines Personalize					
Receipt Number	Received Date	PO Number	Ship No	Item ID	Description
0000001750	06/15/2015			56080	SWITCH,LIMIT,OIL TIGHT,PLUG-IN,110/115/120VAC,0.4A,NEMA 4/13/IP65/IEC 529 ENCLOSURE
0000004668	06/19/2015	0000044965			test for c00079

COVANTA

Home | Add to Favorites |

Favorites ▾ Main Menu ▾ > Manage Orders ▾ > View Receipts							
Review Receipts							
Receipt Details							
04 controls							
Receipt Number 0000001750			Packing Slip Number				
Receipt Datetime 06/15/2015 1:56PM			Pro Number				
Receipt Status Moved to Destination							
Item ID 56080							
Supplier Item ID							
Quantity Received 8.0000 Each							
Quantity Inspected 0.0000 Each							
Quantity Accepted 8.0000 Each							
Quantity Returned 0.0000 Each							
Quantity Rejected 0.0000 Each							
Net Receipt Quantity 8.0000 Each							
Reason for Rejection							
RMA Number			RMA Line				
Purchase Order Schedule Personalize Find First							
PO Number	Due Date	Quantity	Ship To	Ship Via	Freight Trm	Price	Merchandise Amt
		0.0000				0.00000	\$0.000

Review Payment Information

Review Invoices

Navigation Path

Main Menu > Review Payment Information > Invoices

Enter search Criteria and click the **Search** Button. On the screen below, click the **Invoice Number** to review detail information.



Home | Add to Favorites |

Favorites ▾ Main Menu ▾ > Review Payment Information ▾ > Invoices

Review Invoices

Invoice List

Patalan 650 Mechanical Corporation

Set filter options

Invoice List						
Personalize Find						
Invoice Number	Invoice Date	Gross Amt	Approval Status	Due Date	First 1-13 of 13 Last	
budck	05/31/2015	\$100.00 USD	Pending	06/30/2015	00023669	
test defect #326	05/31/2015	\$1,200.00 USD	Approved	06/30/2015	00069079	
TEST	05/31/2015	\$5.00 USD	Approved	06/30/2015	00021902	
10187	04/30/2015	\$300.00 USD	Approved	05/30/2015	00012960	
10186	04/30/2015	\$17,798.80 USD	Approved	05/30/2015	00012961	
10176	04/28/2015	\$85,000.00 USD	Approved	05/28/2015	00021876	
10179	04/28/2015	\$51,780.96 USD	Approved	05/28/2015	00021880	
10159	03/19/2015	\$11,768.40 USD	Approved	04/18/2015	00021797	
10158	03/19/2015	\$26,886.62 USD	Approved	04/18/2015	00012837	
10145	03/12/2015	\$1,200.00 USD	Approved	04/11/2015	00023507	
10142	03/12/2015	\$67,864.44 USD	Approved	04/11/2015	00023508	
10143	03/12/2015	\$1,600.00 USD	Approved	04/11/2015	00023509	

Review Payment Information

Review Invoices – Invoice detail

Favorites ▾

Main Menu ▾

>

Review Payment Information ▾

>

Invoices

Invoice Details

Patalan 650 Mechanical Corporation

Invoice Number TEST

Invoice Date 05/31/2015

Due Date 06/30/2015

Discount End Date 06/10/2015

Approval Status Approved for Payment

Payment Status To be Paid

Terms

Invoice Total

Gross Amount	\$5.00	USD
Discount	\$0.10	USD
Net Amount	\$4.90	USD

▼ Invoice Line Details

Personalize | Find | View All | First 1 of 1 Last

Item ID	Description	Statistic Amount	UOM	Unit Price	Merchandise Amt
	Test Adhoc Purchase from WO		EA	5.00000	\$5.00 USD

▼ Payment Schedule

Personalize | Find | View All | First 1 of 1 Last

Scheduled to Pay	Payment Number	Gross Amt	Discount	Method	Status	On Hold	Withd Hold
06/30/2015		\$5.00 USD	\$0.10 USD	Check	Unselected	No	No

▼ Payments Made

Personalize | Find | View All | First 1 of 1 Last

Reference	Date	Amount
		\$0.000

No Payments Made

▼ Purchase Orders

Personalize | Find | View All | First 1 of 1 Last

Purchase Order	PO Date	Status
0000047208	06/12/2015	Dispatched

▼ Receipts

Personalize | Find | View All | First 1 of 1 Last

Received Date	Receipt Number	Bill of Lading	Packing Slip
06/12/15	0000000598		

[Return to Invoice List](#)

Review Payment Information

Review Payments

Navigation Path

Main Menu > Review Payment Information > Payments

Enter Search Criteria and click search.

COVANTA

Favorites ▾ Main Menu ▾ > Review Payment Information ▾ > Payments

Review Payments

Filter Options

Patalan 650 Mechanical Corporation

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Invoice Number

Payment Reference

From Payment Date  (example: 12/31/2000)

To Payment Date  (example: 12/31/2000)

Search

Click on Payment number in the left column to review payment detail.

COVANTA



Favorites ▾ Main Menu ▾ > Review Payment Information ▾ > Payments

Review Payments

Payments Made

Patalan 650 Mechanical Corporation

[Set filter options](#)

Payments Made				Personalize	Find			First	1-12 of 12	Last
Reference	Invoice Number	Payment Date	Amount							
0000289134	10122	03/06/2015	\$4,800.00 USD							
0000290053	10099	03/19/2015	\$78,887.15 USD							
0000290053	10142	03/19/2015	\$78,887.15 USD							
0000290053	10143	03/19/2015	\$78,887.15 USD							
0000290053	10144	03/19/2015	\$78,887.15 USD							
0000290053	10145	03/19/2015	\$78,887.15 USD							
0000290531	10158	03/26/2015	\$26,348.89 USD							
0000291863	10159	04/14/2015	\$11,768.40 USD							
0000293299	10176	04/30/2015	\$83,300.00 USD							

Review Payment Information

Account Balances

Navigation Path

Main Menu > Review Payment Information > Payments

Enter Search Criteria and click search. Click on the Reference number to review detailed information.

COVANTA

Favorites ▾



Main Menu ▾


> Review Payment Information ▾


> Payments

Set filter options

Payments Made

Personalize | Find |  | 

First 

1-12 of 12 

Last

Reference	Invoice Number	Payment Date	Amount	
0000289134	10122	03/06/2015	\$4,800.00	USD
0000290053	10099	03/19/2015	\$78,887.15	USD
0000290053	10142	03/19/2015	\$78,887.15	USD
0000290053	10143	03/19/2015	\$78,887.15	USD
0000290053	10144	03/19/2015	\$78,887.15	USD
0000290053	10145	03/19/2015	\$78,887.15	USD
0000290531	10158	03/26/2015	\$26,348.89	USD
0000291863	10159	04/14/2015	\$11,768.40	USD
0000293299	10176	04/30/2015	\$83,300.00	USD
0000293526	10179	06/17/2015	\$51,780.96	USD
0000293527	10186	06/17/2015	\$18,098.80	USD

Downloading Order, Payment & Invoice Data to Excel

The header page displays a **Worksheet symbol**. The contents of that page can be downloaded to Excel when clicked.

Favorites ▾ Main Menu ▾

Purchase Orders

Purchase Order Details

Patalan 650 Mechanical Corporation

PO Number 0000069726

Purchase Order Date 06/03/2015

PO Status Dispatched

Last Dispatch 06/03/15 3:12:38PM

Buyer EVANS,DAVE

Billing Location SEMASS

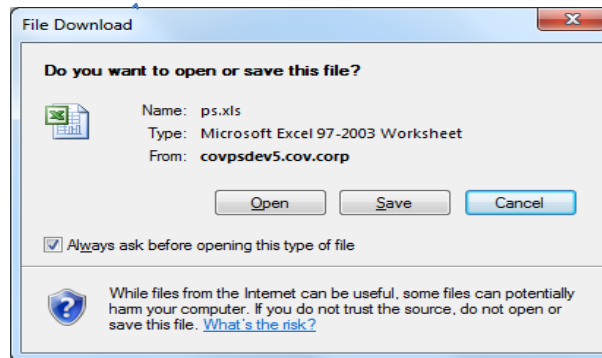
Payment Terms 2% 10, N30

Purchase Order Total	
Merchandise Amount	300.00
Freight/Tax/Misc.	0.00
Total Amount	300.00 USD

Standard BU Comments

Purchase Order Lines						Personalize Find View All  First 1 of 1 Last
Line	Status	Item ID	Description	Quantity	Merchandise Amt	
1	Active	0000000001	Test Item #1	6.0000 EA	300.00 USD	

Press the **Open** or **Save** button



File Download

ps - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing Box

A1 Line

Line	Status	Item ID	Description	Quantity	Unit of Measure	Merchandise Amt	Currency Code
1	Active		Test Adhoc Purchase from WO	31	EA	155	USD

Understanding Online Purchase Order Acknowledgement (POA)

eSupplier Connection enables suppliers to enter purchase order acknowledgement directly into the system; This online POA feature enables buyers and suppliers to collaborate on any acknowledgement issues in real-time and capture the supplier response history and purchase order details at the time acknowledgements are made. POA acknowledgement is required for all Purchase Orders issued over \$10,000.

POA Status

POA status is defined at several levels in PeopleSoft eSupplier Connection.

Acknowledgement Status

The stage of the dispatched purchase order, and its subsequent acknowledgement by the supplier, applies to the entire POA and determines the following:

- **New** The purchase order has not been acknowledged, or has been re-dispatched because of a change order and requires new acknowledgement.
- **Supplier Review** The supplier is working on the POA, which cannot be viewed or edited by anyone else at this stage.
- **Supplier Responded** The supplier has saved and submitted the POA with changes, which can now be viewed by the supplier, or edited by the buyer.
- **Buyer Accepted** Both buyer and supplier can only view the POA, which is ready to be processed by Change Request Load process if it includes changes. This is also the default status when a supplier submits the POA without any changes.

Header POA Response

The action the supplier has taken; applies to the entire POA and indicates to the buyer the following:

Accepted The supplier has accepted entire purchase order without changes. This is the default response status for new POAs.

Reject With Detail The supplier has rejected the entire purchase order. All editable fields on the Acknowledgement Details page are reset to the current purchase order values and the quantity is reset to zero. If approved by the buyer, this will cancel the entire purchase order.

Accepted – Changes Made

The supplier has made changes to the purchase order. This may include changes to line items or schedules, and rejected lines. This POA response status appears on the Header section of the Acknowledgement Details pages.

Line POA Response

Indicates the following:

Accepted The supplier has accepted the line item without changes. This is the default response status for new POAs.

Reject with Detail The supplier has rejected the entire line item. The editable fields for the line and schedules are reset to the current purchase order values and the quantity is reset to zero. If approved by the buyer, this cancels the purchase order line.

Accepted – Changes Made

The supplier has made changes at the line item or schedule level.

Schedule POA Status

The action the supplier has taken; applies to the selected schedule, and indicates the following:

New The schedule is added when supplier splits a row.

Canceled Caused when a line is rejected or by changing the schedule quantity to zero.

Changed Any changes to the schedule fields (due date, quantity, shipping method, and price).

Creating Online POAs (Suppliers)

Suppliers can enter POAs directly into the PeopleSoft system.

This section discusses how the suppliers:

- Login to eSupplier Connect.
- Search for POAs.
- Create online POAs.
- View and change acknowledgement details.

eSupplier Connect home page

Menu

Recently Dispatched PO's Dashboard

COVANTA

Home | Add to Favorites | Sign out

Favorites ▾ | Main Menu ▾

Personalize Content | Layout ▾

Top Menu Features Description

Our menu has changed!

The menu is now located across the top of the page. Click on **Main Menu** to get started.

Highlights

Recently Used

pages now appear under the Favorites menu, located at the top left.

Breadcrumbs

visually display your navigation path and give you access to the contents of subfolders.

Menu Search,

located under the Main Menu, now supports type ahead which makes finding pages much faster.

My Sell Events

There are no events to view.

Recently Dispatched POs

04 controls

PO ID	Dispatched Date/Time	Status	Acknowledge Status
0000044965	06/12/2015 3:42:03PM	Dispatched	New
0000064607	06/11/2015 4:55:15PM	Dispatched	New
0000048827	06/03/2015 9:39:24AM	Dispatched	New

Show all/Enhanced... Show All Acknowledgements

My Event Discussions

You have no Event related discussion threads to display. See all authorized Forums

Select **Acknowledge Purchase Orders** menu link or press the **Show All Acknowledgements** link.

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Main Menu > Manage Orders > Acknowledge Purchase Orders

The Search/Filter Acknowledgements page opens. Enter *Search Criteria*.

In order to select PO's that require acknowledgement only, check **New/Supplier Review** checkbox and the **From Date** and **To Date**. In order to select PO's with buyer responses check **Supplier Respond/Buyer Accept** checkbox and **from / to date** selection. Click **Search**.

Note: you can select both checkboxes to display combined results.

COVANTA

Home | Add to Favorites | Sign out

Favorites ▾ | Main Menu ▾ > Manage Orders ▾ > Acknowledge Purchase Orders

New Window | Personalize Page

Acknowledge Purchase Orders

Search/Filter Acknowledgements

Patalan 650 Mechanical Corporation

From PO ID

To PO ID

From Date 06/20/2015

To Date 07/20/2015

Buyer

Supplier Location

☒ Current Acknowledgements

☒ New/Supplier Review

☐ Supplier Respond/Buyer Accept

☐ View History

Search

PO Acknowledgement List

Personalize | Find |

Acknowledgements

Buyer

Purchase Order	Dispatched Date/Time	PO Status	Acknowledgement Status	Acknowledge Date	Source of Acknowledgement
----------------	----------------------	-----------	------------------------	------------------	---------------------------

View history selection will display the completed transactions only

Creating an Online POA.

Select Purchase Order to be reviewed or/and acknowledged, by clicking on **PO Number** link

Note

PO Acknowledgement Statuses **New** and **Supplier Review** are the same (both still require action by Supplier), with the only difference being that Supplier reviewed PO and saved it after looking at it. But it lets Buyer/Supplier know that PO is being reviewed.

COVANTA

Home | Add to Favorites | Sign out

Favorites ▾ | Main Menu ▾ > Manage Orders ▾ > Acknowledge Purchase Orders

New Window | Personalize Page

Acknowledge Purchase Orders

Search/Filter Acknowledgements

Patalan 650 Mechanical Corporation

From PO ID

To PO ID

From Date 02/18/2015

To Date 12/24/2015

Buyer

Supplier Location

☒ Current Acknowledgements

☒ New/Supplier Review

☐ Supplier Respond/Buyer Accept

☐ View History

Search

Orders Per Page ALL First 1 to 2 of 2 Last

PO Acknowledgement List

Personalize | Find |

Acknowledgements

Buyer

Purchase Order	Dispatched Date/Time	PO Status	Acknowledgement Status	Acknowledge Date	Source of Acknowledgement	POA Required
0000047208	06/12/2015 1:38:14PM	Dispatched	New			No
0000069726	06/03/2015 3:12:38PM	Dispatched	New			Yes

PO Header detail



Home | Add to Favorites | Sign out

Favorites ▾ Main Menu ▾ > Manage Orders ▾ > Acknowledge Purchase Orders

New Window | Personalize Page

Acknowledge Purchase Orders

Acknowledgement Summary

Patalan 650 Mechanical Corporation

PO Number 0000047208

PO Date 06/12/2015

Acknowledgement Status New

Acknowledge Date

POA Response Accepted

Reset to PO Values

Reject All

PO Header Detail

Standard BU Comments

Click on the purchase order line number to see more details and to make any modifications.

POA Lines

Personalize | Find | View All | First 1 of 1 Last

Line Details Extension

Line	Item ID	Description	PO Qty	Acknowledge Quantity	UOM	POA Response
1		Test Adhoc Purchase from WO	31.0000	31.0000	EA	Accepted

Comments

Save

Save & Send Acknowledgement

Return to Search Acknowledgement

Send E-mail

On this page Supplier can

1. Review **Payment Terms** by expanding **PO Header detail** section link
2. **Save** PO and to set POA status to Supplier Review, also it will activate **Email** link and enable Supplier to send email to Buyer or other Collaborators with attachment and reference to this PO.
3. **Save and Send Acknowledgement** to send acceptance to the Buyer.
4. Review and update (if required) Line(s) Detail by Clicking on **Line Number** link.
5. **Reset to PO Values** button on top of the page will reset all changed values back to the original PO values,
6. **Reject All** Button on top right of the page will reject complete PO and send rejection notice to the Buyer.

Create online POA

PO Line detail

COVANTA Home | Add to Favorites | Sign out

Favorites ▾ Main Menu ▾ > Manage Orders ▾ > Acknowledge Purchase Orders

&Item Detail Find | View All First

Line Number 1 [Reset Item to PO values](#) [Reject Item](#)

Unit of Measure Each Item Response Accepted

Item ID 0000000001 Supplier Item ID

Extension

Description Test item #1

▼ More Item Details

Purchase Order	Acknowledgement
Supplier's Catalog	
TEST_MFG1	Manufacturer ID TEST_MFG1
Test MFG 1	Test MFG 1
1234	Manufacturer's Item ID 1234
<input type="checkbox"/> Amount Only	

Schedules Personalize | Find | View All | 1 c

Due Date & Quantity	Price	Ship To	Order Sched	Sched	Order Due Date	Order Due Time	Order Quantity	Acknowledge Due Date	Acknowledge Quantity	POA Status	Split
1			1	1	05/28/2015		6.0000	05/28/2015	6.0000		

[Return](#)

On this page Supplier can:

1. Review and/or Update **Due Date & Quantity**
2. In cases of multiple delivery dates or other reasons, **Split the Line**
3. Select **Price Tab** to review or update pricing. Select **Ship To Tab** to review shipping information
4. The **Reset to PO Values** button on the top of the page will reset all changed values back to the original PO line values
5. The **Reject item** Button on the top of the page will reject this PO line and send rejection notice to the Buyer.

Click the **Return** button when completed.

Create online POA

PO Line detail

Press **Save and Send Acknowledgement** to send updated PO to the Buyer.

COVANTA Home | Add to Favorites | Sign out

Favorites ▾ Main Menu ▾ > Manage Orders ▾ > Acknowledge Purchase Orders

Acknowledgement Summary

Patalan 650 Mechanical Corporation

PO Number 0000069726 PO Date 06/03/2015
Acknowledgement Status New Acknowledge Date
POA Response Accepted [Reset to PO Values](#) [Reject All](#)

PO Header Detail

Contact
Currency Code US Dollar Payment Terms: 2% 10, N30
Rate Type Current Rate
Reference Information Online Src From Req 0000001612

Standard BU Comments

Click on the purchase order line number to see more details and to make any modifications.

POA Lines Personalize | Find | View All | First 1 of 1 Last

Line ▾	Item ID	Description ▴	PO Qty	Acknowledge Quantity	UOM	POA Response
1	0000000001	Test item #1	6.0000	6.0000	EA	Accepted

Comments

[Save](#) [Save & Send Acknowledgement](#)

[Return to Search Acknowledgement](#) [Send E-mail](#)

Press **OK** to complete the transaction.

COVANTA

Favorites ▾ Main Menu ▾ > Manage Orders ▾ > Acknowledge Purchase Orders

Acknowledge Purchase Orders

Save Confirmation

✓ The Save was successful.
Acknowledgement will be submitted to buyer for review if purchase order needs to be changed.

[OK](#)

End of Document