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1. PURCHASE ORDER ACKNOWLEDGEMENT

**Information:** Once DEWA Procurement Team is releasing the Purchase Order that will be available for you to view for the items, delivery dates and Quantity. You shall log in with DEWA System to acknowledge the Purchase Order, this is a critical legal requirement.

Purchase Order Acknowledgement shall be done immediately as you get the Purchase Order visible in DEWA System, late acknowledgement will not be accepted by DEWA.

**User Action:** Click on Purchase Order Collaboration Option
1.1. All Purchase Orders

**User Action:** Click on All Purchase Orders to view all the Purchase Orders.
1.2 Select the Purchase Order

User Action: Click on Purchase Order Number
1.3 Purchase Order to create the Acknowledgement

**User Action:** Click on Process button to create the Acknowledgement
1.4. Confirm All Items

**User Action:** Click on Confirm All Items to give acknowledgement to all the PO items
1.5. Confirm Partial Items

User Action: Click on Confirm Items to give acknowledgement to selected PO items (not all PO items)
1.6. Send the Acknowledgement

**User Action:** Click on Send to submit the Acknowledgement, you will get the success message about the Purchase Order Acknowledgement; this will update the Purchase Order in DEWA Procurement.
1.7. Create Advance Shipping Notification

Upon the Purchase Order Acknowledgement, if the supply items are ready, you can send a communication to DEWA through the online system about the shipping details, which is called as Advance Shipping Notification, to create ASN,

Go to the Purchase Order Collaboration -> All Purchase Order -> Select the Purchase Order

ASN to be sent to DEWA before you actually shipping the items, late ASNs will not be accepted by DEWA or may lead for Liquidated Damage deduction from the Purchase Order Value.

User Action: Select the Purchase Order and Click purchase order
**User Action:** Click on Create ASN to create the Advanced Shipping Notification.
1.8. Select the Means of transport

User Action: Select the Means of transport.
1.9. Enter the transport ID Code

User Action: Enter the transport ID Code
1.10. Enter the Shipping Quantity

**User Action:** Select all and propose outstanding quantity. For partial delivery, change the quantity.

**User Action:** By default, system will propose the remaining quantity to be delivered for all the item, check the quantity for all the items before completing the ASN, if you are delivering certain items later then remove the quantity against the items.
1.11. Enter Packaging Dimension Length

**User Action**: For some specific Material required from supplier to fill material attributes as below process by entering the required details for item packaging, dimensions and storage condition selection then click on back to item overview.
1.12. Submit the ASN

User Action: Click on Goods Delivered to Recipient to submit the ASN