

Subject: **GDLS SCM Communication 10/11/2013: Purchase Order Acceptance (REMINDER)**

GDLS Supplier,

As a reminder, acceptance is required of all GDLS purchase orders, pursuant to Term & Condition 84-005-0807 paragraph 2.

In addition, purchase orders subject to the requirements of the Defense Priorities and Allocations System regulation (15 CFR 700) as cited in FAR 52.211-15 Defense Priority and Allocation Requirements are required to be accepted within 5 business days of PO issuance.

Follow the below instructions to acknowledge and accept a GDLS purchase order through Oracle iSupplier:

1) When viewing a purchase order, click the 'Acknowledge' button in the top right:

The screenshot shows the iSupplier Portal interface. At the top right, there are links for Home, Logout, Preferences, and Help. Below these are navigation tabs for Home, Orders, Shipments, Planning, Account, and Admin. A blue bar contains 'Purchase History | RFQ'. Below this is a row of buttons: Acknowledge (highlighted with a red box), Printable View, View Change History, and Export. On the left, under 'Terms and Conditions', there are details for Payment Terms (MNS2), Carrier (REFER TO GDLS ROUTING GUI), FOB (Shipping Point), and Freight Terms (FCA-Seller's Dock (Incoterms)). On the right, under 'Related Information', there are links for Receipts, Invoices, and Payments.

2) Click the 'Accept Entire Order' button in the upper right:

The screenshot shows a row of buttons: Cancel, Reject Entire Order, Accept Entire Order (highlighted with a red box), and Printable View. Below this is a 'Related Information' section with a link for Receipts.

Enter optional note to your buyer, then click Submit.

Refer to Communication Bulletins link on gdl.com

Questions or concerns , please contact your GDLS buyer