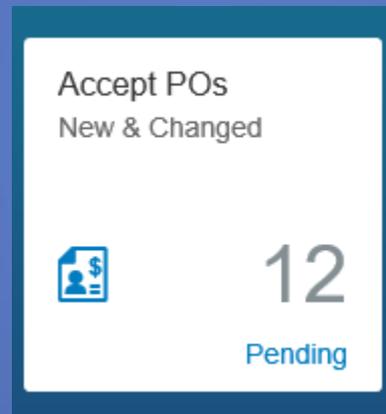


Accepting a PO

In SourceHub

On the main screen of the SourceHub system, click on the Accept PO tile



If this tile does not appear, the profile manager will need to add a role of “Service PO Reviewer” to your login. See the “Adding Roles” help document.

Select the PO you want to accept from the left

The screenshot shows a mobile application interface for processing purchase orders. At the top, there is a title bar with a back arrow and the text "POs to Process (12)". Below the title bar is a search bar with the placeholder text "Search PO#" and a magnifying glass icon. To the right of the search bar is a refresh icon. The main content area displays a list of POs, each with a PO number, an amount, a description, and a name. The first PO is highlighted in light blue. The bottom of the screen features a dark navigation bar with a white icon.

PO Number	Amount	Description	Name
4300022106	\$97,500.00	Clean and purge DPRX 2577...	Thomas Michael Robinson Jr
4300022247	\$184,470.00	Hauling water from Avonda...	Robert Michael Lorentz
4300022431	\$20,055.00	Install 4 idlers on derai...	Douglas L Morey
4300022433	\$6,749.40	Lift 8516 for one idler i...	Douglas L Morey
4300022473	\$9,375.00	Need track hoe to clear a...	Eric S Kinzenbaw
4300022494	\$17,500.00		

The PO you selected will appear. Ensure all information is correct.

PO# 4300022106 (PIN: 002778)

Supplier will not submit invoices for any contingency amounts(if applicable) without pre-approval by the Local Contact.

 Due: 09/12/2018

CONTROLLED ACCESS CERTIFICATION (E-RAILSAFE) IS REQUIRED FOR THIS WORK.

  0

▼ Line# 10 - Non-Emergency Labor Rates-Hazwoper reqd for \$97,500.00 on 09/12/2018

Status: Pending Supplier PO Acceptance
Work Description: Clean and purge DPRX 257728 and DPRX 257012 residue asphalt cars RMCC # 2018-06-04-064DPM Hottap #20180613003
Maximum Amount: **\$78,000.00 + 25% contingency = \$97,500.00 (Based On Contract or PO)**
Payment Term: 0 Disc 0 Days 30 Net
Delivery Address: Livonia,LA Service Unit: LIVONIA Subdivision: LIVONIA SUB MP 114.33 to 114.33
Local Contact: 1
MA Name: [Env Emergency Response \(9900760733\)](#)
Contract#: [9900760733](#)
Product Category: Environ Emergency Response Svcs
[View Change History \(1\)](#)

Accept Reject PDF

The Attachments button will show any attachments the UP user has added

PO# 4300022106 (PIN: 002778)

Supplier will not submit invoices for any contingency amounts(if applicable) without pre-approval by the Local Contact



CONTROLLED ACCESS CERTIFICATION (E-RAILSAFE) IS REQUIRED FOR THIS WORK.



Select either “Accept” or “Reject” at the bottom

▼ Line# 10 - Non-Emergency Labor Rates-Hazwoper reqd for \$97,500.00 on 09/12/2018

Status: Pending Supplier PO Acceptance

Work Description: Clean and purge DPRX 257728 and DPRX 257012 residue asphalt cars RMCC # 2018-06-04-064DPM Hottap #20180613003

Maximum Amount: **\$78,000.00 + 25% contingency = \$97,500.00 (Based On Contract or PO)**

Payment Term: 0 Disc 0 Days 30 Net

Delivery Address: Livonia, LA Service Unit: LIVONIA Subdivision: LIVONIA SUB MP 114.33 to 114.33

Local Contact:

MA Name: [Env Emergency Response \(9900760733\)](#)

Contract#: [9900760733](#)

Product Category: Environ Emergency Response Svcs

[View Change History \(1\)](#)



Accept

Reject

PDF

When rejected, a rejection confirmation will appear

Rejection Confirmation

By rejecting this PO, your company is declining to accept the work requested.

If you want to accept the work but would like to request modification to the terms of the PO, please click CANCEL below and contact your Requester to discuss the modifications desired.

Reject Reason

Select Reason ▼

Comments:

Please explain the rejection reason

Reject Cancel

Use the dropdown menu to select a reason

Rejection Confirmation

By rejecting this PO, your company is declining to accept the work requested.

If you want to accept the work but would like to request modification to the terms of the PO, please click CANCEL below and contact your Requester to discuss the modifications desired.

Reject Reason

Select Reason 

Select Reason

- UNABLE TO MEET REQUESTED DELIVERY DATE
- RESOURCES UNAVAILABLE
- OTHER ISSUES
- INACCURATE QUANTITIES OR OTHER QUANTITY CONCERNS
- INACCURATE RATES OR OTHER RATE CONCERNS

Add comments in the comments box and click “Reject”

Rejection Confirmation

By rejecting this PO, your company is declining to accept the work requested.

If you want to accept the work but would like to request modification to the terms of the PO, please click CANCEL below and contact your Requester to discuss the modifications desired.

Reject Reason

UNABLE TO MEET REQUESTED DELIVERY DATE

Comments:

Please explain the rejection reason