

ASIAN DEVELOPMENT BANK

How to Acknowledge a Purchase Order in APEX

Table of Contents

Introduction 1

User Role Involved 1

Purchase Order (PO) Acknowledgement 2

ADB APEX

Introduction

This Quick Reference Guide (QRG) provides practical, step-by-step instructions for Suppliers and Service Providers on how to review and acknowledge Purchase Orders (POs) issued by the ADB Project Teams in APEX. It covers accessing the PO, reviewing its details, and acknowledging or rejecting it before proceeding with the delivery of goods or rendering of services. This process applies only to POs issued for Task Orders under Master Service Agreements or for procurements valued below USD 10,000.

User Role Involved

User Role	Description
Party (Supplier or Service Provider)	Suppliers and Service Providers who receive the PO from ADB, review and acknowledge it in APEX, deliver the goods or render the services, and create the Confirmation Delivery Receipt.
ADB Project Team	Issues the PO to the Supplier or Service Provider in APEX, and reviews and approves the Confirmation Delivery Receipt submitted after delivery of goods or rendering of services.

Purchase Order (PO) Acknowledgement

Before proceeding, ensure that:

- You are registered in APEX with an Active Party Profile.
- A PO created from an approved Task Order or Sourcing Request with Document Type "purchase order" has been issued to you by the ADB Project Team in APEX.
- You have received an email notification requesting to review and acknowledge the PO in APEX.

These are the steps:

1. Access the email account used for your APEX party registration and locate the Purchase Order Acknowledgement Request email with the following details:
    a. Sender: no-reply-adb@ivalua.com
    b. Subject: APEX: Purchase Order <PO Number> - <Purchase Order Name> for Acknowledgement.

2. In the email notification, click **View More details** link to access APEX, then log in using your registered user credentials.



Dear Buce Kaseger,

Purchase Order: PO000220 has been created for your acknowledgement.

Summary:
OrderNumber: PO000220
Title: PO000220 - Test PO 197-Pullman Jakarta Indonesia - Pullman Jakarta Indonesia
Procurement Type: Nonconsulting Services

Item Line Details

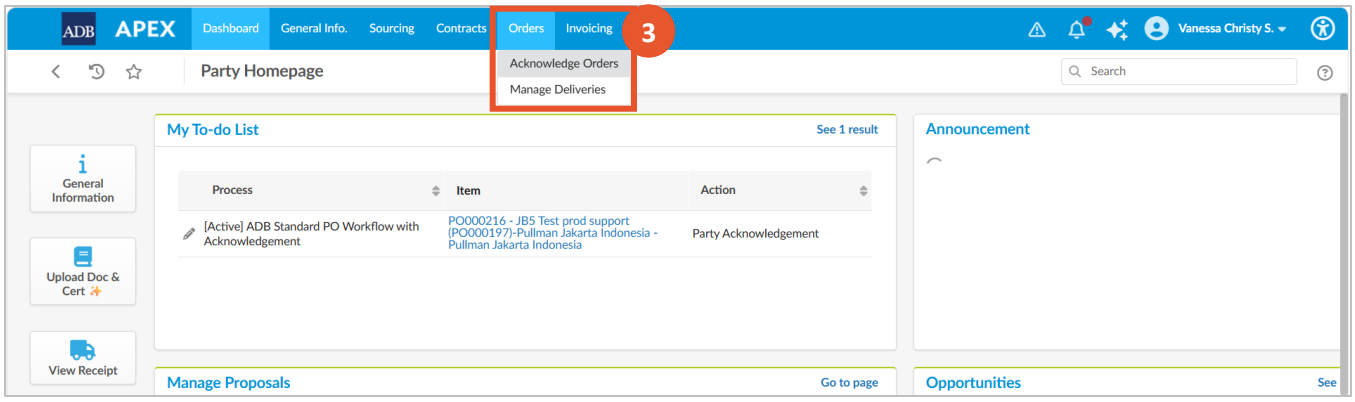
Item Code and Description	Remarks	Delivery Date	Currency	Amount	Amount in USD
1300-Seminars, Workshops, Training	Test	Not Applicable	USD	3.00	3.00

View more details 2

For any comments or inquiries, kindly send an email to APEX Support.

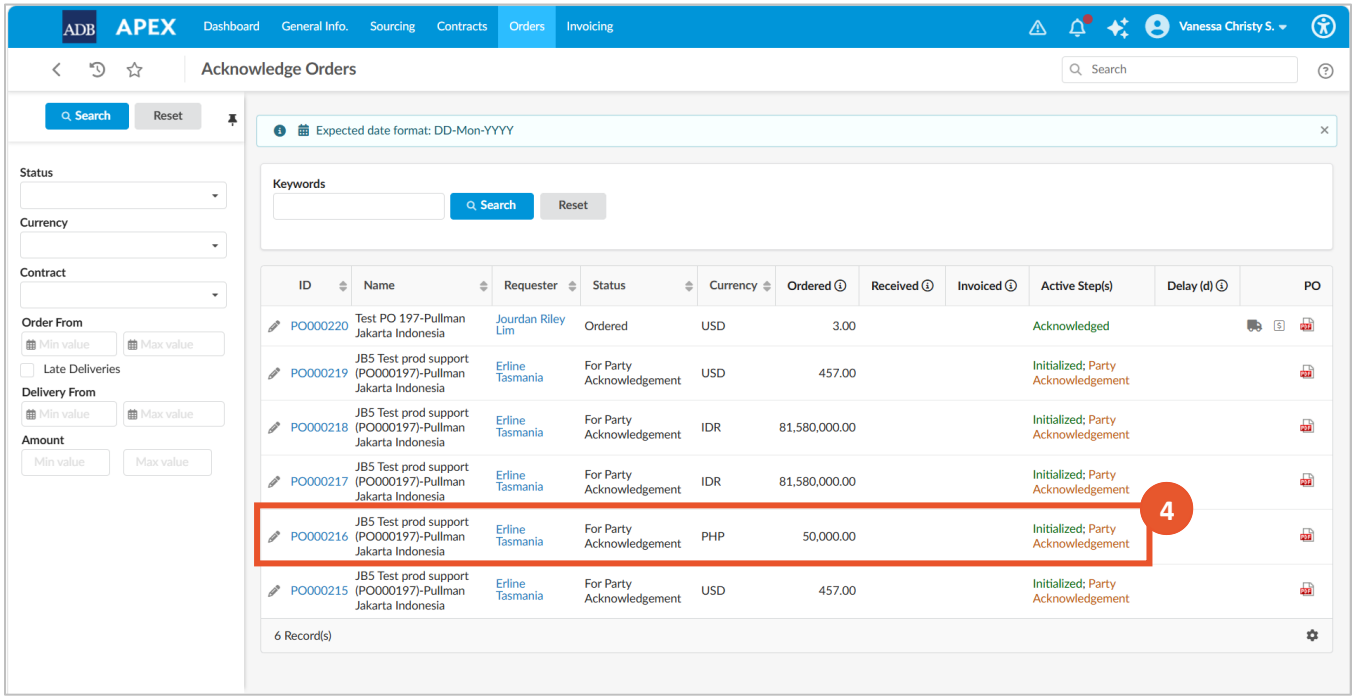
This is an automatically generated e-mail, please do not reply.
Click here to manage your notifications settings.

3. From the **APEX Party Homepage**, hover over **Orders** menu and click **Acknowledge Orders** to view the list of purchase orders from ADB.

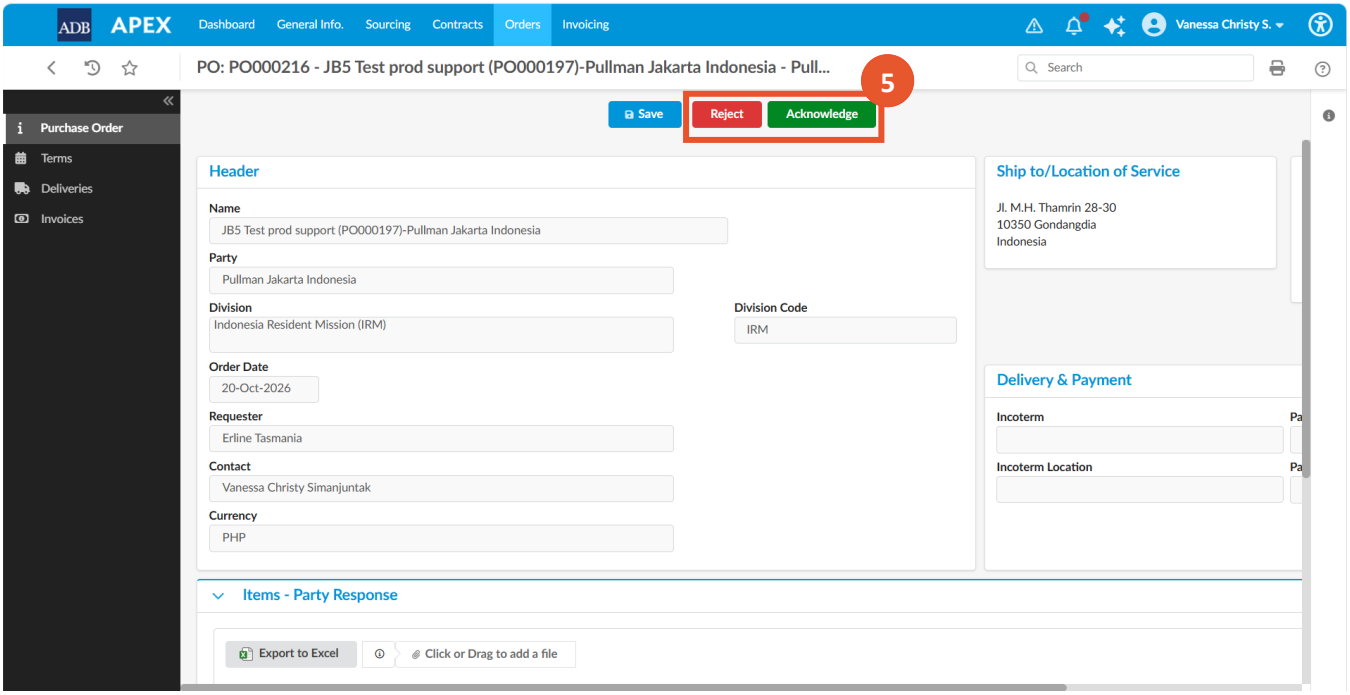


4. Locate the Purchase Order with the status "**Initialized; Party Acknowledgement**," then click the **Purchase Order ID** or the **pencil icon** to open the details.

> *Note*
>
> *Use the Search function to quickly locate the applicable Purchase Order using available details, such as the Purchase Order Number or Purchase Order Name.*



5. Review the Purchase Order details carefully, then select the appropriate action based on the results of your review:
   - Click **Acknowledge** to confirm acceptance of the Purchase Order.
   - Click **Reject** if you do not accept the Purchase Order and provide the specific reason for in the comment box.



6. Once the Purchase Order has been acknowledged, proceed with the delivery of goods or rendering of services in accordance with the Purchase Order details.

7. Once the goods have been delivered or the services have been rendered, create a Confirmation Delivery Receipt in APEX and submit it to the ADB Project Team for review and approval.