

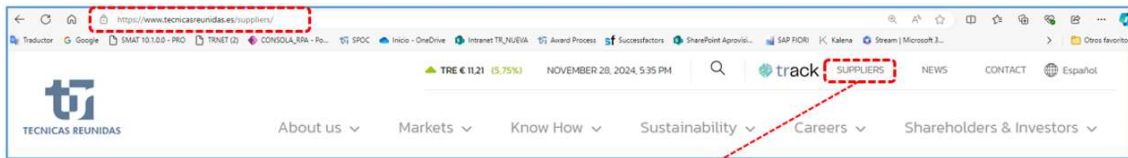
PURCHASE ORDER RECEPTION AND ACCEPTANCE GUIDE

eSupplier

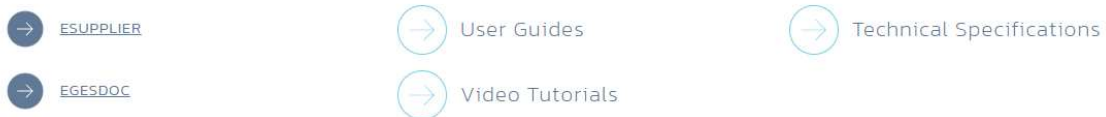


We would like to inform you of the implementation of a new feature in the eSupplier application that allows the exchange of the Purchase Order, its documentation, and its acceptance.

Supplier can access the eSupplier portal through the Tecnicas Reunidas, S.A. group website: [Técnicas Reunidas](https://www.tecnicasreunidas.es). There, you will have access to manuals and video tutorials that will help you for the registration process, requesting offers and accepting orders.



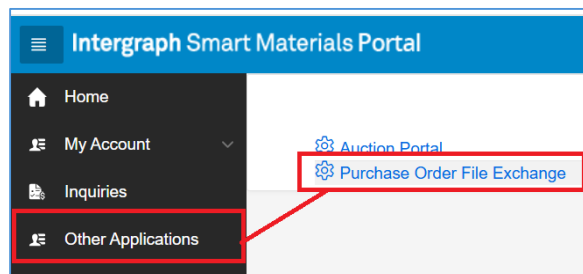
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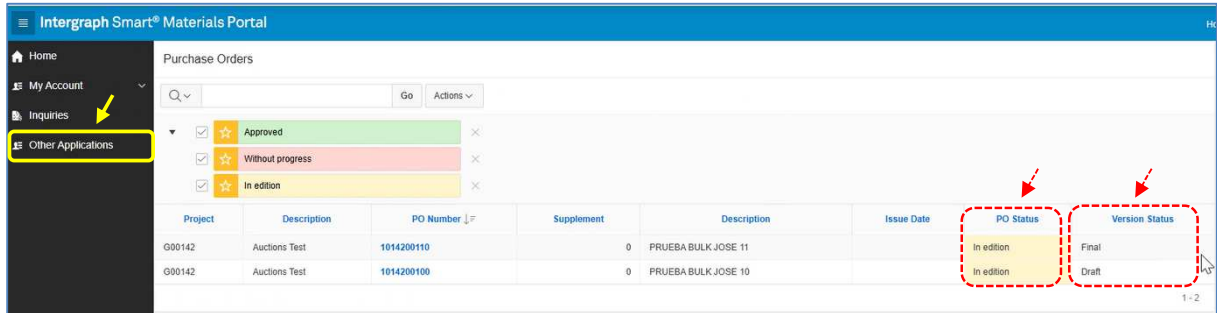
eSupplier access: <https://esupplier.tecnicasreunidas.es>



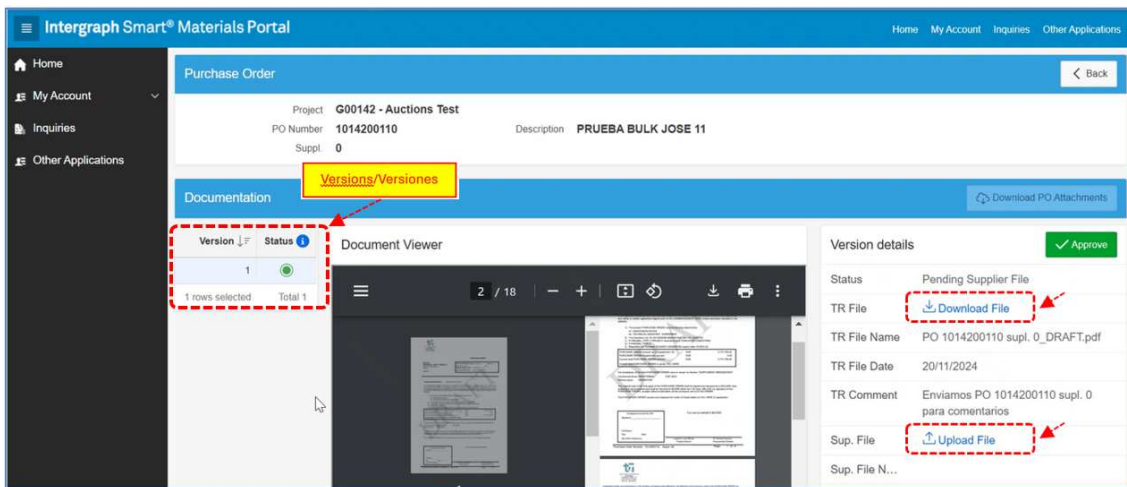
In main menu, “Other Applications,” we can find the new section “Purchase Order File Exchange”:



All Purchase Orders sent to you from TR will be displayed in this section for comments and acceptance, indicating their status in the “**PO Status**” column, as well as their version, that is, whether they are in draft or in their final version for acceptance, “**Version Status**” column.



By clicking on a Purchase Order number you can see a preview of it and whether it is in the draft phase or in its final version for acceptance.



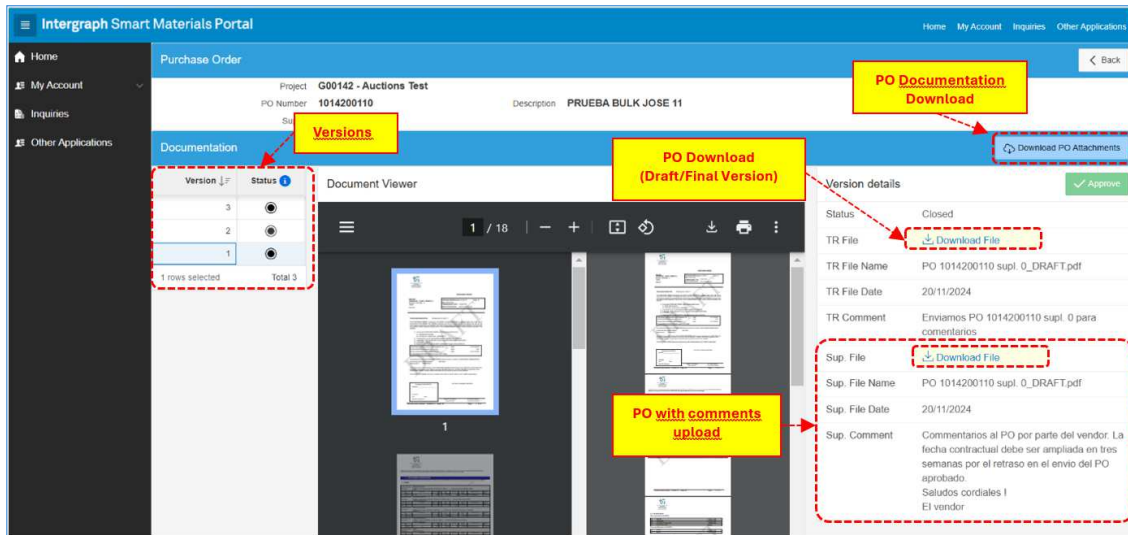
As shown in the image above, It will appear, on the left side, the **versions** (exchanges) of the Purchase Order between **TR** and the **Supplier**.

In “**Status**” option clicking on it will show the status of the order exchange:

- Active exchange.: **TR** has sent the draft of the Purchase Order, and the supplier must download it and upload their version with comments, if any.
- Pending Review.: The supplier has uploaded the order with his comments and TR has not downloaded it yet.
- Exchange closed. Exchange closed by TR. Once closed, no further comments on the review can be made by either **TR** or the **Supplier**.

As shown in the image below, the details of the exchange between **TR** and the **Supplier** will be displayed on the right, indicating the date and comments, if any. The status of the version will also appear in the header.

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In this section the Supplier will be able to download the Purchase Order for review and comments, if it is in draft phase, through the option: “**Download File**” [Download File](#).

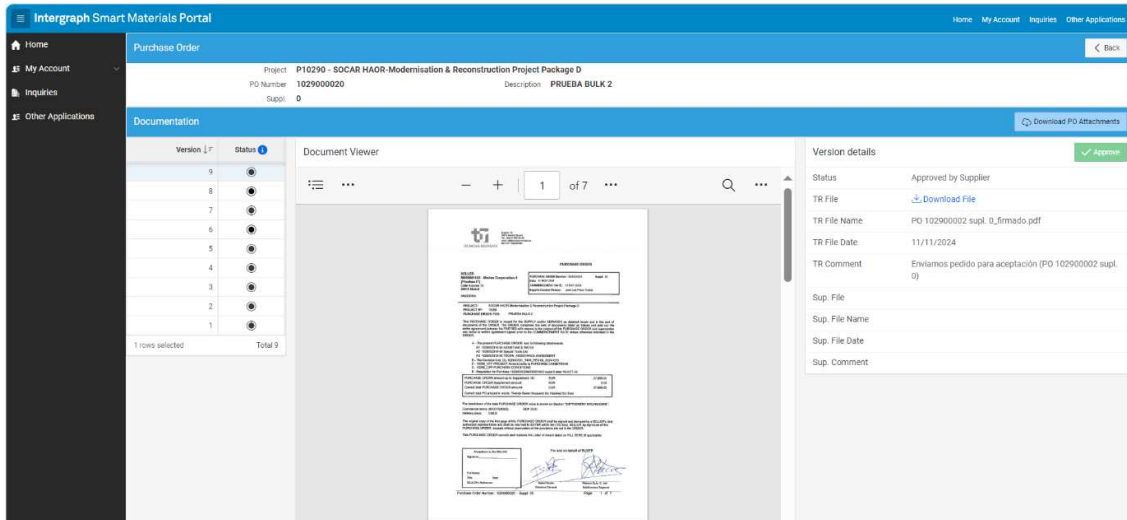
If the Purchase Order is in draft phase, the Supplier must download it and make any changes to the same document, if any, and upload it to the application using the option: “**Upload File**” [Upload File](#).

If the Purchase Order is in its final version for acceptance, the Supplier must download the order, accept it and upload it again using the option: “**Upload File**” [Upload File](#).

After sending the **final version of the Purchase Order** for acceptance, the Supplier may download the documentation by clicking on the option: “**Download PO Attachments**” [Download PO Attachments](#).

If the Supplier has no comments on the Purchase Order, he may approve it by clicking on the button: “**Approve**” [Approve](#).

Once the final Purchase Order accepted by the Supplier has been received, TR will consider the acceptance process complete. Once closed, no further comments on the accepted final revision can be made by either TR or the Supplier.



In each of the Purchase Order exchanges between the Supplier and TR, the system will automatically send an email to both the Supplier and the responsible TR users.

For any clarification about the process, please contact the mailbox:
purchasingsupport@tecnicasreunidas.es