ARBuy Supplier Accepting POs and PO Change Orders

Arkansas has implemented a new eProcurement system called ARBuy. This new system enables Suppliers to be notified and receive Purchase Orders and Change Orders against Purchase Orders online.

These actions are accomplished under the Seller role. As such, the user should navigate to the Seller role to execute the activities outlined in the instructions.

Accessing New Purchase Orders:

1. Navigate to **https://arbuy.arkansas.gov/bso/**

2. Click Sign In

   ✓ Enter your login id and password

   ✓ Click Sign In

   ✓ Make sure you are logged in as the Seller Administrator
   (Select Seller Administrator role from top right icon)

3. Click PO Tab

4. Click the Purchase Order number

   ✓ The Purchase Order number is provided in the system generated email and displays under the Purchase Orders / Change Orders (Un-Acknowledged) section

5. Click 'I am acknowledging receipt of this purchase order' button
    - ✓ The Organization user who submitted the order will see an indicator on the Purchase Order the date and time when you reviewed the Purchase Order

6. Click Notify requestor of receipt of this purchase order (optional)
    - ✓ The Organization user who submitted the order will receive an email from ARBuy that you have received and accessed the Purchase Order

7. Click Proceed
    - ✓ You are directed to the Summary Tab where you can review all the information on one screen
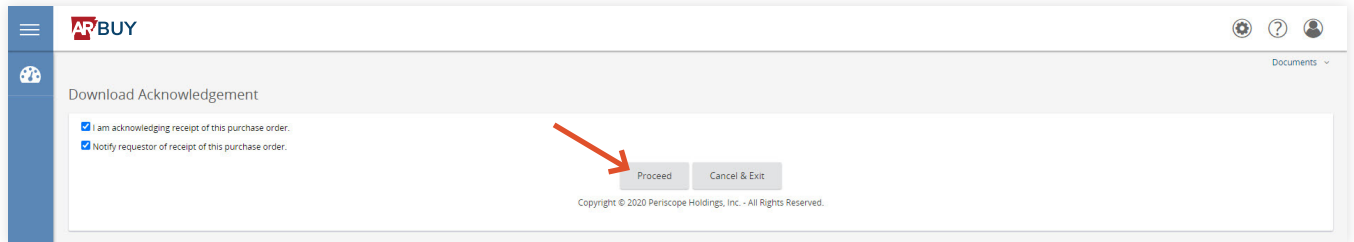
8. Review the information and fulfill the order
    - ✓ Summary Tab - Provides an overview of all the information provided to the Seller on the previous tabs
    - ✓ General Tab - Displays header level data
    - ✓ Items Tab - Displays the details of the goods or services ordered, such as the description, quantity, and price
    - ✓ Attachments Tab - Captures any supporting documentation regarding the Purchase Order, which can be downloaded
    - ✓ Notes Tab - Captures notes applicable to all Items listed on the Purchase Order
    - ✓ Change Orders Tab - Displays any modifications to the Purchase Order by the Organization who submitted the order
    - ✓ Subcontractors Tab - Displays to the Seller the subcontractor information if applicable

Accessing Change Orders against a Purchase Order:

1. Repeat Steps 1 – 7 above

2. Click Change Orders Tab
    - ✓ A note detailing the Change Order appears
    - ✓ Depending on the Change Order, more action may be needed