



# Aloha eBUYS

## Vendor Access & Acknowledge PO

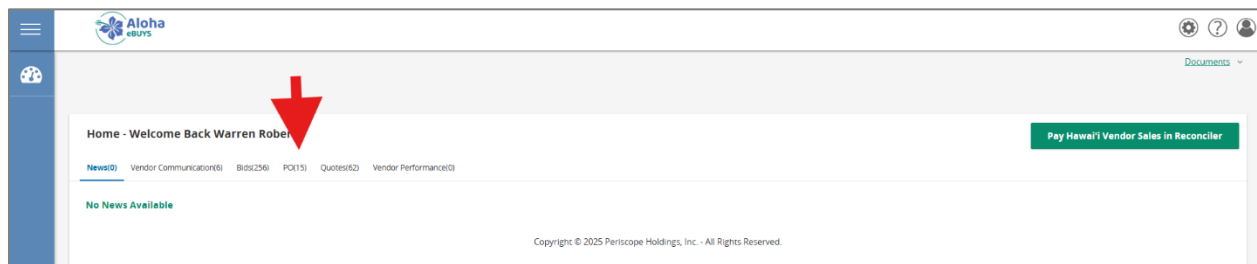
Purchase Orders are sent to the awarded vendor through Aloha eBUYS and are located on the Purchase Orders / Change Orders (Un-Acknowledge) section of the PO tab. This document type requires review & acknowledgment in Aloha eBUYS. Only users with Seller privileges can acknowledge a purchase order in Aloha eBUYS.

### Access the Purchase Order

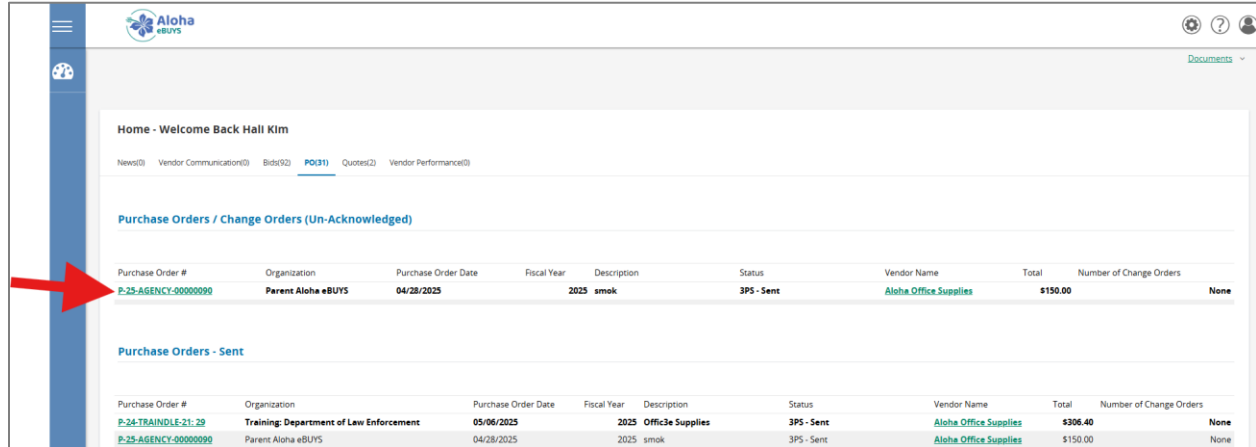
Log into <https://alohaebuy.hawaii.gov/bs/>

- Make sure you are logged in as the Seller by selecting the Seller role from the person icon at the top right corner.

### Click the “PO” Tab.



- Under the Purchase Orders / Change Orders (Unacknowledged) section, select the Purchase Order.
- Click on the hyperlinked Purchase Order #.



Home - Welcome Back Hall Kim

News(0) Vendor Communications(0) Bids(92) **PO(31)** Quotes(2) Vendor Performance(0)

**Purchase Orders / Change Orders (Un-Acknowledged)**

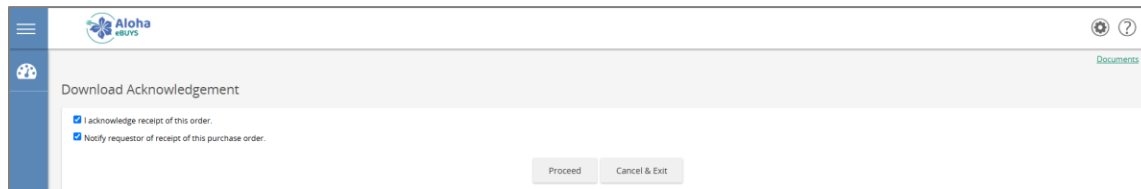
Purchase Order #	Organization	Purchase Order Date	Fiscal Year	Description	Status	Vendor Name	Total	Number of Change Orders
<a href="#">P-25-AGENCY-00000090</a>	Parent Aloha eBUYs	04/28/2025	2025	smok	3PS - Sent	<a href="#">Aloha Office Supplies</a>	\$150.00	None

**Purchase Orders - Sent**

Purchase Order #	Organization	Purchase Order Date	Fiscal Year	Description	Status	Vendor Name	Total	Number of Change Orders
<a href="#">P-24-TRAIN/LE-21-29</a>	Training: Department of Law Enforcement	05/06/2025	2025	Office Supplies	3PS - Sent	<a href="#">Aloha Office Supplies</a>	\$306.40	None
<a href="#">P-25-AGENCY-00000090</a>	Parent Aloha eBUYs	04/28/2025	2025	smok	3PS - Sent	<a href="#">Aloha Office Supplies</a>	\$150.00	None

## Acknowledge the Purchase Order.

- Check the first checkbox to acknowledge the receipt of the purchase order.
- Check the second checkbox to notify the buyer of the purchase order receipt.



Download Acknowledgement

☒ I acknowledge receipt of this order.

☒ Notify requestor of receipt of this purchase order.

Proceed Cancel & Exit

- Click the Proceed button to continue.
- NOTE:** Checking these two (2) boxes sends a confirmation email to the buyer with notification that the vendor has received the PO.

## Reviewing the Purchase Order

- Once you have acknowledged the purchase order, the PO Summary Tab will render.
- Review the Summary tab for the relevant information pertaining to the purchase order such as the products/services ordered and shipping information.

The screenshot shows the 'Summary' tab of an 'Open Market Purchase Order P-25-AGENCY-00000090' in the Aloha eBUYs system. The interface includes a top navigation bar with tabs for General, Items, Attachments(5), Notes, Change Orders, Subcontractors, and Summary. The Summary tab is active, displaying 'Header Information' and 'Attachments' sections.

**Header Information**

<b>Purchase Order Number:</b>	P-25-AGENCY-00000090	<b>Release Number:</b>	0	<b>Short Description:</b>	smok
<b>Status:</b>	3PS - Sent	<b>Purchaser:</b>	Administrator System	<b>Receipt Method:</b>	Quantity
<b>Fiscal Year:</b>	2025	<b>PO Type:</b>	Open Market	<b>Minor Status:</b>	
<b>Department:</b>	AGENCYSP0 - State Procurement Office	<b>Location:</b>	000 - SPO Main		
<b>Alternate ID:</b>		<b>Entered Date:</b>	04/28/2025 09:17:54 AM		
<b>Days ARO:</b>	0	<b>Retainage %:</b>	0.00%	<b>Discount %:</b>	0.00%
<b>Required By Date:</b>		<b>Promised Date:</b>		<b>Actual Cost:</b>	\$150.00
<b>Contact Instructions:</b>	Contact Administrator System	<b>Tax Rate:</b>			
<b>Ship-to Address:</b>	Shannon Ota 1151 Punchbowl St Honolulu, HI 96813 US Email: shannonota@periscopeholdings.com Phone: (123) 456-7890	<b>Bill-to Address:</b>	Shannon Ota 1151 Punchbowl St Honolulu, HI 96813 US Email: shannonota@periscopeholdings.com Phone: (123) 456-7890		

**Attachments**

**Agency Files:**

- [SPO General Provisions.pdf](#)
- [FEMA Terms Conditions.pdf](#)
- [AG 008 1030 AG Terms Conditions.pdf](#)
- [Mandatory Vendor Instructions for Aloha eBUYs Solicitation.pdf](#)
- [AG-008 1030 1-10-2023.pdf](#)

**Agency Forms:**

**Vendor Files:**

**Vendor Forms:**

- Review the Attachments tab for Terms and Conditions and any other applicable attachments.
- Click the Print button at the bottom of the page to print a PDF copy of the purchase order.

**NOTE: A Purchase Order (PO) in this context is only the request to contract with the awarded vendor. It is NOT a State PO valid for invoicing.**