

PALM BEACH COUNTY
SHERIFF'S OFFICE

RIC L. BRADSHAW, SHERIFF



Dear PBSO Supplier –

Order Acknowledgement is a **mandatory** process where our suppliers are asked to electronically confirm that they have received PBSO's purchase order. As shown in the screenshots below, these steps assure us that you have received the order, and whether you can or cannot supply the requested products and/or services at the requested time. This is a time-savings for both of our organizations by minimizing time-consuming follow-up phone calls.

Should you need assistance with this process, please contact either your buyer or the iSupplier Administrator at purchasingisupplier@pbsso.org.

Thank you in advance for your cooperation and continued support.



PALM BEACH COUNTY SHERIFF'S OFFICE

CONTACT INFORMATION

Select Language



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- OUR COMMUNITIES
- ARRESTS & JAIL INFO
- COMMUNITY SERVICES
- F.A.Q.s
- CAREERS@PBSO
- NEWS
- CONTACT US

/ Home

General

- Central Records/ARU
- Employee Portal
- Executive Staff
- Fallen Heroes
- Fingerprinting Services
- General Facts
- Internal Affairs
- Media Relations
- Identity Theft Services

Administration

- Alarms Unit
- Accounts Receivable
- Human Resources +
- Organizational Chart
- Procurement**

Law Enforcement

- Community Services +
- Communications +
- Contracts/Permits
- Court Services Division
- School Crossing Guards
- Homeland Security +
- Strategic Operations +
- Training Division**
- House Bill 218

Corrections

- Security Clearance Application
- Contract Compliance Division
- Corrections Court Security
- Corrections Exec Staff
- FAQ: Property, Mail, Finance, Bond
- Inmate Management Bureau
- Main Detention Center +
- West Detention Center
- Prison Rape Elimination Act
- Standards & Staff Development
- Corrections Support Services
- Visitation



To acknowledge, go to www.pbsso.org and navigate to Procurement.

included a gift card) thanking him for his service to the community. Deputy Levey was so grateful for the card & gift card, he decided to pay it forward

GovDeals
A Liquidity Services Marketplace
PBSO online surplus auctions



SUSPECT SKETCHES

Interested in a new Career?

Sign up for our



PALM BEACH COUNTY SHERIFF'S OFFICE

CONTACT INFORMATION

Select Language



When you arrive at this screen, scroll to the bottom.

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[Code of Ethics](#)

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Latest News

- 6/23/2014 [Supplier Instructions - How to respond to an RFI or RFP](#)
- 6/23/2014 [Supplier Instructions - How to respond to an RFQ](#)
- 6/13/2014 [Sourcing Functionality Announcement](#)
- 4/18/2014 [Acknowledgement of Purchase Orders](#)

CURRENT SOLICITATIONS (Bids, RFQs, RFPs, RFIs)



- Any other cause Procurement Management determines to be so serious and compelling as to affect responsibility as a Sheriff's Office Contractor, including debarment by another governmental entity for any cause listed.
- Conviction under State or Federal Statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or any other offense indicating a lack of business integrity or honesty which currently, seriously, and directly affects responsibility as a Sheriff's Office Contractor.
- Conviction under State or Federal Antitrust Statutes arising out of the submission of Bids or Proposals.
- Violation of Contract Provisions, as set forth of a character which is regarded by Procurement Management to be severe enough as to justify debarment action.
 - Deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract.
 - A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for debarment.
- PUBLIC ENTITIES CRIMES ACT - The Public Entities Crime Act, Florida Statute 287.133, as amended, serves to deny to persons convicted of a Public Entity Crime the opportunity to bid on Public Entity Contracts or to supply goods or services to Public Entities, or to otherwise transact business with Public Entities. A "Public Entity Crime" is a violation of law related to the transaction of business with any Public Entity involving antitrust, fraud, theft, bribery, conspiracy or material misrepresentation. The applicability threshold for this act is currently \$25,000.

And select "Current Supplier Portal"

Conflict of Interest:

Procurement Management or any member of her/his staff, shall not have any financial interest or have any personal beneficial interest, directly or indirectly, in any purchase or contract of any supplies, materials, equipment, or services, used by or furnished for the Palm Beach Sheriff's Office.

Every member of the Procurement staff is prohibited from accepting or receiving from any person, or vendor to which any purchase or contract may be awarded any money, rebate, gift, or anything of value, or any promise, obligation, or contract for future reward of compensation.

[Registration Information](#)

[Current Supplier Portal](#)

[Buyer Directory](#)

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Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.
Copyright © 2009 Palm Beach County Sheriff's Office. All rights reserved. This information is made available to the public and law enforcement in the interest of public safety. Any unauthorized use of this information is forbidden and subject to criminal prosecution. See our [Terms of Use](#) page for more information.



Login

Enter your user name and password.

* **User Name**

* **Password**

[Login Assistance](#)

Accessibility

Select a Language:
[English](#)

From here, you can Login to your portal using your ID and Password. ID is usually your e-mail address.

If you have lost or don't know your password, click on "Login Assistance" and follow the instructions to reset your password.



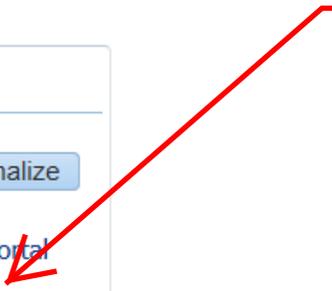
Home

Navigator

Personalize

- ▾ PBSO iSupplier Portal
 - Home Page
- ▾ Sourcing Supplier
 - Sourcing

Go to the Home Page



Favorites

Personalize

- Home Page

Quick Links

- PBSO Portal
- Google Search
- New Oracle 2015 - Requisitioner and Approver Guide**
- New Responsibility "PBSO iAssets View" is available to search PBSO Assets. Please [Click here](#) , for Desktop Procedure**



- Home
- Orders
- Shipments
- Planning
- Product
- Admin
- Finance

Search PO Number Go

Navigate to Orders

Notifications

Full List

Subject	Date
Palm Beach Co Sheriff's Office - Standard Purchase Order 604431,0...	09-Oct-2015 20:47:47
Palm Beach Co Sheriff's Office - Standard Purchase Order 604431, ...	09-Oct-2015 20:47:47
Palm Beach Co Sheriff's Office - Blanket Purchase Agreement 58412...	25-Sep-2015 09:11:46
Palm Beach Co Sheriff's Office - Blanket Purchase Agreement 58412...	25-Sep-2015 08:42:45
Palm Beach Co Sheriff's Office - Blanket Purchase Agreement 58412...	24-Sep-2015 16:30:24

Orders At A Glance

Full List

PO Number	Description	Order Date
604431		09-Oct-2015 20:47:13
584124	# 556285 is a Blanket Price Agreement for Miscellaneous Items - Items may be ordered on an as needed basis in the future	25-Sep-2015 09:11:35
604203	Pay Only - Items Received	16-Sep-2015 10:11:11
604131		11-Sep-2015 15:24:09
603908	Rev # 1, Updated Purchase Order, Changed To Supplier To See Attachments	04-Sep-2015 08:24:31

Shipments At A Glance

Full List

Shipment Number	Packing Slip	Shipment Date
No results found.		

MANDATORY REQUIREMENT - Acknowledgement of Purchase Orders

- Planning**
 - Forecast Schedules
 - VMI
- Orders**
 - Agreements
 - Purchase Orders
 - Purchase History
- Shipments**
 - Delivery Schedules
 - Overdue Receipts
 - Advance Shipment Notices
- Receipts**
 - Receipts
 - Returns
 - On-Time Performance
- Invoices**
 - Invoices
- Payments**
 - Payments
 - Instructions for Payment Reconciliation

To modify a PO click on the radial button and then on one of the functions listed across the top.

You may take any of these actions on an Open purchase Order OR Acknowledge

Multiple PO Change Export

Purchase Orders

Views

View All Purchase Orders Go

Advanced Search

Select Order: Acknowledge Request Cancellation Request Changes View Change History

Previous 1-25 Next 25

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	604431	0	Palm Beach Co Sheriff's Office	Standard PO		09-Oct-2015 20:47:13		USD		Requires Acknowledgment		
<input type="radio"/>	584124	24	Palm Beach Co Sheriff's Office	Global Blanket Agreement		25-Sep-2015 09:11:35		USD		Open		
<input type="radio"/>	604203	0	Palm Beach Co Sheriff's Office	Standard PO	Pay Only - Items Received	16-Sep-2015 10:11:11		USD		Closed		
<input type="radio"/>	604131	0	Palm Beach Co Sheriff's Office	Standard PO		11-Sep-2015 15:24:09		USD		Closed		
<input type="radio"/>	603908	1	Palm Beach Co Sheriff's Office	Standard PO		04-Sep-2015 08:24:31		USD		Closed		
<input type="radio"/>	603602	1	Palm Beach Co Sheriff's Office	Standard PO		03-Sep-2015 16:30:34		USD		Closed		
<input type="radio"/>	603955	0	Palm Beach Co Sheriff's Office	Standard PO		03-Sep-2015 07:54:36		USD		Closed		
<input type="radio"/>	603909	0	Palm Beach Co Sheriff's Office	Standard PO		01-Sep-2015 13:47:43		USD		Closed		
<input type="radio"/>	603888	0	Palm Beach Co Sheriff's Office	Standard PO		01-Sep-2015 07:49:07		USD		Closed		
<input type="radio"/>	603787	0	Palm Beach Co Sheriff's Office	Standard PO		27-Aug-2015 10:09:23		USD		Closed		
<input type="radio"/>	603688	0	Palm Beach Co Sheriff's Office	Standard PO		24-Aug-2015 16:45:55		USD		Closed		
<input type="radio"/>	603654	0	Palm Beach Co Sheriff's Office	Standard PO	Pay Only - Items Received	24-Aug-2015 09:21:48		USD		Closed		



Purchase Orders

Multiple PO Change Export

Views

View All Purchase Orders Go

Advanced Search

Select Order: Acknowledge Request Cancellation Request Changes View Change History

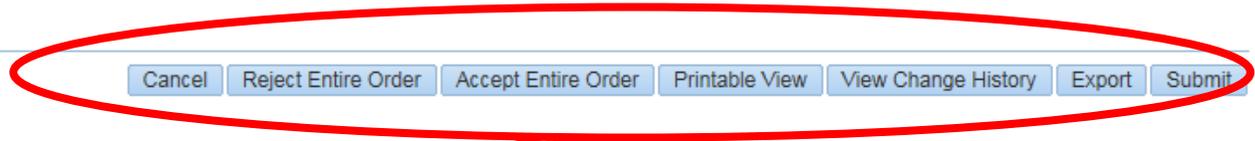
Previous 1-25 Next 25

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input checked="" type="radio"/>	604431	0	Palm Beach Co Sheriff's Office	Standard PO		09-Oct-2015 20:47:13		USD		Requires Acknowledgment		
<input type="radio"/>	604124	24	Palm Beach Co Sheriff's Office	Global Blanket Agreement		25-Sep-2015 09:11:35		USD		Open		
<input type="radio"/>	604203	0	Palm Beach Co Sheriff's Office	Standard PO	Pay Only - Items Received	16-Sep-2015 10:11:11		USD		Closed		
<input type="radio"/>	604131	0	Palm Beach Co Sheriff's Office	Standard PO		11-Sep-2015 15:24:09		USD		Closed		
<input type="radio"/>	603908	1	Palm Beach Co Sheriff's Office	Standard PO	Rev # 1, Updated Purchase Order, Changed To Supplier To See Attachments	04-Sep-2015 08:24:31		USD		Closed		
<input type="radio"/>	603602	1	Palm Beach Co Sheriff's Office	Standard PO		03-Sep-2015 16:30:34		USD		Closed		
<input type="radio"/>	603955	0	Palm Beach Co Sheriff's Office	Standard PO		03-Sep-2015 07:54:36		USD		Closed		
<input type="radio"/>	603909	0	Palm Beach Co Sheriff's Office	Standard PO		01-Sep-2015 13:47:43		USD		Closed		
<input type="radio"/>	603888	0	Palm Beach Co Sheriff's Office	Standard PO		01-Sep-2015 07:49:07		USD		Closed		
<input type="radio"/>	603787	0	Palm Beach Co Sheriff's Office	Standard PO		27-Aug-2015 10:09:23		USD		Closed		
<input type="radio"/>	603688	0	Palm Beach Co Sheriff's Office	Standard PO		24-Aug-2015 16:45:55		USD		Closed		
<input type="radio"/>	603654	0	Palm Beach Co Sheriff's Office	Standard PO	Pay Only - Items Received	24-Aug-2015 09:21:48		USD		Closed		

Orders: Purchase Orders >

Acknowledge for Standard Purchase Order : 604431,0

Currency=USD



Confirm that all information is correct. Make any modifications that need to be made where you are able such as Supplier Item, Price, and Reason. Any other comments or modifications may be noted to the buyer in the "Additional Changes" section.

Here are your options for acknowledging.

Cancel = Takes you back to previous screen.
Reject Entire Order = Don't want to accept the order.
Accept Entire Order = Acknowledge the way it is.
Printable View = Shows order in PDF format.
View Change History = Shows any changes that had been made to the order.
Export = Order in a spreadsheet format.
Submit = Sends the buyer any changes you may have made to the order.

Order Information

General Information

Total Supplier Site Address
Buyer Order Date 09-Oct-2015 20:47:13
Description Status Requires Acknowledgment
Note to Supplier # 556285 is a Blanket Price Agreement for Miscellaneous Items Items may be ordered on an as needed basis in the future
Sourcing Document Organization Palm Beach Co Sheriff's Office
Supplier Order Number
Attachments None

Terms and Conditions

Payment Terms Net 30
Carrier Best Way
FOB Destination
Freight Terms Prepaid
Shipping Control

Ship-To Address

Address Palm Beach County Sheriff's Office Procurement
3350 Gun Club Road
West Palm Beach, FL 33406

Bill-To Address

Address Palm Beach County Sheriff's Office Attn: Accounts Payable
P.O. Box 24681
West Palm Beach, FL 33416

Related Information
Receipts
Invoices
Payments

PO Details

TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
>	1	Goods			ABC123		Each	2	XX.XX	XX.XX			Open	584124			

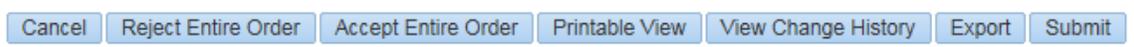
Additional Change Requests

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes

NOTE: Any modifications submitted will need to be approved by the buyer.

Return to Orders: Purchase Orders



Acknowledge Purchase Order 604431

Cancel Submit

Description
Currency **USD**
Amount **23.52**
Order Date **09-Oct-2015 20:47:13**
Action **Accept**

Note to Buyer

You may make additional comments to the Buyer before submitting.

Cancel Submit



PO Acknowledgment Confirmation

Purchase Order 604431 has been Acknowledged.

[Return to Purchase Order Summary](#)



When done correctly, you will get this confirmation.

Purchase Orders

Multiple PO Change Export

Views

View All Purchase Orders

Advanced Search

Order is now Acknowledged and is in "Accepted" Status.

Select Order: Acknowledge Request Cancellation Request Changes View Change History

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Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	604431	0	Palm Beach Co Sheriff's Office	Standard PO		09-Oct-2015 20:47:13		USD		Accepted		
<input type="radio"/>	584124	24	Palm Beach Co Sheriff's Office	Global Blanket Agreement		25-Sep-2015 09:11:35		USD		Open		
<input type="radio"/>	604203	0	Palm Beach Co Sheriff's Office	Standard PO	Pay Only - Items Received	16-Sep-2015 10:11:11		USD		Closed		
<input type="radio"/>	604131	0	Palm Beach Co Sheriff's Office	Standard PO		11-Sep-2015 15:24:09		USD		Closed		
<input type="radio"/>	603908	1	Palm Beach Co Sheriff's Office	Standard PO	Rev # 1, Updated Purchase Order, Changed To Supplier To See Attachments	04-Sep-2015 08:24:31		USD		Closed		
<input type="radio"/>	603602	1	Palm Beach Co Sheriff's Office	Standard PO		03-Sep-2015 16:30:34		USD		Closed		
<input type="radio"/>	603955	0	Palm Beach Co Sheriff's Office	Standard PO		03-Sep-2015 07:54:36		USD		Closed		
<input type="radio"/>	603909	0	Palm Beach Co Sheriff's Office	Standard PO		01-Sep-2015 13:47:43		USD		Closed		
<input type="radio"/>	603888	0	Palm Beach Co Sheriff's Office	Standard PO		01-Sep-2015 07:49:07		USD		Closed		
<input type="radio"/>	603787	0	Palm Beach Co Sheriff's Office	Standard PO		27-Aug-2015 10:09:23		USD		Closed		
<input type="radio"/>	603688	0	Palm Beach Co Sheriff's Office	Standard PO		24-Aug-2015 16:45:55		USD		Closed		