



Supplier Portal – Manage Purchase Orders

Manage Purchase Orders

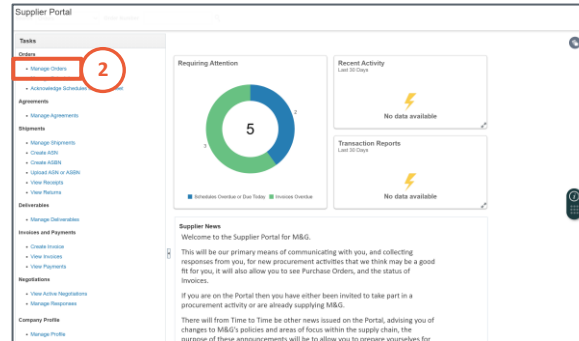
This guide will take you through the functionality available on the Supplier Portal in respect of Manage Orders Section. The below lists the different types of information that you can access as a Supplier:

- **Notifications** - Receive and view notifications via email and on portal via bell when a PO has been submitted.
- **Manage Orders** - Access all Purchase Orders and search for a specific PO number or by status e.g. Open, Closed.
- **PDF** - You can download a PDF copy of PO.
- **View Lifecycle** – Receipt details and invoice payments for example.
- View purchase order history with revision details.
- Importance of viewing “Notes and attachments” at PO header and line level.
- **View Receipts** – enables you to explore a historical view of all receipts that have been recorded in relation to PO’s.
- **View Returns** – enables you to view the return history, and the causes for goods returned. The search summary results include basic information along with details about the return, such as quantities and a reason for return.

This example will show you how to view a Purchase Order and navigation through the different functionalities of the Manage Orders Section:

From the **Oracle Homepage**, select the **Supplier** icon.

The **Supplier Portal** page is displayed.



1. Click on the **Manage Orders** hyperlink under the **Tasks** sub-section.

The **Manage Orders** page is displayed.



2. Click in the **Order** field and enter in the Purchase Order.
3. Click **Search**.

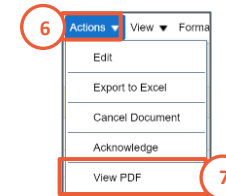
The search results are displayed.



4. Highlight the line.

Scenario 1: PDF option

5. Click on the **Actions** drop-down arrow.
6. Select **View PDF**.



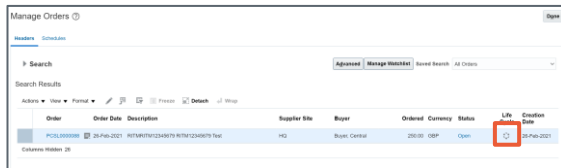
The **Purchase Order** is displayed.





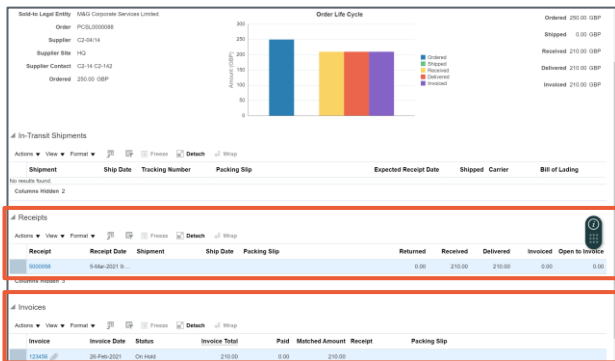
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Scenario 2: View Lifecycle



1. Click on **Life Cycle** icon.

The **Order Life Cycle** page is displayed.



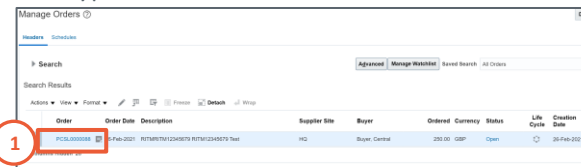
2. Click on the **Receipt** hyperlink to access the **Receipt Summary** page.

Note: Within the **Receipts** section, enables you to explore a historical view of all receipts that have been recorded in relation to Purchase Orders but also View Returns, the history and causes for goods returned.

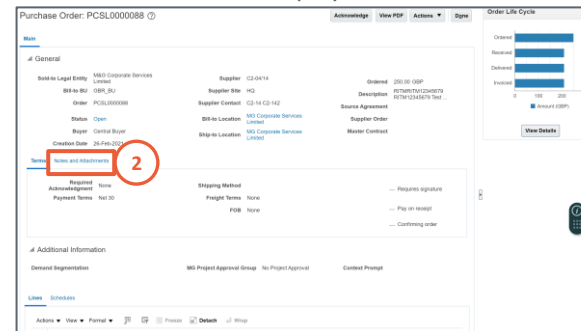
3. Click on the **Done** button to return to the **Order Life Cycle** page.
4. Click on the **Invoice** hyperlink to access **Invoice Lines** and **Payment Information**.
5. Click in the **Done** button to return to the **Order Life Cycle** page and then
6. Click on the **Done** button to return to the **Manage Orders** page.

Scenario 3: Access the PO to view Notes & Attachments

1. From the **Manage Orders** page, click on the PO hyperlink.



The **Purchase Order** is displayed.

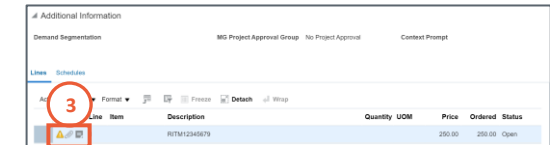


Note: It is important at this stage to access and view any notes and attachments that have been added at Purchase Order header level as well as line level.

2. Click on the **Notes and Attachments** hyperlink to view any notes or attachments linked to the PO header. In this example a **Note to Supplier** has been added.



3. Scroll down to the **Additional Information** section.



4. Click on the **Attachments** icon to view attachments that are entered at line level of the Purchase Order.

Note: If you hover over the **Notes** icon and it displays **Note exists**, by clicking on the icon you will be able to see the **Note to Supplier**.



5. Click on the **Done** button to return to the **Purchase Order** page and then

6. Click on the **Done** button to return to the **Manage Orders** page.