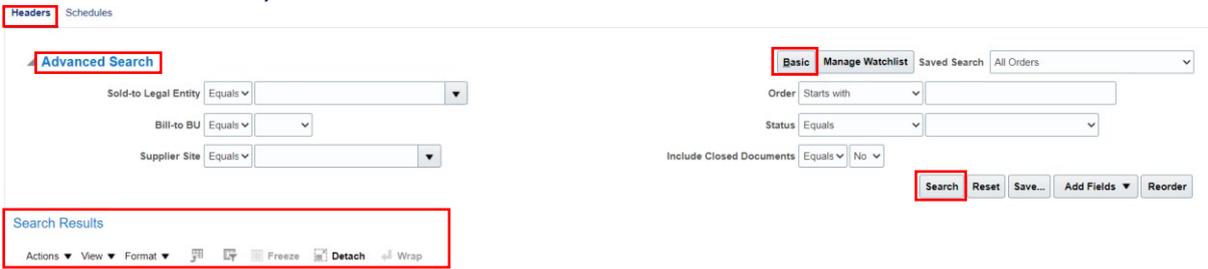
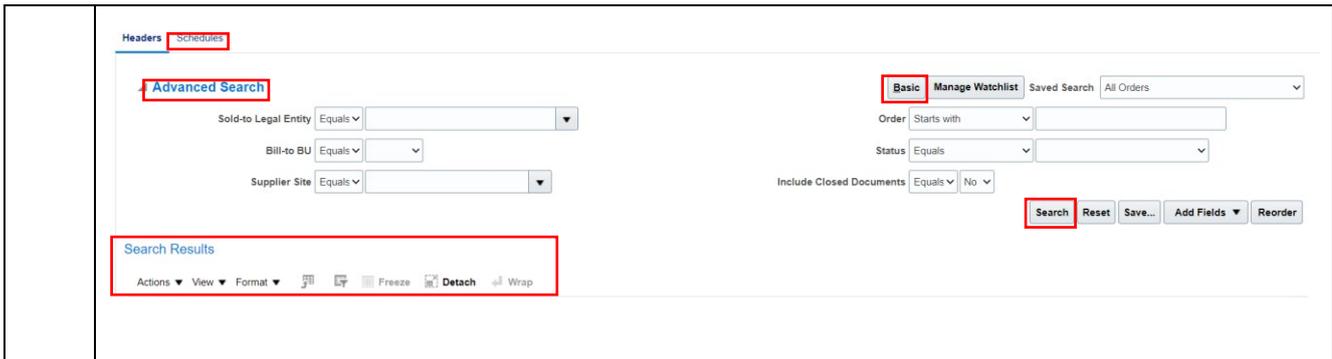


Managing Purchase Orders in Oracle ERP (Enterprise Resource Planning)

Purpose	The purpose of this procedure is to demonstrate how to manage purchase orders in the Oracle Supplier Portal.
Scope	A purchasing document such as a Purchase Order identifies the goods and/or services required of the supplier to deliver.
Overview	Through the Supplier Portal, suppliers will be able to manage their purchase orders, having visibility, tracking their status, and where permissible making amendments.
Procedure	To manage orders (Purchase Orders) in the Oracle Supplier Portal, complete the following steps.

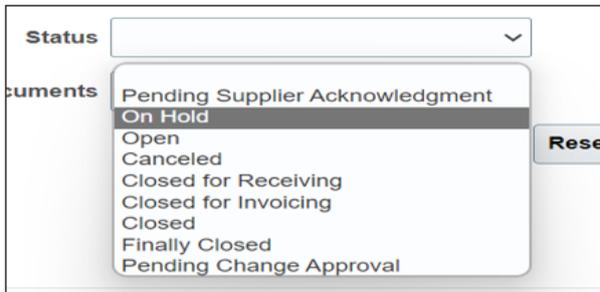
Step	Action
1	<p>Navigation: Log in to Oracle ERP > select Supplier Portal > Apps: Supplier Portal.</p> <ul style="list-style-type: none"> Under Tasks > Orders, click Manage Orders. <p>Tasks</p> <p>Orders</p> <ul style="list-style-type: none"> Manage Orders Manage Schedules Acknowledge Schedules in Spreadsheet
2	<p>Search for an Order using the Headers tab:</p> <ul style="list-style-type: none"> Using the Basic or Advanced search, populate the relevant fields and click Search. Under the Search Results area, click the relevant Order number/PO number (e.g., SEWXXXXXX).  <p>The screenshot shows the Oracle ERP search interface. The 'Headers' tab is selected. The 'Advanced Search' section is highlighted with a red box. It contains several search criteria: 'Sold-to Legal Entity', 'Bill-to BU', and 'Supplier Site', each with a dropdown menu and an 'Equals' filter. To the right, there are additional filters for 'Order Starts with', 'Status', and 'Include Closed Documents'. A 'Search' button is highlighted with a red box. Below the search filters, the 'Search Results' section is also highlighted with a red box, showing a toolbar with options like 'View', 'Format', 'Freeze', 'Detach', and 'Wrap'.</p>
3	<p>Search for an Order using Schedules tab:</p> <ul style="list-style-type: none"> Using the Basic or Advanced search, populate the relevant fields and click Search. Under the Search Results area, click the relevant Order number/PO number (SEWXXXXXX).



4

Search by Order Status:

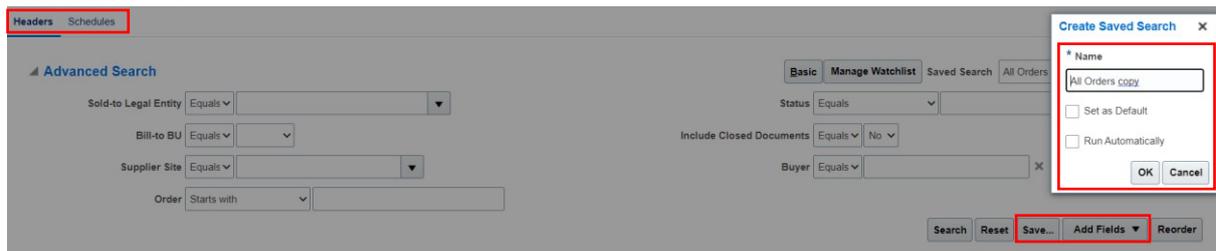
- The user can further narrow down the search for an Order based on **Status**.
- Select a status from the given list.
- Click search.



5

To increase the fields of search parameters:

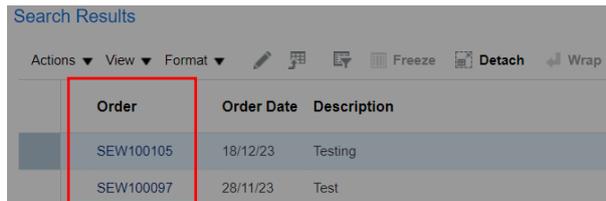
- Either from **Headers or Schedules tab**, click **Add Fields drop-down**.
- Select the relevant option.
- Click **save** to create it as a saved search criteria.
- Option to enter a name for the search.
- Tick **Set as Default** and/or **Run Automatically** boxes as applicable.
- Click **OK**.



6

Search Results page.

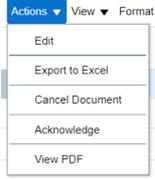
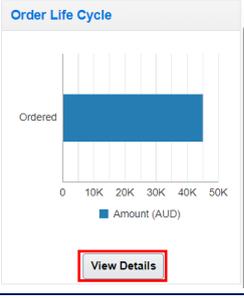
- Click the relevant **Purchase Order No.** under the **Order** column.



7

Use the Actions drop-down menu to:

- **Edit** – To edit the Purchase Order and make necessary changes. It will create a Change Order.

	<ul style="list-style-type: none"> • Cancel Document –To cancel the document. • View Document History – To view the document history. • View Change History – To view change order history of the document. • View Revision History – To view any revision made in the document. <p>Search Results</p> 
8	<p><u>View the Purchase Order Life Cycle:</u></p> <ul style="list-style-type: none"> • Either click the Life Cycle icon  from the PO line search result or from the Order Life Cycle View Details button from the Purchase Order page. 

What happens next?

Once you manage orders in the Oracle Supplier Portal, the following will occur:

- 1) You can perform a search of the Purchase Order and/or complete purchase order-related tasks (amendment, cancellation, viewing document, change and revision history) where permissible based on business requirements.

Revision status

The following table provides a record of changes made to this document, by whom and when.

Date of change	Description of change	Author initials	Approver initials