

# **Supplier Portal**

## **Manage Purchase Orders**

## Sign In Oracle Applications Cloud

User ID

Password

Enter User ID and Password

[Forgot Password](#)

Sign In

English

ORACLE

# Manage Purchase Orders



Good afternoon, XYZ Supplier

Me **Supplier Portal** Procurement Procurement Tools Other >

Click on Supplier Portal

QUICK ACTIONS

- My Public Info
- Change Photo
- Share Data Access
- Share Personal Info
- Document Delivery Preferences

APPS

- Web Clock
- Roles and Delegations
- Expenses



Good afternoon, XYZ Supplier

Me    Supplier Portal    Projects    Cash Management    Procurement    Tools    Other >

APPS



Click on Supplier Portal

Things to Finish

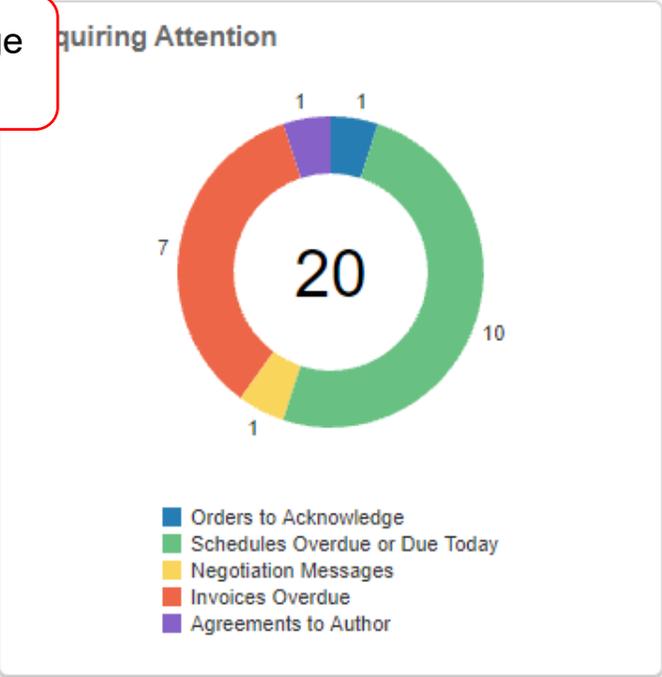
# Manage Purchase Orders

## Supplier Portal

Search  Order Number

- Tasks**
- Orders**
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements**
  - Manage Agreements
- Shipments**
  - Manage Shipments
  - Create ASN
  - Create ASBN
  - Upload ASN or ASBN
  - View Receipts
  - View Returns
- Contracts and Deliverables**
  - Manage Contracts

Click on Manage Orders



### Recent Activity

Last 30 Days

Agreements changed or canceled	2
Agreements opened	1
Orders changed or canceled	1
Orders opened	21

### Transaction Reports

Last 30 Days

PO Purchase Amount	195574	USD
Invoice Amount	119098	USD
Invoice Price Variance Amount	1100	USD

# Manage Purchase Orders

Headers Schedules

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Enter the purchase order number

Order

Status

Include Closed Documents No

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
No search conducted.									
Columns Hidden 25									

# Manage Purchase Orders

Headers Schedules

### Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order PO100354

Status

Include Closed Documents No

Search Reset Save...

Click on Search

### Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
No search conducted.									
Columns Hidden 25									

Orders can be searched by using any of the parameters above.

# Manage Purchase Orders

Headers Schedules

Search

Advanced

Manage Watchlist

Saved Search

All Orders

Search Results

Actions View Format Freeze Detach Wrap

Sold-to Legal Entity	Order	Order Date	Description	Supplier Site	Supplier Contact	Buyer	Ordered	Currency	Status
McGraw Hill LLC	<a href="#">PO100236</a>	15-Jun-2022		0500	XYZ Supplier	Gillespie, Ainsley	5,000.00	USD	Open

Click on the link that reflects the PO number that needs to be reviewed

# Manage Purchase Orders

This is Test Instance

**McGraw Hill**

Purchase Order: PO100242 ?

Acknowledge View PDF **Actions** Refresh Done

Click on Edit

- Edit
- Cancel Document
- View Document History
- View Change History
- View Revision History

**Main**

**General**

<b>Sold-to Legal Entity</b>	McGraw Hill LLC	<b>Supplier</b>	XYZ Supplier
<b>Bill-to BU</b>	MH_US_USD_CORP_BU	<b>Supplier Site</b>	0500
<b>Order</b>	PO100242	<b>Supplier Contact</b>	Factor Law
<b>Status</b>	Open	<b>Bill-to Location</b>	MH_US_USD_CORP_LOC
<b>Buyer</b>	Ainsley Gillespie	<b>Ship-to Location</b>	USA-NJ-East Windsor, 104 Windsor Ctr Dr
<b>Creation Date</b>	16-Jun-2022	<b>Description</b>	
		<b>Source Agreement</b>	
		<b>Supplier Order</b>	
		<b>Source Contract Number</b>	10066

**Terms** Notes and Attachments

<b>Required Acknowledgment</b>	None	<b>Shipping Method</b>	— Requires signature
<b>Payment Terms</b>	Net 45	<b>Freight Terms</b>	None
		<b>FOB</b>	None
			— Pay on receipt
			— Confirming order

**Order Life Cycle**

Ordered

0.0 0.6M 1.2M 1.8M

Amount (USD)

View Details

# Manage Purchase Orders

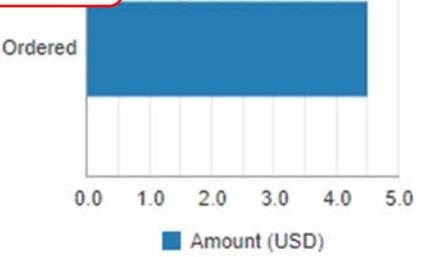


Purchase Order: PO100354 ?

Acknowledge View PDF Actions Refresh Done

### Order Life Cycle

Click on Done



View Details

### Main

#### General

Sold-to Legal Entity	MCGRAW-HILL EDUCATION LLC	Supplier	XYZ Supplier	Ordered	4.50 USD
Bill-to BU	MH_US_USD_CORP_BU	Supplier Site	0000	Description	Ancillaries-2C-2 Rounds-Moderate
Order	PO100354	Supplier Contact	agate publish	Source Agreement	PA100011
Status	Open ⓘ	Bill-to Location	MH_US_USD_CORP_LOC	Supplier Order	
Buyer	Tara Collins	Ship-to Location	USA-NY-New York, 1325 Ave of the Americas	Master Contract	
Creation Date	10/19/21				

#### Terms Notes and Attachments

Required Acknowledgment	None	Shipping Method	— Requires signature
Payment Terms	Net 60	Freight Terms	None
		FOB	None
			— Pay on receipt
			— Confirming order

This screen will allow you to review the order.

# End of Manage Purchase Orders