

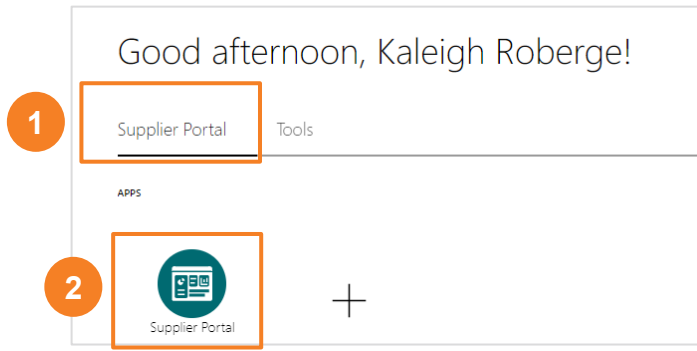


How to View and Manage Purchase Orders

 Why should I use this guide?	This guide provides information to assist you in: <ul style="list-style-type: none"> • Viewing Purchase Orders • Managing Orders (pg. 7) • Entering a revised promised shipping date (pg.10)
 Who might use this guide?	Suppliers are to use the Oracle ERP Cloud Supplier Portal to manage Purchase Orders.

System steps on Viewing a Purchase Order

Step	Action
	When an Essential Energy Purchase Order (PO) is issued, you will receive an email notification and an in-system notification on your notification bell. You can access the PO from the notification, or you can follow the manual steps:
	Login to the system.
1	Navigate to the Supplier Portal tab.
2	Click on the Supplier Portal app. <div data-bbox="806 1013 1500 1364" style="text-align: center; margin-top: 20px;">  <p>The screenshot shows a user interface with a greeting 'Good afternoon, Kaleigh Roberge!'. Below the greeting, there are two tabs: 'Supplier Portal' (which is selected and highlighted with an orange box and a '1' in a circle) and 'Tools'. Underneath the tabs, there is a section labeled 'APPS' containing a grid of application icons. The 'Supplier Portal' icon, which depicts a computer monitor with a document, is highlighted with an orange box and a '2' in a circle. A plus sign is visible to the right of the app icons.</p> </div>

Step	Action
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3	<p>This will navigate you to the Supplier Portal homepage.</p> <p>In the Task list, select Manage Orders.</p>
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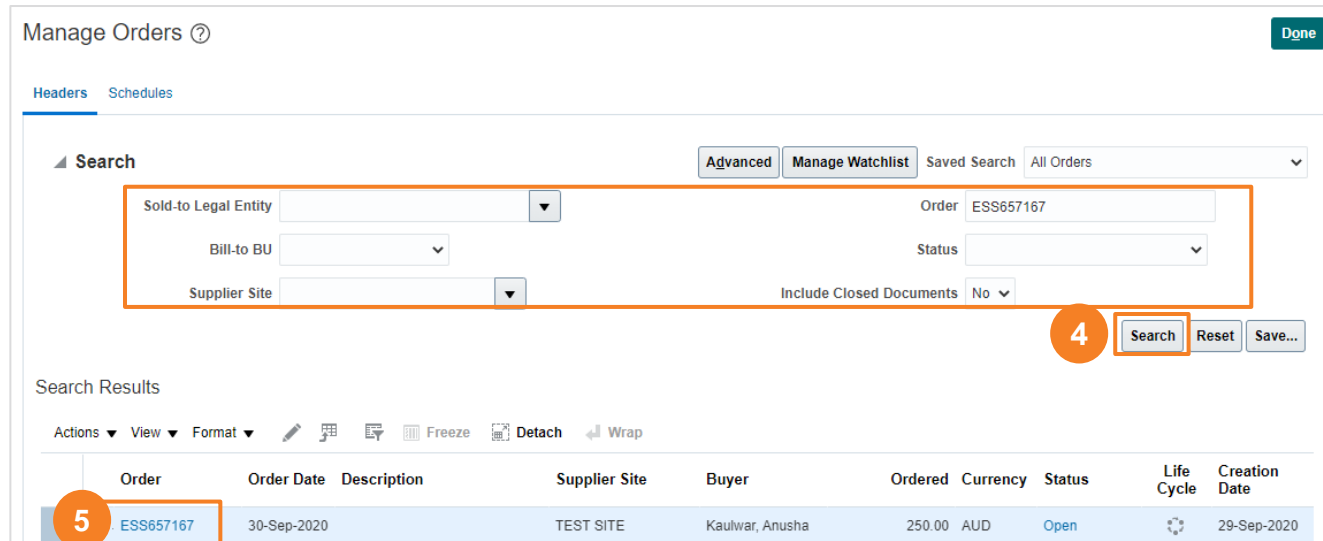
Note 1: you can also see orders **Requiring Attention** in your **Dashboard**. Click directly onto a colour on the ring to quickly access categorised documents.

Note 2: search for Orders via the search bar.

The screenshot shows the Supplier Portal interface. At the top, there is a search bar with a dropdown menu set to 'Orders' and a search icon. Below this is a 'Tasks' section with a list of tasks categorized into Contract Manufacturing, Vendor-Managed Inventory, Orders, Agreements, and Shipments. The 'Manage Orders' task is highlighted with a red circle and the number 3. To the right of the tasks is a 'Requiring Attention' donut chart showing a total of 41 items. The chart is divided into five categories: Agreements to Acknowledge (1), Orders to Acknowledge (6), Schedules Overdue or Due Today (28), Questionnaires (2), and Invoices Overdue (4). Below the chart is a 'Recent Activity' section showing 'Agreements opened' (1) and 'Receipts' (2) over the last 30 days.

Step	Action
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- | | |
|---|--|
| 4 | You will be navigated to the Manage Orders page. This is where you can search for and manage all orders. |
| 4 | Click on Search to view all orders or enter a search criterion and click on Search to find a specific order. |
| 5 | Click on the Order Number . |



Manage Orders ? Done

Headers Schedules

▲ Search Advanced Manage Watchlist Saved Search All Orders ▼

Sold-to Legal Entity

Order

Bill-to BU

Status

Supplier Site

Include Closed Documents

4

Search Results

Actions ▼ View ▼ Format ▼ Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
5 <input type="button" value="ESS657167"/>	30-Sep-2020		TEST SITE	Kaulwar, Anusha	250.00	AUD	Open	<input type="button" value="🔄"/>	29-Sep-2020

Step Action

- 6 Review the PO details:
 - 6a: Status
 - 6b: Bill-to and Ship-to Locations
 - 6c: Line details
 - 6d: Contract Terms
 - 6e: Notes and Attachments

Common Purchase Order Statuses:

Open: the PO is open
Closed for Receiving: The PO is fully receipted
Closed for Invoicing: The PO is fully invoiced
Cancelled: The PO is cancelled
Pending Change Approval: The PO was revised and sent for approval

Purchase Order: ESS657167 ?

Acknowledge View PDF Actions Dgne

Main Contract Terms **6d**

General

Sold-to Legal Entity	Essential Energy	Supplier		Ordered	250.00 AUD
Bill-to BU	Essential Electricity BU	Supplier Site	TEST SITE	Description	
Order	ESS657167	Supplier Contact		Source Agreement	30
Buyer	Kaulwar, Anusha	Bill-to Location	Port Macquarie	Supplier Order	
Creation Date	29-Sep-2020	Ship-to Location	Port Macquarie Regional Office	Reference Number	
				Master Contract	

6a Status Open

6b Bill-to Location: Port Macquarie
Ship-to Location: Port Macquarie Regional Office

Terms Notes and Attachments **6e**

Required Acknowledgment	None	Shipping Method	— Requires signature
Payment Terms	Net 30	Freight Terms	— Pay on receipt
		FOB	— Confirming order

Additional Information

Select Document Type

Lines Schedules **6c**

Actions View Format Freeze Detach Wrap

Line	Item	Description	Quantity	UOM	Base Price	Price	Ordered	Status
1	441120	Cable	25	Each	10.00	10.00	250.00	Open

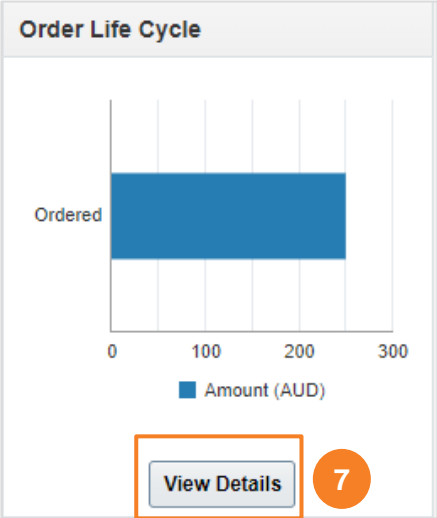
Order Life Cycle

Ordered

0 100 200 300

Amount (AUD)

View Details

Step	Action
7	<p>Click on View Details under the Order Life Cycle graph on the right-hand side of your screen.</p> <div data-bbox="882 359 1317 879"><p>The screenshot shows a bar chart titled "Order Life Cycle". The x-axis is labeled "Amount (AUD)" and ranges from 0 to 300 with major ticks at 0, 100, 200, and 300. A single blue bar is shown for the "Ordered" category, extending to approximately 250 on the x-axis. Below the chart, there is a "View Details" button highlighted with an orange rectangular box. To the right of the button is an orange circle containing the number "7".</p></div>

Step Action

- 8 View **In-Transit Shipments, Receipts and Invoices.**
- 9 Review amount **Ordered, Shipped, Received, Delivered and Invoiced.**
- 10 When you have finished your review, click on **Done.**

Order Life Cycle: ESS657167

Sold-to Legal Entity Essential Energy
 Order ESS657167
 Supplier
 Supplier Site TEST SITE
 Supplier Contact
 Ordered 250.00 AUD

Category	Amount (AUD)
Ordered	250.00
Shipped	0.00
Received	0.00
Delivered	0.00
Invoiced	0.00

Done

8

9

10

In-Transit Shipments

Actions View Format Freeze Detach Wrap

Shipment	Ship Date	Tracking Number	Packing Slip	Expected Receipt Date	Shipped	In-transit	Currency	Carrier
No results found.								

Receipts

Actions View Format Freeze Detach Wrap

Receipt	Receipt Date	Shipment	Ship Date	Packing Slip	Returned	Received	In Receiving	Delivered	Invoice
No results found.									

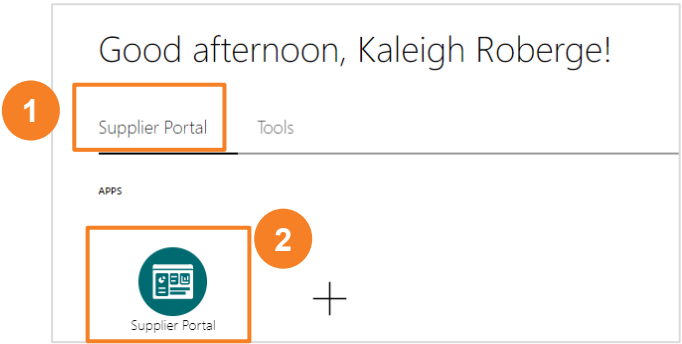
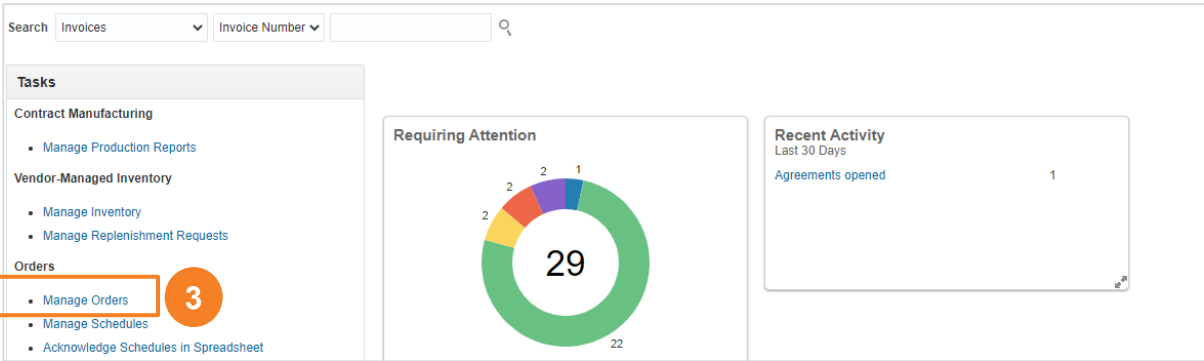
Invoices

Actions View Format Freeze Detach Wrap

Invoice	Invoice Date	Status	Invoice Total	Paid	Matched Amount	Receipt	Packing Slip
No results found.							

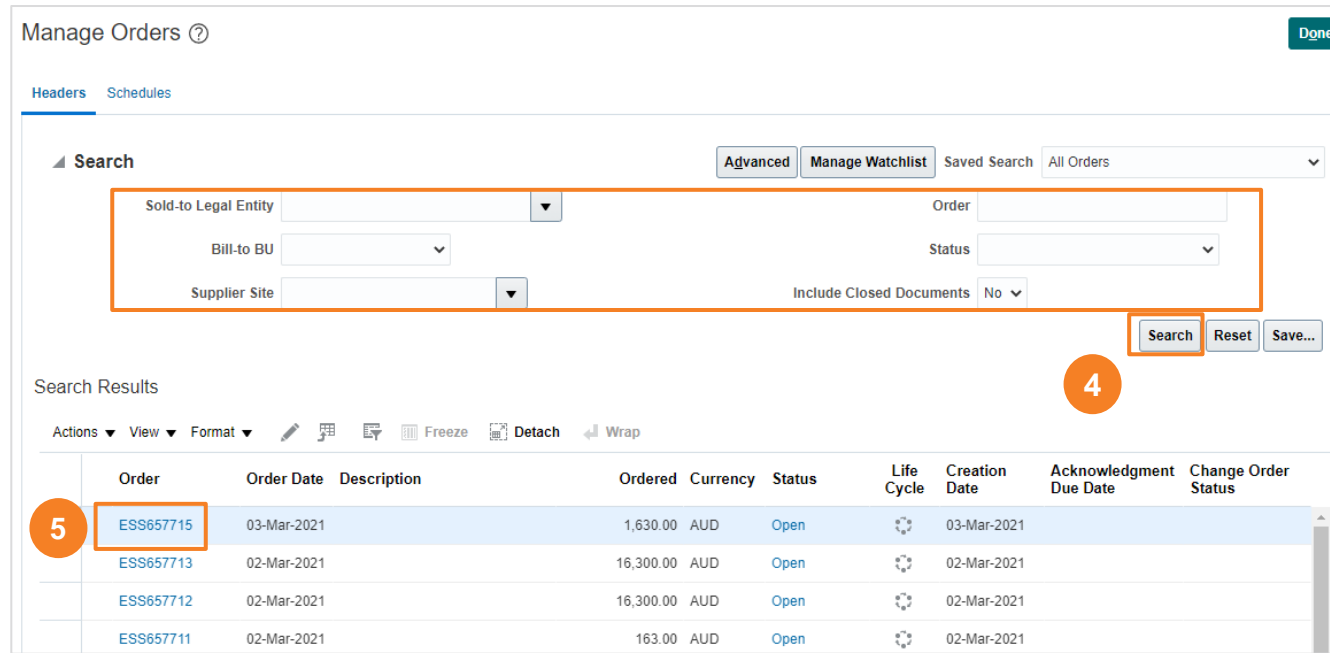
Columns Hidden 3

System steps on Managing Orders

Step	Action
<p>1</p> <p>2</p>	<p>Login to the system.</p> <p>Navigate to the Supplier Portal tab.</p> <p>Click on the Supplier Portal app.</p> 
<p>3</p>	<p>This will navigate you to the Supplier Portal homepage.</p> <p>In the Task list, select Manage Orders.</p> 

Step	Action
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- | | |
|---|---|
| 4 | This will bring you to the Manage Orders page where you can search for and manage all orders. |
| 4 | Click on Search to bring up all orders or to find a specific order, enter a search criterion and click on Search . |
| 5 | Click on an Order Number . |



Manage Orders Done

Headers Schedules

Search Advanced Manage Watchlist Saved Search All Orders

Sold-to Legal Entity

Bill-to BU

Supplier Site

Order

Status

Include Closed Documents

Search Reset Save...

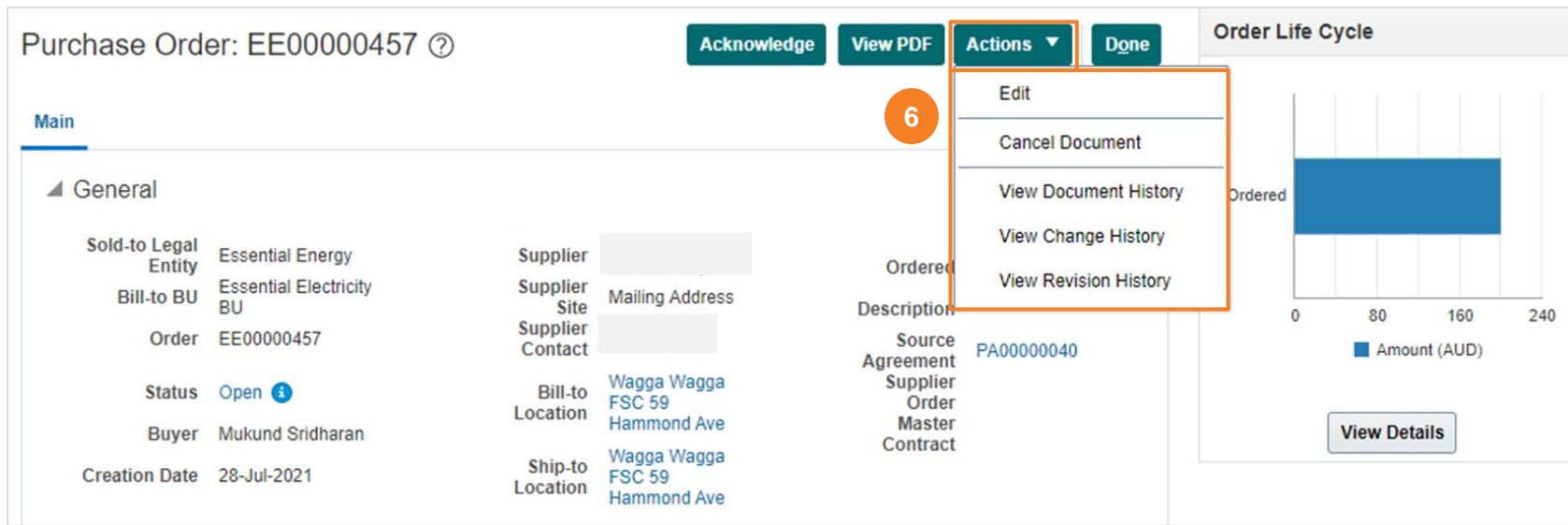
Search Results 4

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Ordered	Currency	Status	Life Cycle	Creation Date	Acknowledgment Due Date	Change Order Status
5	ESS657715	03-Mar-2021	1,630.00	AUD	Open		03-Mar-2021		
	ESS657713	02-Mar-2021	16,300.00	AUD	Open		02-Mar-2021		
	ESS657712	02-Mar-2021	16,300.00	AUD	Open		02-Mar-2021		
	ESS657711	02-Mar-2021	163.00	AUD	Open		02-Mar-2021		

Step	Action
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- | | |
|---|---|
| 6 | <p>Click on Actions and select an action.</p> <ul style="list-style-type: none"> • Edit = amend a shipment date or line information. • Cancel Document = cancel the order. • View Document History = view dates of when the order was created, acknowledged and edited. • View Change History = view cost changes to the document, when they occurred and by whom. • View Revision History = view all change orders. |
|---|---|



Purchase Order: EE00000457 ?

Acknowledge **View PDF** **Actions** **Done** **Order Life Cycle**

Main

General

Sold-to Legal Entity	Essential Energy	Supplier	
Bill-to BU	Essential Electricity BU	Supplier Site	Mailing Address
Order	EE00000457	Supplier Contact	
Status	Open i	Bill-to Location	Wagga Wagga FSC 59 Hammond Ave
Buyer	Mukund Sridharan	Ship-to Location	Wagga Wagga FSC 59 Hammond Ave
Creation Date	28-Jul-2021		

Ordered

Description

Source Agreement Supplier Order Master Contract

PA00000040

Order Life Cycle

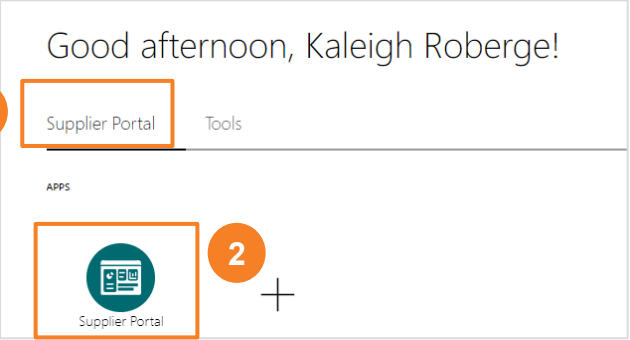
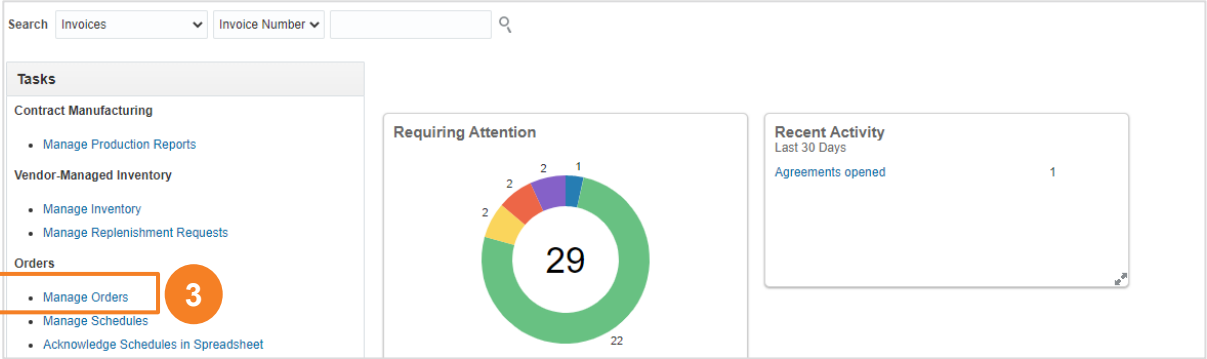
Ordered

0 80 160 240

Amount (AUD)

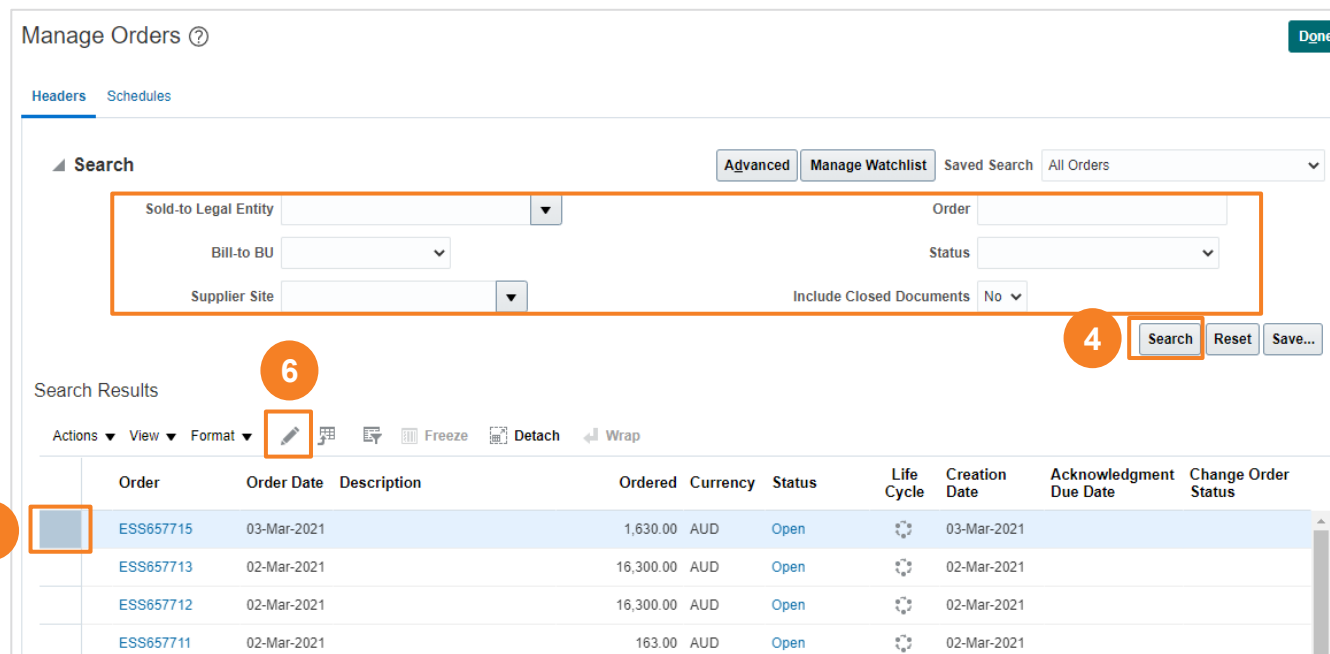
View Details

System Steps to Enter / Revise Promised Ship Date

Step	Action
<p>1</p> <p>2</p>	<p>On each order there will be a Requested Ship Date. If you need to update this date, please confirm the date of when you can ship.</p> <p>Login to the system.</p> <p>Navigate to the Supplier Portal tab.</p> <p>Click on the Supplier Portal app.</p> 
<p>3</p>	<p>This will navigate you to the Supplier Portal homepage.</p> <p>In the Task list, select Manage Orders.</p> 

Step	Action
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- | | |
|---|---|
| 4 | This will bring you to the Manage Orders page where you can search for and manage all orders. |
| 5 | Click on Search to bring up all orders or to find a specific order, enter a search criterion and click on Search . |
| 6 | Highlight the relevant order by clicking on the white space. |
| 6 | Click on the Pencil icon to Edit . |



Manage Orders ? Done

Headers Schedules

Search Advanced Manage Watchlist Saved Search All Orders

Sold-to Legal Entity Order

Bill-to BU Status


Supplier Site Include Closed Documents No

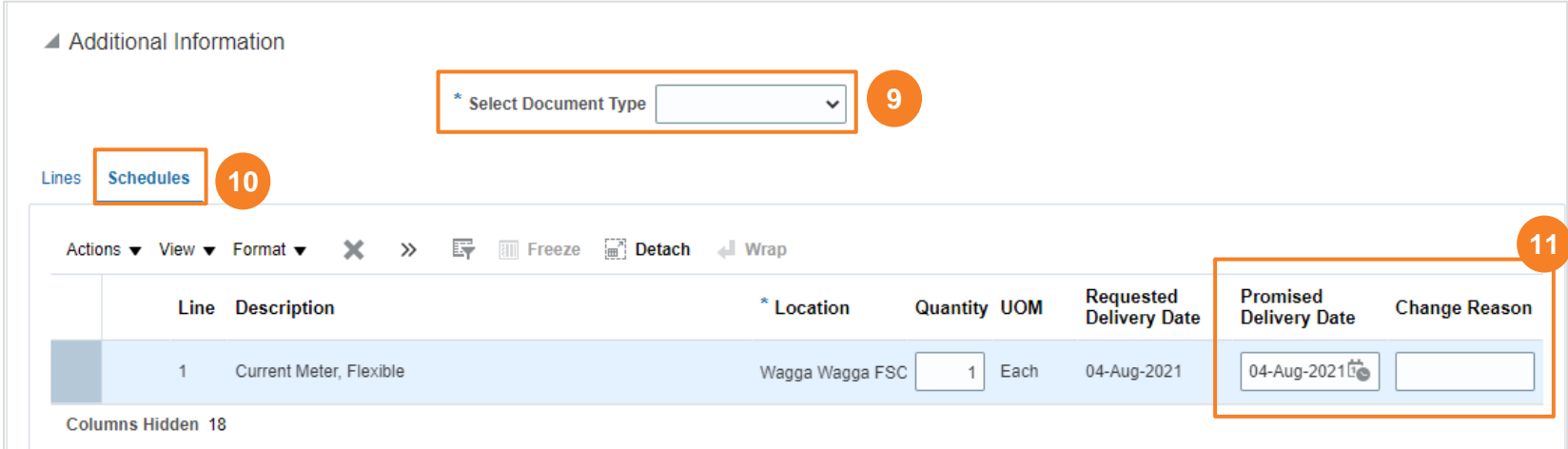

4 Search Reset Save...

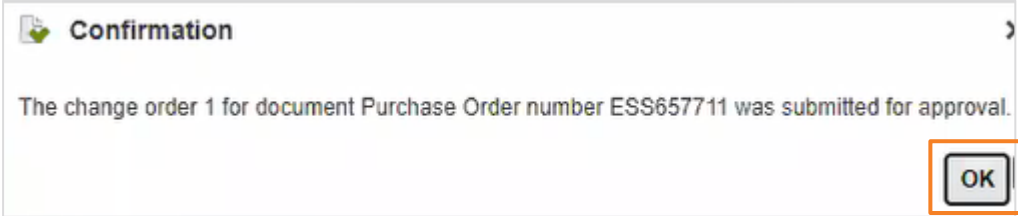
Search Results **6**

Actions View Format ✎ Freeze Detach Wrap

Order	Order Date	Description	Ordered	Currency	Status	Life Cycle	Creation Date	Acknowledgment Due Date	Change Order Status
5 ESS657715	03-Mar-2021		1,630.00	AUD	Open		03-Mar-2021		
ESS657713	02-Mar-2021		16,300.00	AUD	Open		02-Mar-2021		
ESS657712	02-Mar-2021		16,300.00	AUD	Open		02-Mar-2021		
ESS657711	02-Mar-2021		163.00	AUD	Open		02-Mar-2021		

Step	Action
7	<p>Click on Yes to confirm you want to make a Change Order.</p> <div data-bbox="651 341 1653 539" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;"> <div style="display: flex; justify-content: space-between; align-items: center;">  Warning ✕ </div> <p style="font-size: small;">This action will create a change order on the document. Do you want to continue? (PO-2055113)</p> <div style="display: flex; justify-content: flex-end; align-items: center; gap: 10px;"> 7 <input style="border: 2px solid orange; padding: 2px 10px;" type="button" value="Yes"/> <input type="button" value="No"/> </div> </div>

Step	Action
<p>9 10 11</p>	<p>Scroll down the page and enter the Document Type (PO or Agreement). Click on Schedules. Edit the Promised Delivery Date and a Change Reason.</p> 
<p>12</p>	<p>Scroll back up the page and click on Save and then on Submit.</p> 

Step	Action
13	<p>Click on Ok.</p> <p>At this point, your changes have been submitted to Essential Energy.</p> <div data-bbox="645 422 1659 638"><p>The dialog box is titled "Confirmation" and contains the text: "The change order 1 for document Purchase Order number ESS657711 was submitted for approval." At the bottom right of the dialog box, there is a button labeled "OK".</p></div>

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