

Manage Orders in Supplier Portal



The process of managing orders in Oracle ERP Cloud Supplier Portal includes reviewing the details of the order. To edit the details, select the **Edit** option from the **Actions** drop-down menu, and it will then create a change order on the document.

You can acknowledge and respond to purchasing documents using the Supplier Portal work area.

This includes purchase orders and their change orders.

Summary

Manage orders in Supplier Portal:

1. From the Home page, click **Supplier Portal** > **Tasks** menu > **Manage Orders** link under Orders section.
2. On **Manage Orders** page, enter **Sold-to Legal Entity / Bill to BU / Order Number** and click **Search**.
3. Click desired order from search results.
4. Review details to ensure all required fields and tabs are populated.
5. To view Order Life Cycle details, click **View Details**.
6. To exit Order Life Cycle page, click **Done**.
7. Use **Actions** drop-down to perform any of the following tasks: **Edit**, **Cancel Document**, **View Document History**, **View Change History** and **View Revision History**.
8. Review details, click **Done**.

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Purchase Order: HMS0000028 Acknowledge View PDF Actions Done

Order Life Cycle

Ordered	0.8K
Received	0.4K
Delivered	0.4K

View Details

Main

General

Sold-to Legal Entity	HM Health Solutions, Inc	Supplier	Supplier Name, Inc.	Ordered	
Bill-to BU	HM Health Solutions BU	Supplier Site	US_PHI_1_OP_1	Description	
Order	HMS0000028	Supplier Contact	Contact Name	Source Agreement	Supplier Order
Status	Open	Bill-to Location	HM Health Solutions		
Buyer	Buyer Name	Ship-to Location	HM_00108		
Creation Date	11/19/2019				

Actions (Open): Edit, Cancel Document, View Document History, View Change History, View Revision History

Terms | Notes and Attachments

Required Acknowledgment	None	Shipping Method	— Buyer Managed Transportation
Payment Terms	Net 30	Freight Terms	— Pay on receipt
		FOB	— Confirming order

Additional Information

Contract Type: Purchase Order
Additional Info: Additional Info