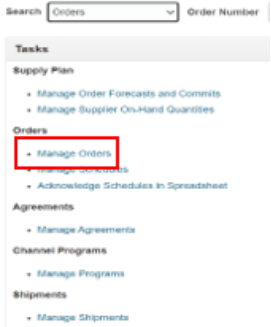
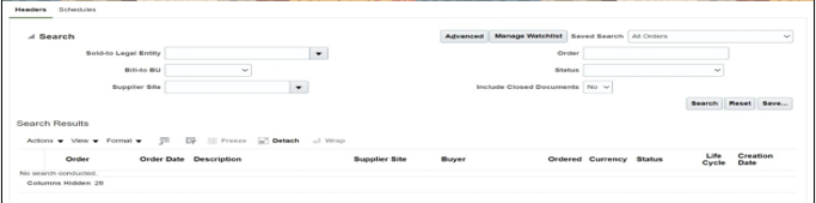
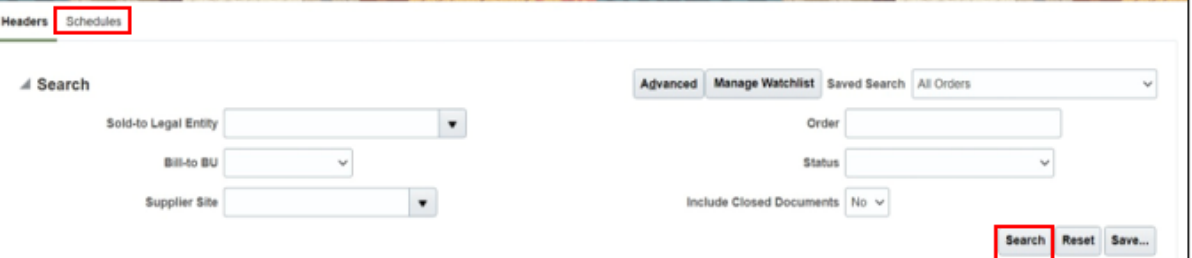
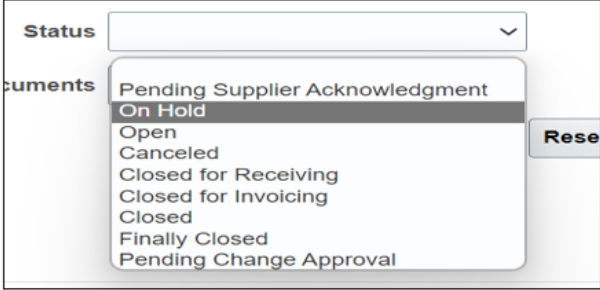
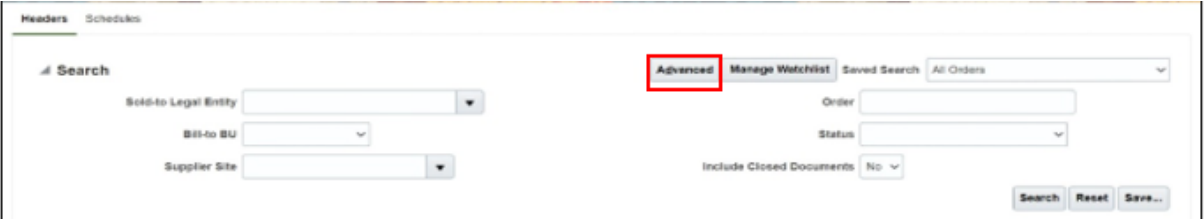
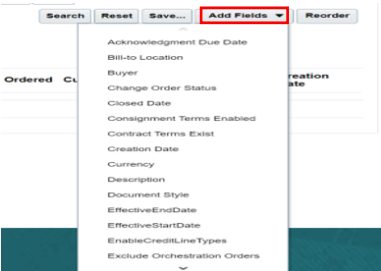
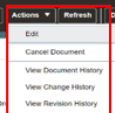


# Managing Orders (Purchase Orders) in Oracle ERP (Enterprise Resource Planning)

Overview	The purpose of this procedure is to demonstrate how to manage orders in the Oracle Supplier Portal.
Procedure	To manage orders (Purchase Orders) in the Oracle Supplier Portal, complete the following steps.

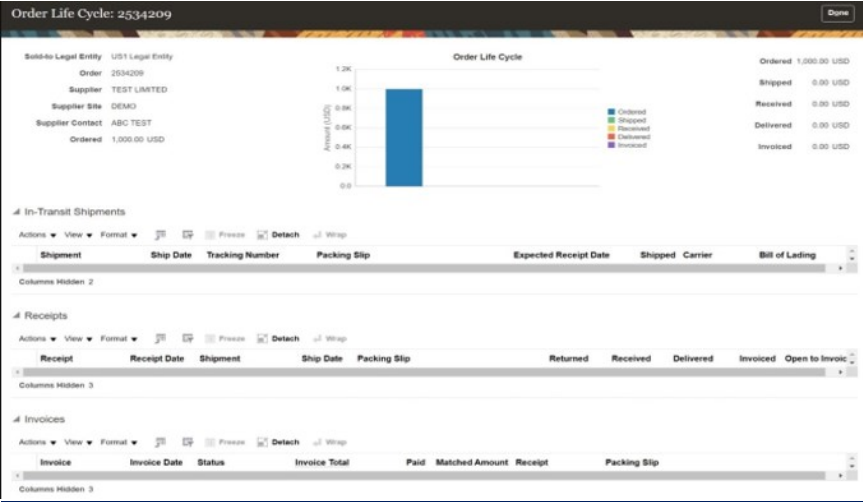
Step	Action
1	<p><b>Navigation:</b> Log in to <b>Oracle ERP</b> &gt; select <b>Supplier Portal</b> &gt; <b>Supplier Portal</b>.</p> <ul style="list-style-type: none"> <li>Under <b>Orders</b>, click <b>Manage Orders</b>.</li> </ul> 
2	<p><u>Search for an Order using the <b>Headers</b> tab:</u></p> <ul style="list-style-type: none"> <li>Populate the relevant fields and click <b>Search</b>.</li> </ul> 
3	<p><u>Search for an Order using <b>Schedules</b> tab:</u></p> <p>Populate the relevant fields &gt; click <b>Search</b></p> 

4	<p><u>Search by <b>Order Status</b>:</u></p> <ul style="list-style-type: none"> <li>The user can further narrow down the search for an Order based on <b>Status</b>.</li> <li>Select a status from the given list.</li> </ul> 
5	<p><u>Advance Search:</u></p> <ul style="list-style-type: none"> <li>Use equals, contains etc. along with relevant information to search for the order.</li> </ul> 
6	<ul style="list-style-type: none"> <li>Click <b>Add Fields</b> to increase the fields of the search parameters.</li> <li>Select any of the applicable search criteria.</li> </ul> 
7	<p><u>Search Results page.</u></p> <ul style="list-style-type: none"> <li>Click the <b>Purchase Order No.</b> under the <b>Order</b> column</li> </ul>
8	<p><u>Use the Actions drop-down menu:</u></p>  <ul style="list-style-type: none"> <li><b>Edit</b> – To edit the Purchase Order and make necessary changes. It will create a Change Order.</li> <li><b>Cancel Document</b> –To cancel the document.</li> <li><b>View Document History</b> – To view the document history.</li> <li><b>View Change History</b> – To view change order history of the document.</li> <li><b>View Revision History</b> – To view any revision made in the document.</li> </ul>

9

View the Purchase Order Life Cycle:

Click **View Details**



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.
- 2) Perform purchase order-related tasks (amendment, cancellation, viewing document, change and revision history) based on business requirements.