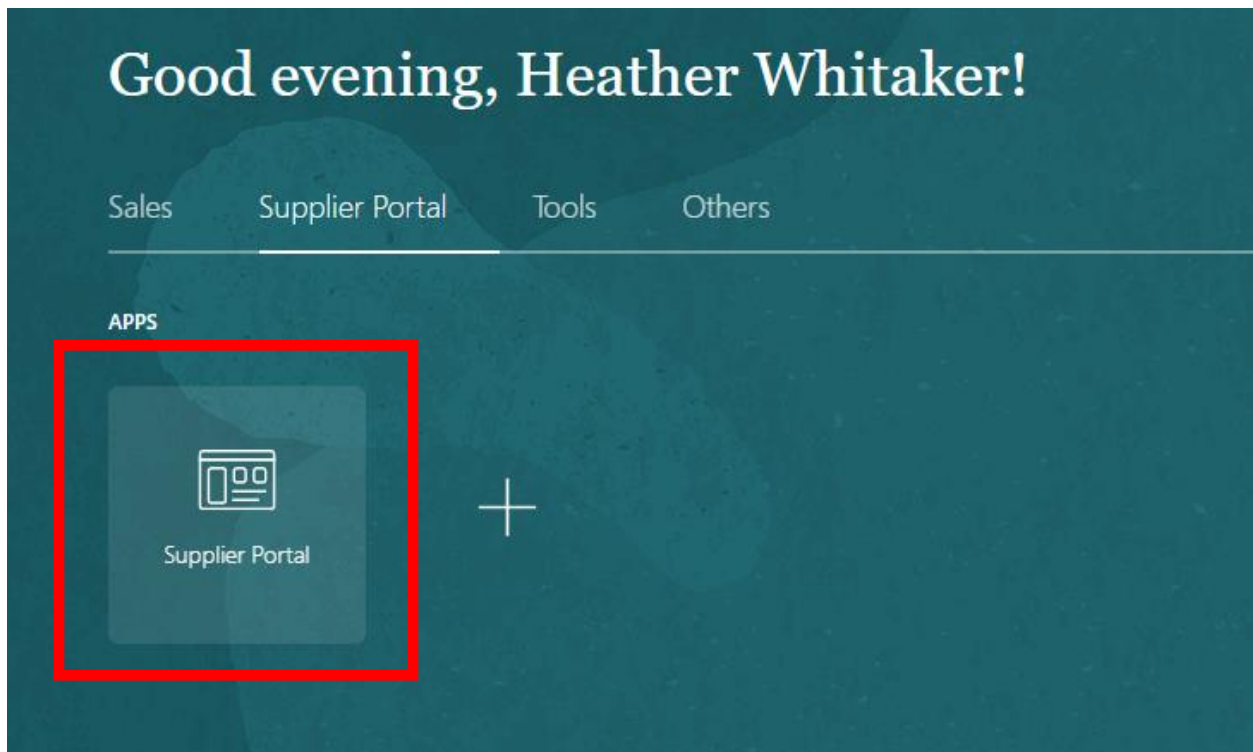# Managing an Order User Guide

Managing Orders

You will learn how to manage Purchase Orders for your company that have been sent to you by ODL. From here you will be able view the PO with parts, quantities and due dates as well as print or export the PO into excel.

Step 1

From the landing page, select the Supplier Portal Button.

Step 2

Once on the dashboard, select the Manage Orders link in the task list on the left side of the screen.

ORACLE

Supplier Portal

Search [Orders ▾] Order Number [   ] 🔍

Tasks

Contract Manufacturing

- Manage Production Reports

Orders

- Manage Orders
- ~~Manage Schedules~~
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Channel Programs

- Manage Programs

Shipments

- Manage Shipments
- Create ASN
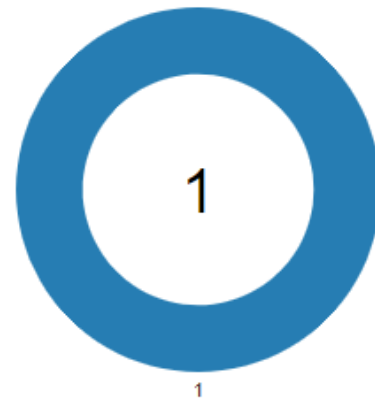- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Consigned Inventory

- Review Consumption Advices
- Review Consigned Inventory
- Review Consigned Inventory Transactions

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

Requiring Attention

1
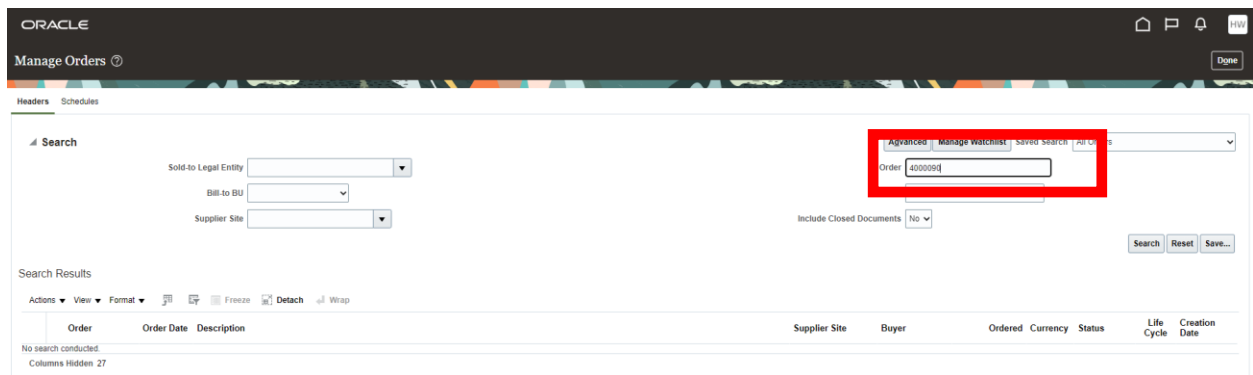
1
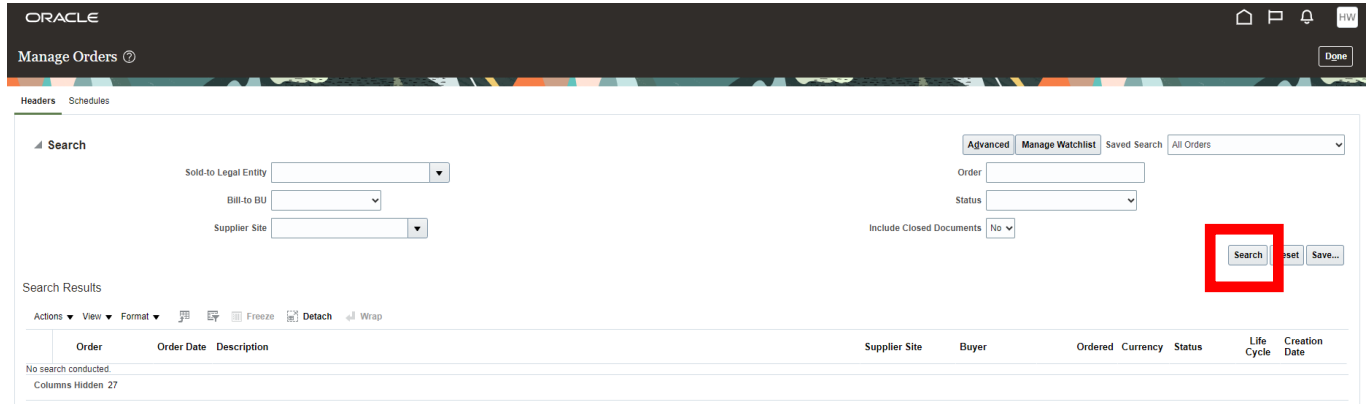
■ Schedules Overdue or Due Today

Supplier News

ODL Building Value
Into Building Products®

Step 3

Click on the search button to display a list of the open Purchase Orders for your organization.

If you know the Purchase Order number you want to review, you can enter that number in the order number field.

Step 4

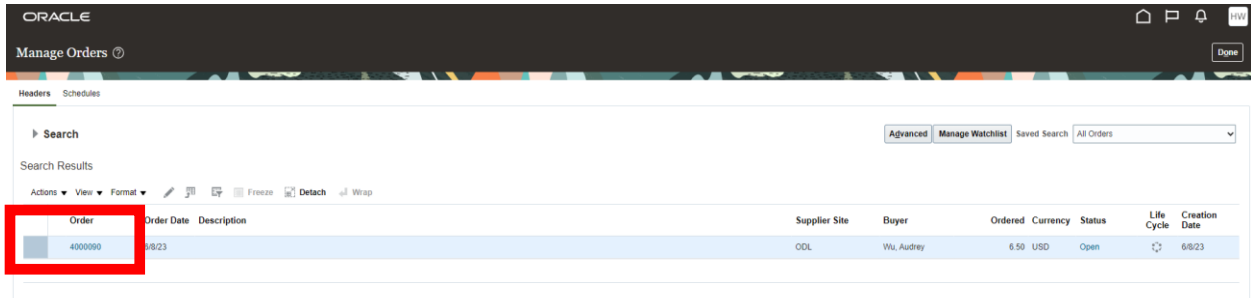Click on the order number you want to review to get to the PO details.
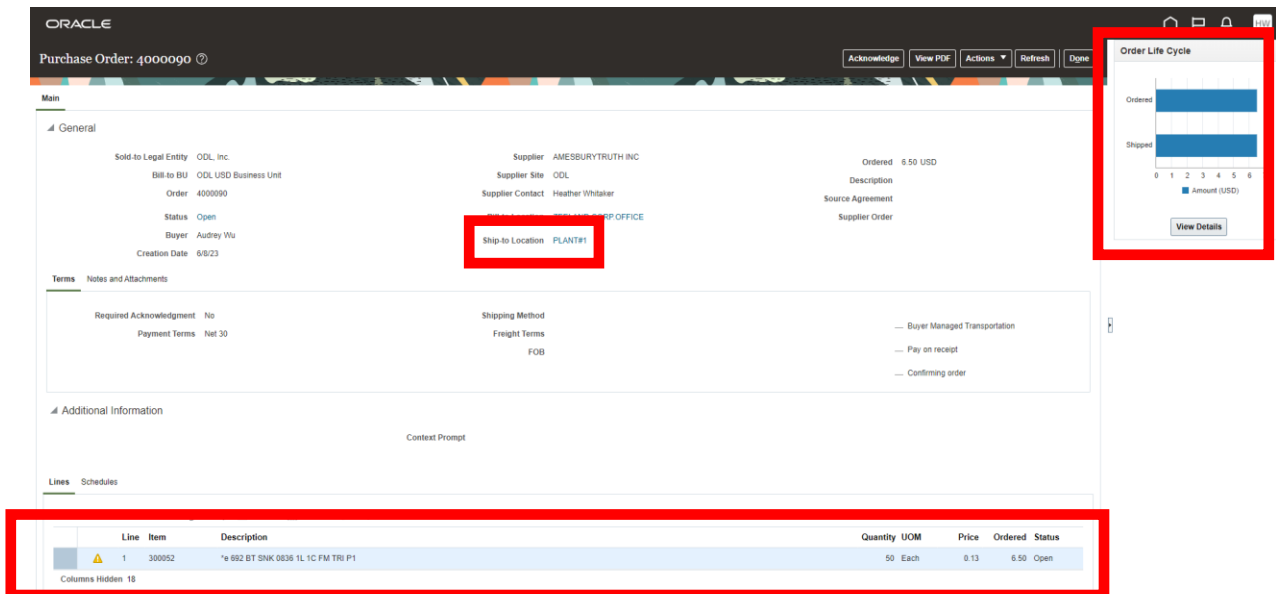
Step 5

Once in the PO, you can review the details (Item, Qty, Price, Ship-to location, etc).

NOTE. There is a tab for lines (this can be a line for one or many part numbers), but also schedules where you can see the delivery due dates and quantities if there are more then one.

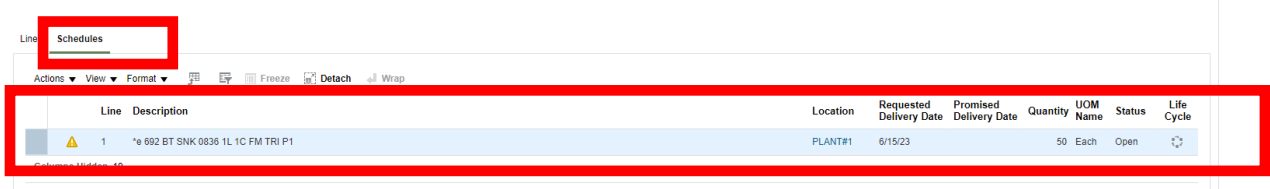Note: The order life cycle box shows the different status of an order – Ordered, Shipped, Received, etc.

Step 6

Select the Schedule button to view detail dates and quantities due per date.

Step 7

From the order, you can export to Excel or Print a PDF.

Step 8

There are several other tasks you can complete on the order.

1. You can view the document history, change history or revision history, but you will not be able to make changes to the PO
2. You can acknowledge the PO

Step 9

When complete, select the done button.