

Managing an Order User Guide

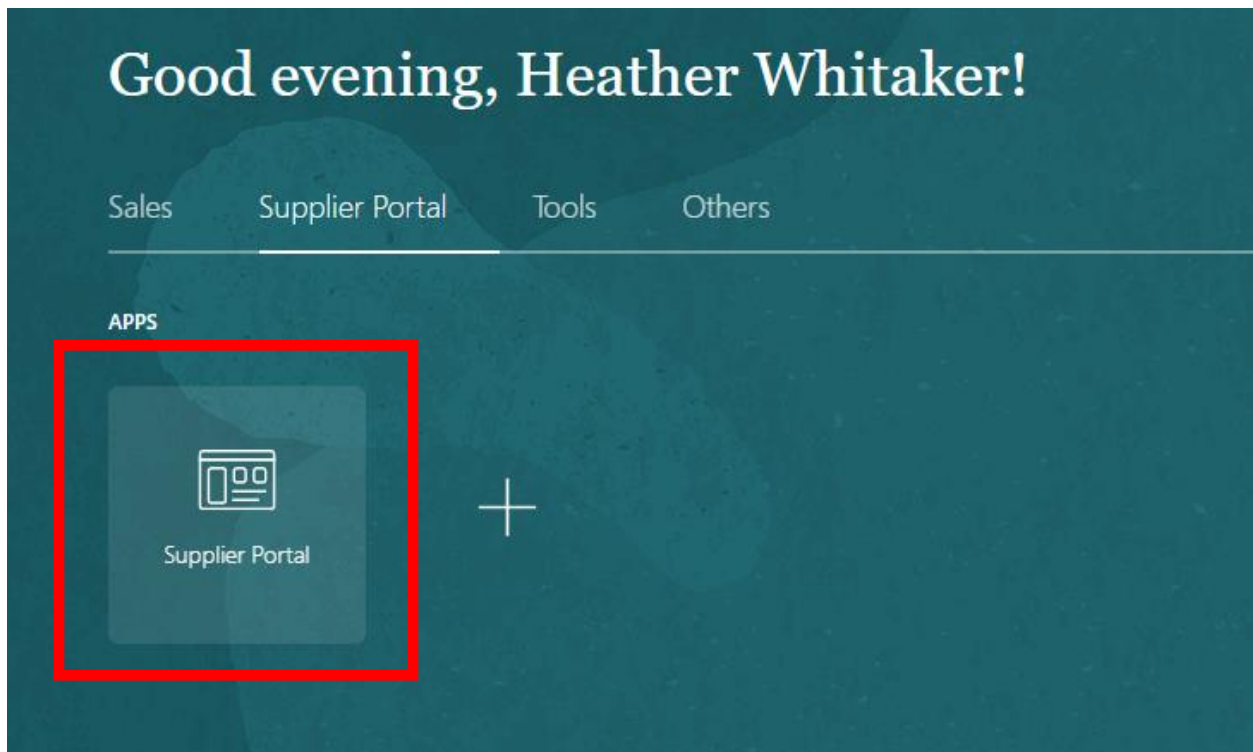


Managing Orders

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.

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](#)

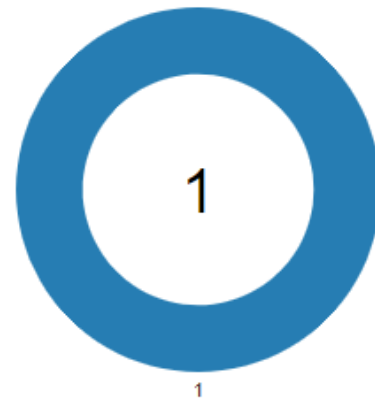
Consigned Inventory

- [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

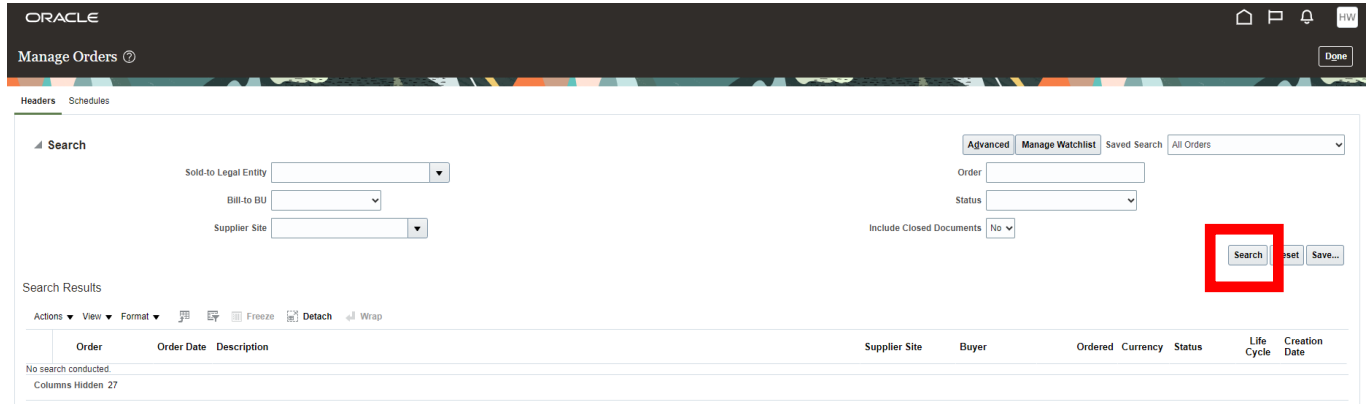


■ Schedules Overdue or Due Today

Supplier News

Step 3

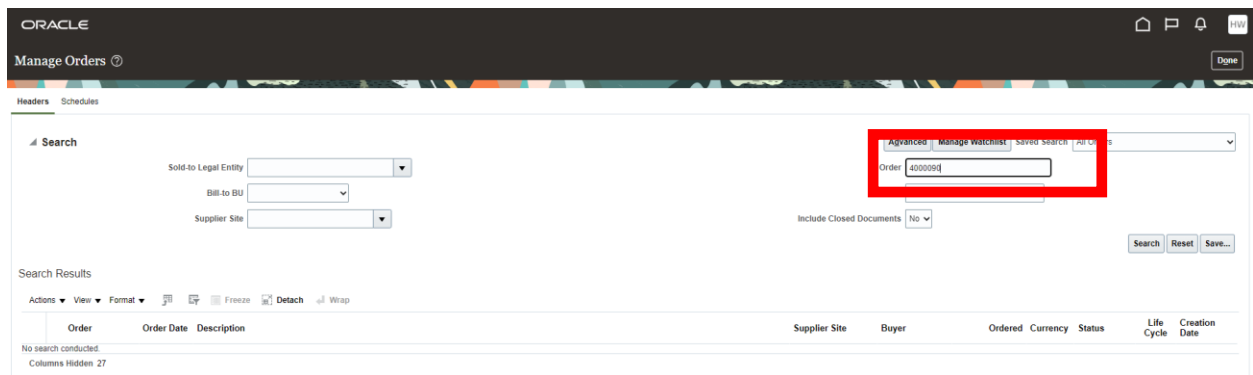
Click on the search button to display a list of the open Purchase Orders for your organization.



The screenshot shows the Oracle Manage Orders search interface. The search fields are empty, and the search button is highlighted with a red box. The interface includes a header with the Oracle logo and a 'Manage Orders' title. Below the header, there are tabs for 'Headers' and 'Schedules'. The search area contains several dropdown menus for 'Sold-to Legal Entity', 'Bill-to BU', and 'Supplier Site'. There are also input fields for 'Order' and 'Status', and a checkbox for 'Include Closed Documents'. The search button is located to the right of these fields. Below the search area, there is a 'Search Results' section with a table header and a message indicating that no search was conducted.

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
No search conducted.									
Columns Hidden: 27									

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

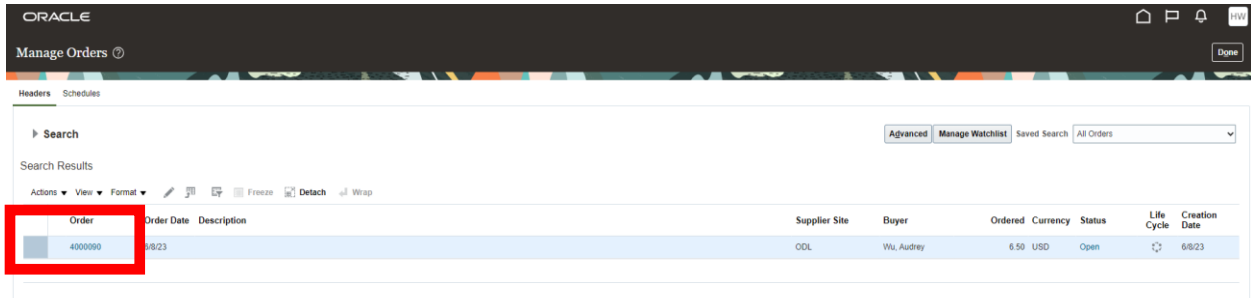


The screenshot shows the Oracle Manage Orders search interface. The 'Order' field is populated with the number '4000090', and the search button is highlighted with a red box. The interface is identical to the previous screenshot, but with the 'Order' field filled in. The search results table remains empty, indicating that the search has not yet been executed.

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
No search conducted.									
Columns Hidden: 27									

Step 4

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



The screenshot shows the Oracle Manage Orders interface. At the top, there's a search bar with a dropdown menu set to 'All Orders'. Below the search bar, there's a table of search results. The first row is highlighted with a red box, indicating the selected order.

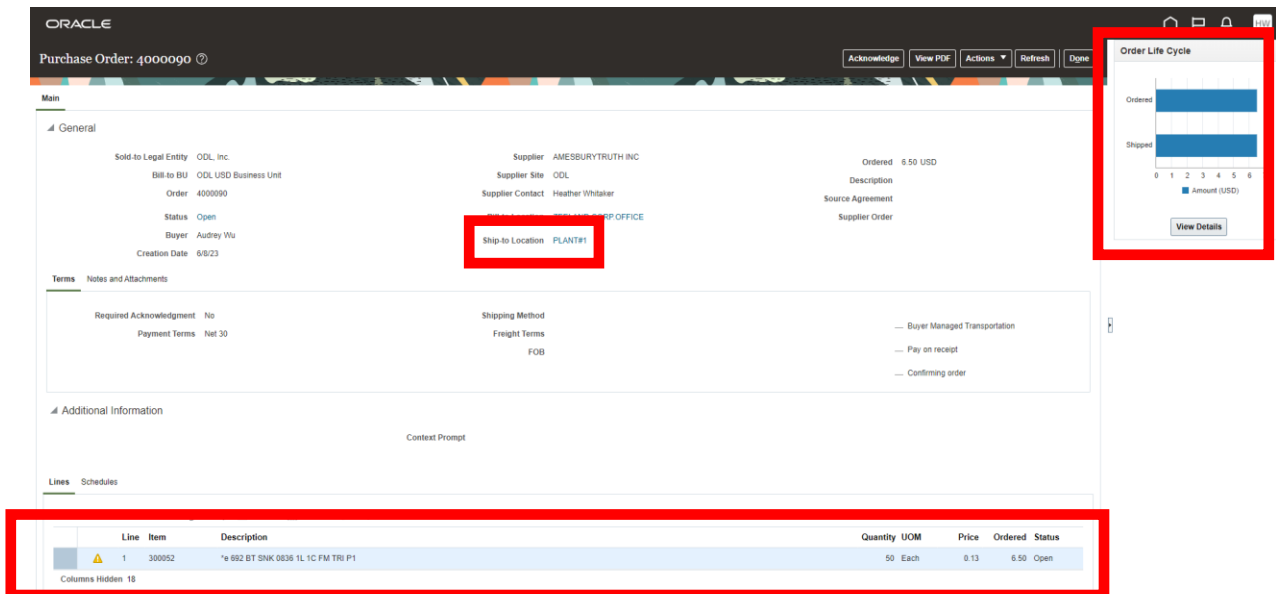
Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
4000090	6/8/23		ODL	Wu, Audrey	6.50	USD	Open		6/8/23

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 than one.

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

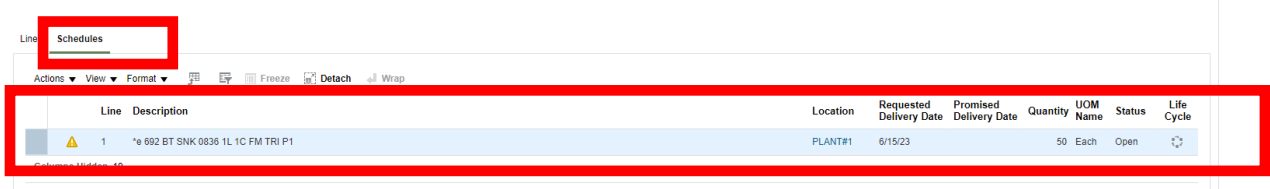


The screenshot shows the Oracle Purchase Order details for order 4000090. The interface is divided into several sections: General, Terms, Additional Information, and Lines. The 'Ship-to Location' is highlighted with a red box. The 'Order Life Cycle' chart is also highlighted with a red box, showing the order's status over time. The 'Lines' section at the bottom is also highlighted with a red box, showing a table of line items.

Line	Item	Description	Quantity	UOM	Price	Ordered	Status
1	300052	*e 692 BT SNK 0836 1L 1C FM TRI P1	50	Each	0.13	6.50	Open

Step 6

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

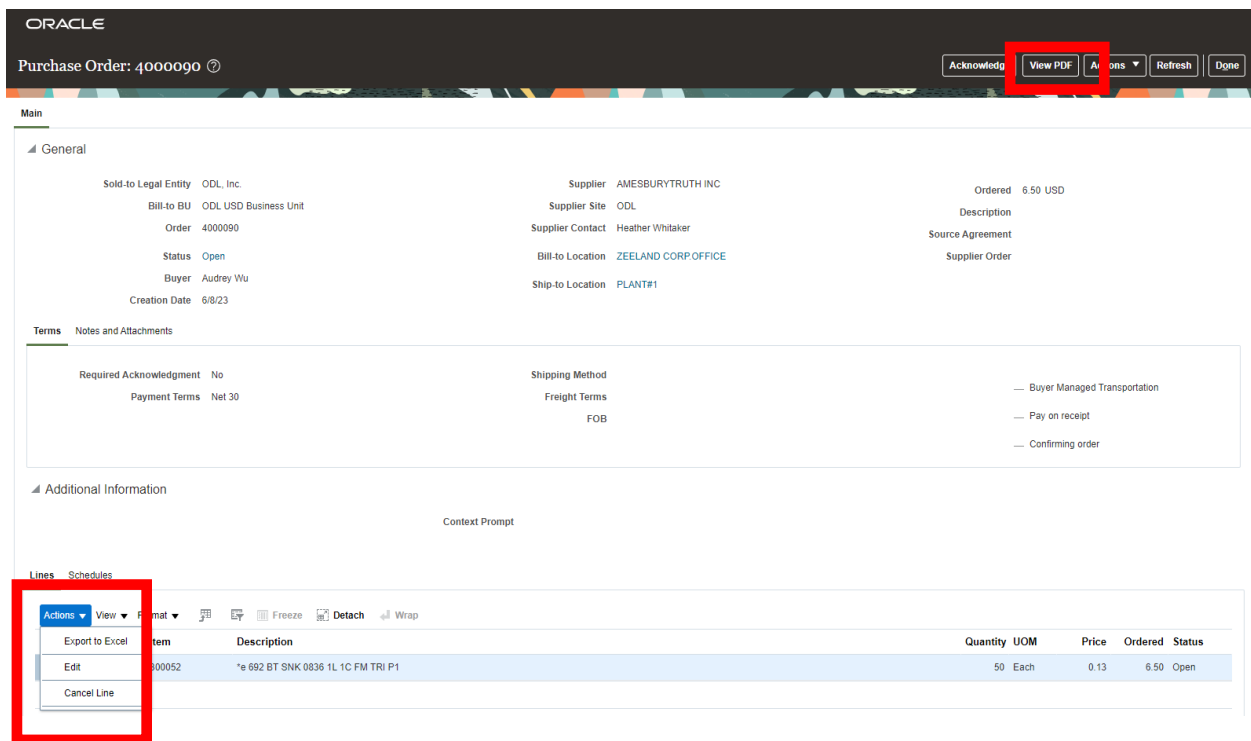


The screenshot shows a table with the following columns: Line, Description, Location, Requested Delivery Date, Promised Delivery Date, Quantity, UOM Name, Status, and Life Cycle. A row is highlighted with a blue background, containing the following data: Line 1, Description *e 692 BT SNK 0836 1L 1C FM TRI P1, Location PLANT#1, Requested Delivery Date 6/15/23, Promised Delivery Date, Quantity 50, UOM Name Each, Status Open, and Life Cycle. A red box highlights the 'Schedules' button in the top left corner of the table area.

Line	Description	Location	Requested Delivery Date	Promised Delivery Date	Quantity	UOM Name	Status	Life Cycle
1	*e 692 BT SNK 0836 1L 1C FM TRI P1	PLANT#1	6/15/23		50	Each	Open	

Step 7

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



The screenshot shows the Oracle interface for a purchase order. At the top, the purchase order number is 4000090. The 'View PDF' button is highlighted in red. Below the header, there are sections for 'General', 'Terms', 'Notes and Attachments', and 'Additional Information'. The 'Lines' section is expanded, showing a table with the following columns: Item, Description, Quantity, UOM, Price, Ordered, and Status. A row is highlighted with a blue background, containing the following data: Item 000052, Description *e 692 BT SNK 0836 1L 1C FM TRI P1, Quantity 50, UOM Each, Price 0.13, Ordered 6.50, and Status Open. A red box highlights the 'Export to Excel' button in the top left corner of the table area.

Item	Description	Quantity	UOM	Price	Ordered	Status
000052	*e 692 BT SNK 0836 1L 1C FM TRI P1	50	Each	0.13	6.50	Open

Step 8

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

ORACLE
Purchase Order: 4000090

Acknowledge View PDF Actions Refresh Done

Main

General

Sold-to Legal Entity ODL, Inc. Supplier AMESBURYTRUTH INC Ordered 6.50 USD
Bill-to BU ODL USD Business Unit Supplier Site ODL Description
Order 4000090 Supplier Contact Heather Whitaker Source Agreement
Status Open Bill-to Location ZEELAND CORP OFFICE Supplier Order
Buyer Audrey Wu Ship-to Location PLANT#1
Creation Date 6/8/23

Terms Notes and Attachments

Required Acknowledgment No Shipping Method — Buyer Managed Transportation
Payment Terms Net 30 Freight Terms — Pay on receipt
FOB — Confirming order

Additional Information

Context Prompt

Lines Schedules

Actions View Format Freeze Detach Wrap

Line	Item	Description	Quantity	UOM	Price	Ordered	Status
1	300052	*e 692 BT SNK 0836 1L 1C FM TRI P1	50	Each	0.13	6.50	Open

Columns Hidden 18

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.

ORACLE
Purchase Order: 4000090

Acknowledge View PDF Actions Refresh Done

Main

General

Sold-to Legal Entity ODL, Inc. Supplier AMESBURYTRUTH INC Ordered 6.50 USD
Bill-to BU ODL USD Business Unit Supplier Site ODL Description
Order 4000090 Supplier Contact Heather Whitaker Source Agreement
Status Open Bill-to Location ZEELAND CORP OFFICE Supplier Order
Buyer Audrey Wu Ship-to Location PLANT#1
Creation Date 6/8/23

Terms Notes and Attachments

Required Acknowledgment No Shipping Method