

Purpose: This job aid provides the steps for receiving and making changes to a purchase order in the Supplier Portal.

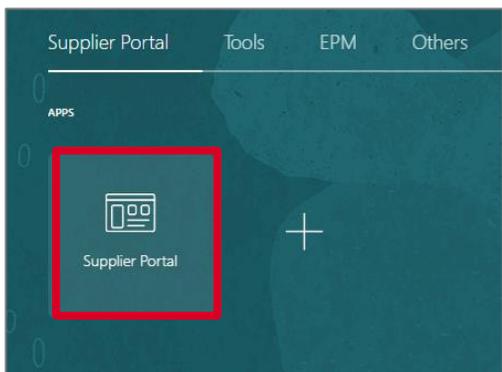
RECEIVE AND MAKE CHANGES TO A PURCHASE ORDER

[Receive a Purchase Order](#)

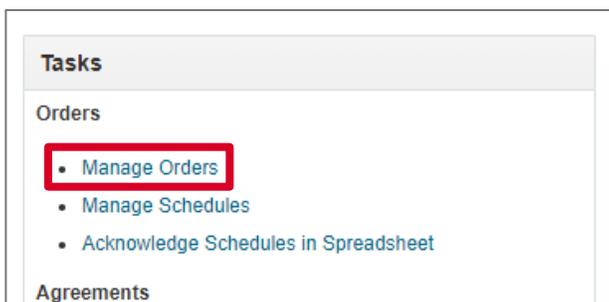
[Make Changes to a Purchase Order](#)

Receive a Purchase Order

1. From the Oracle Homepage, click **Supplier Portal**.



2. Click **Manage Orders** from the Tasks List.



3. Select **Open** from the Status drop-down and click **Search**.

The screenshot shows a search interface with the following elements:

- Buttons: **Advanced**, **Manage Watchlist**, **Saved Search**, and a dropdown menu set to **All Orders**.
- Input fields: **Order** (empty) and **Status** (set to **Open**, highlighted with a red box).
- Checkbox: **Include Closed Documents** (set to **No**).
- Buttons: **Search** (highlighted with a red box), **Reset**, and **Save...**.

4. Click the **number** of the recently submitted Purchase Order in the Order column.

Search Results

Actions View Format Freeze Detach Wrap

| Order | Order Date | Description |
|--------------------------|------------|----------------|
| 30077580 | 10/28/21 | REMAN SHOE KIT |

5. Review the PO details.

Note: To download a PDF copy of the PO, click **View PDF** in the upper right.

Purchase Order: 30077580

Acknowledge View PDF Actions Refresh Done

Main

General

| | | |
|-----------------------------------------------|--------------------------|-----------------------------|
| Sold-to Legal Entity: REPUBLIC SERVICES, INC. | Supplier: FLEETPRIDE | Ordered: 102.26 USD |
| Bill-to BU: Primary Business Unit | Supplier Site: F0001 | Description: REMAN SHOE KIT |
| Order: 30077580 | Supplier Contact: | Source Agreement: 40000149 |
| Status: Open | Bill-to Location: 4541_1 | Supplier Order: |
| Buyer: | Ship-to Location: 3020 | Master Contract: |
| Creation Date: 10/28/21 | | |

Terms Notes and Attachments

| | |
|-------------------------------|-----------------------------------|
| Required Acknowledgment: None | Shipping Method: |
| Payment Terms: NET60 | Freight Terms: --- Pay on receipt |
| | FOB: --- Confirming order |

Additional Information

| | | |
|---------------------------|---------------------|-----------------|
| ePRO PO / BPA Number: | Drop Ship City: | Context Prompt: |
| Drop Ship Location: | Drop Ship State: | |
| Drop Ship Address Line 1: | Drop Ship Zip Code: | |

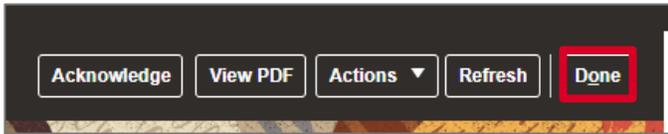
Order Life Cycle

Ordered: 102.26 USD

Amount (USD)

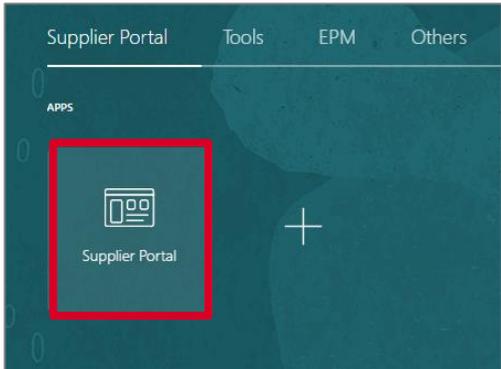
View Details

6. Click **Done** when you have reviewed all the information.

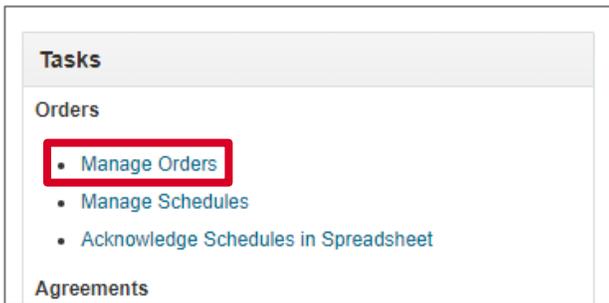


Make Changes to a Purchase Order

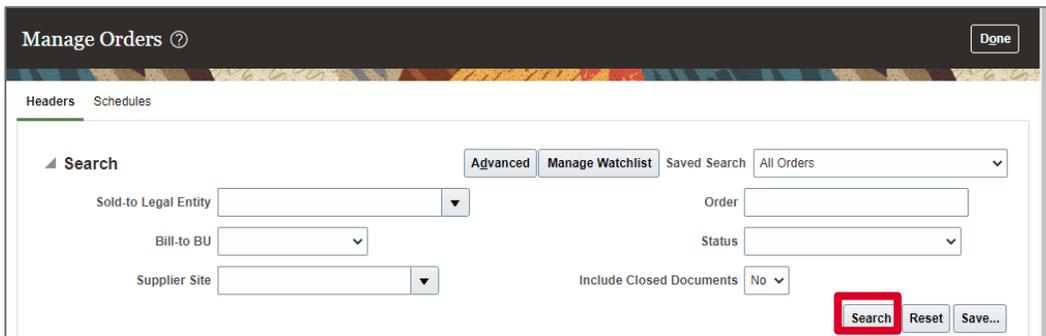
1. From the Oracle Homepage, click **Supplier Portal**.



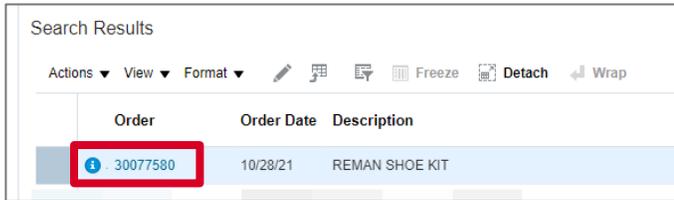
2. Click **Manage Orders** from the Tasks list.



3. Search for the Purchase Order using the known parameters. Then click **Search**.



4. Click the **number** of the purchase order in the Order column.

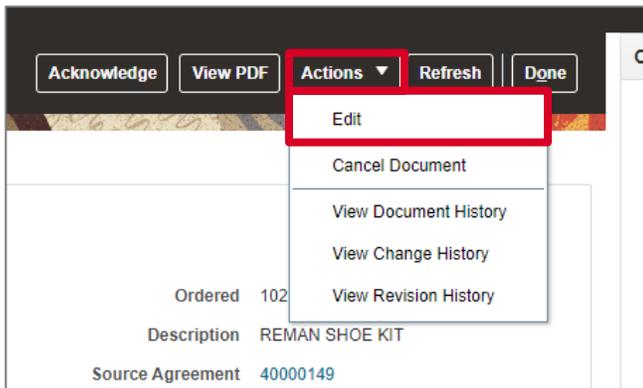


Search Results

Actions View Format Freeze Detach Wrap

| Order | Order Date | Description |
|--------------------------|------------|----------------|
| 30077580 | 10/28/21 | REMAN SHOE KIT |

5. Click **Action**, then click **Edit**.



Acknowledge View PDF Actions Refresh Done

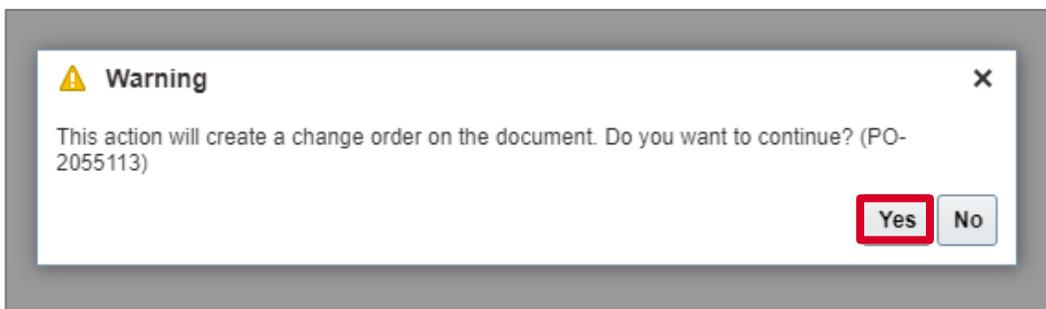
- Edit
- Cancel Document
- View Document History
- View Change History
- View Revision History

Ordered 102

Description REMAN SHOE KIT

Source Agreement [40000149](#)

6. Click **Yes** in the Warning pop-up.



Warning X

This action will create a change order on the document. Do you want to continue? (PO-2055113)

Yes No

7. Make your edits, including those to Quantity, and enter a reason in the Change Reason field.

Sold to Legal Entity: REPUBLIC SERVICES, INC.
Supplier: FLEETPRIDE
Ordered: 102.26 USD
Description: REMAN SHOE KIT

Bill to BU: Primary Business Unit
Supplier Site: P0001
Order: 30077580
Supplier Contact
Status: Open
Bill to Location: 4641_1
Agreement: 40000149
Buyer
Creation Date: 10/28/21
Default Ship to Location: 3020
Master Contract

Terms: Notes and Attachments
Payment Terms: NET60
Shipping Method: — Pay on receipt
Freight Terms: FOB
Context Prompt: [v]

Additional Information
ePRO PO / BPA Number: []
Drop Ship City: []
Drop Ship Location: []
Drop Ship State: []
Drop Ship Address Line 1: []
Drop Ship Zip Code: []

| * Line | Description | Supplier Item | Quantity | UOM | * Price | Ordered | * Location | Note to Supplier | Change Reason |
|--------|----------------|---------------|----------|------|---------|---------|------------|------------------|---------------|
| 1 | REMAN SHOE KIT | XK2124515Q | 2 | Each | 51.13 | 102.26 | 3020 | | |

8. Add a description in the Description field at the top of the page.

Edit Change Order: 1

Change Order: 1

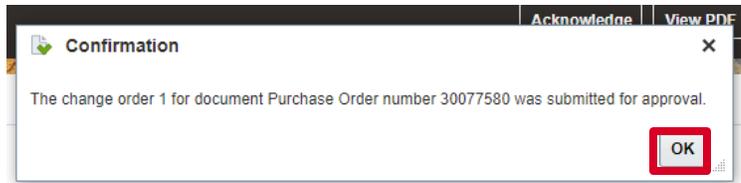
* Description: Adjusting quantity given inventory

Creation Date: 10/28/21

9. Click **Submit**.

Actions | Save | **Submit** | Cancel

10. Click **OK** in the Confirmation pop-up.



11. An approver from the buying organization approves the change order.