



Manage Orders through Supplier Portal

Quick Reference Guide
2023/2024



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Purpose: To view and manage orders through the supplier portal



Supplier



Procurement

Supplier Portal

Search Orders Order Number

Tasks

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

Requiring Attention

4

1

3

Orders to Acknowledge

Schedules Overdue or Due Today

Recent Activity

Last 30 Days

Agreements changed or canceled	1
Orders opened	1

Note: The graphic infolets provide an interactive readout of real time information. You can see recent activities and news. You can also see items requiring attention, which you can access by drilling down into the infolet.

1. Open the supplier portal
2. Go to the Orders section under the Tasks pane on the left side of the screen

Manage Orders through Supplier Portal

1. Click Orders opened in the infolet
2. Review the order details
3. Use the Actions dropdown to perform any of the following actions:
 - i. Edit order
 - ii. Cancel order
 - iii. View history

⚠ Note: Selecting Edit will create a change order request
4. If all the information is accurate, select Acknowledge
5. Enter your SO number. Click OK

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Recent Activity
Last 30 Days

Orders opened

Actions ▾ Refresh Done

Edit

Cancel Document

View Document History

View Change History

View Revision History

⚠ Warning ✕

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

Yes No

Acknowledge View PDF Actions ▾ Refresh Done