



Manage Orders through Supplier Portal

Quick Reference Guide
2023/2024



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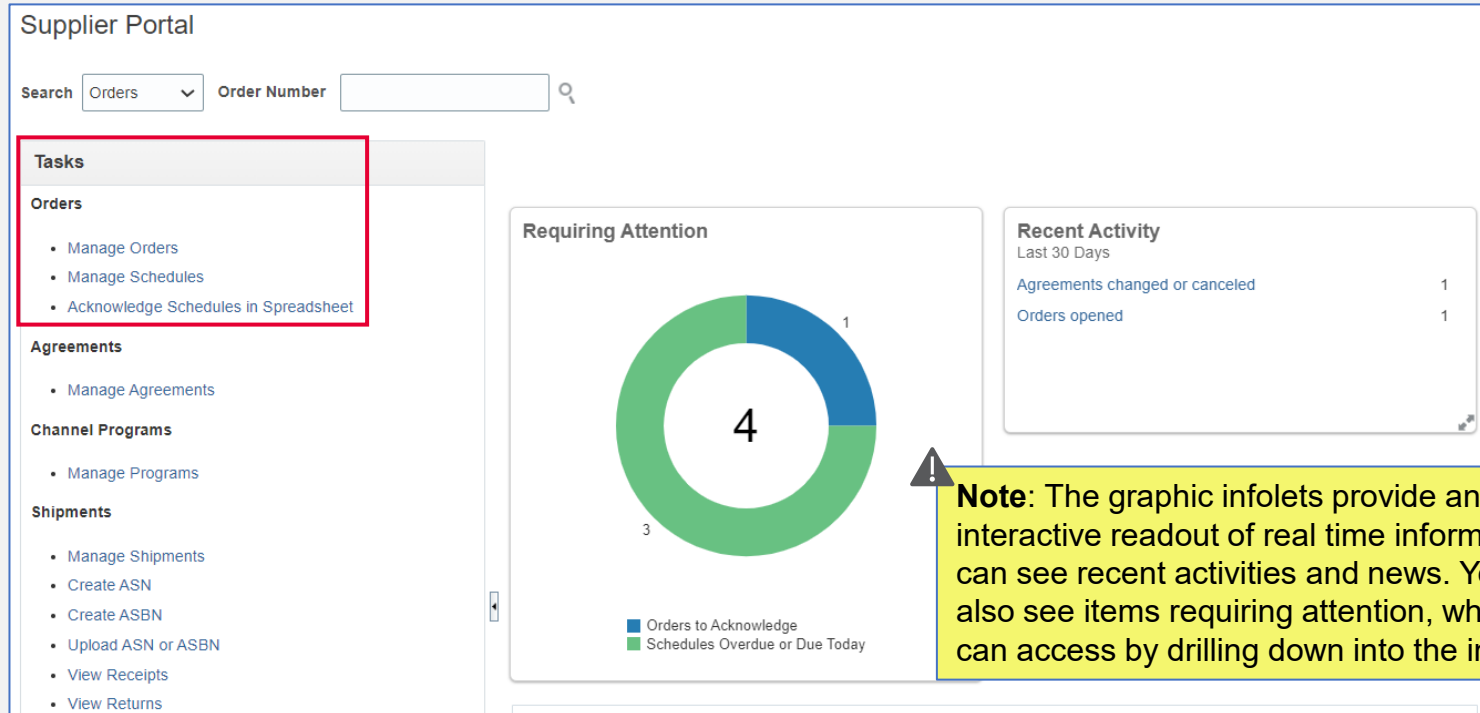
Purpose: To view and manage orders through the supplier portal



Supplier




Procurement



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