

SUP.2.13 Submit Purchase Order Change Request

Role: Supplier Customer Service Representative

Objective: By completing this topic, you will learn how to submit a Purchase Order Change Request.

Navigation Hint: Home > Supplier Portal > Task > Orders

Test Script Dependency:

Expected Result: Supplier submits a Purchase Order change request.

Test Script Execution Duration: 4 Minutes

Step No.	Step Description	Navigation Path
1	Within the Home Page functional area, click on the Supplier Portal icon. Note : You can access the functional tiles by clicking the Navigator icon in the upper left-hand corner of the page or clicking the homepage's functional area.	Supplier Portal
2	Under Tasks Section, click the Manage Orders link.	Tasks Orders • Manage Orders • Manage Schedules • Acknowledge Schedules in Spreadsheet

EDM.540 Test Script - SUP - 24C

SCM: Supplier Portal – Oracle 24C



Step No.	Step Description	Navigation Path
3	Click the Search button.	Search
4	Review the Orders and Status Header details.	Actions ▼ View ▼ Format ▼ 𝒯 Ε Order Order Date ORD1002038 8/10/2022
5	Click the Order number link from the displayed orders.	Actions ▼ View ▼ Format ▼ 第 Freeze Image: Detach ↓ Wrap Order Order Date Description ORD1002038 8/10/2022 test

EDM.540 Test Script - SUP - 24C

SCM: Supplier Portal – Oracle 24C



Step No.	Step Description	Navigation Path
6	Under Actions Click on Edit button	Actions Refresh Done Edit
7	Warning window opens Click on Yes	Warning × This action will create a change order on the document. Do you want to continue? (PO-2055113) Yes No
8	Add a Description for the Change Request and make necessary changes in the PO.	* Description
9	Click the Save button.	Save

EDM.540 Test Script - SUP - 24C

SCM: Supplier Portal – Oracle 24C



Step No.	Step Description	Navigation Path
10	Click the Submit .	Sub <u>m</u> it
11	Click the Done button.	Done

