

SUP.2.1 View Purchase Orders

Role: Supplier Bidder, Supplier Sales Representative & Supplier Customer Service Representative

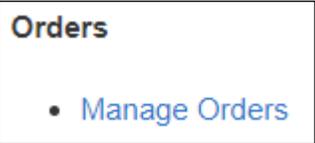
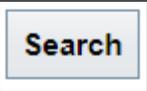
Objective: By completing this topic, you will learn how to view Purchase Orders.

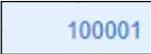
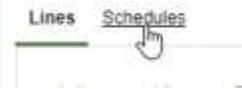
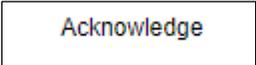
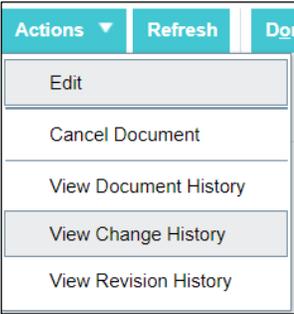
Navigation Hint: Home > Supplier Portal > Task > Orders > Manage Orders

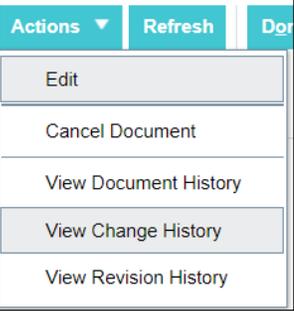
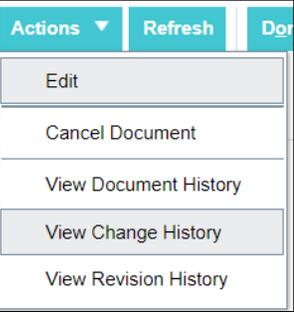
Test Script Dependency:

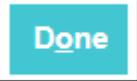
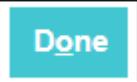
Expected Result: User is able to view the PO.

Test Script Execution Duration : 5 Minutes

| Step No. | Step Description | Navigation Path |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Log into Oracle and click on the Supplier Portal icon. |  Home Page -> Supplier Portal -> Supplier Portal  |
| 2 | In the Tasks Panel, click the Manage Orders link under Orders section. |  |
| 3 | Click the Search button. Note: Blank search will display all orders. Use Search/Filter options as needed to reduce search results. Include Closed |  |

| Step No. | Step Description | Navigation Path |
|----------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| | Documents must be "Yes" to show closed POs. | |
| 4 | Review the Orders and status Header details . |  |
| 5 | Click the Order number link from the displayed orders to view details. |  |
| 6 | PURCHASE ORDER | |
| 7 | Review all the Order sections . |  |
| 8 | Click Acknowledge if the document is pending Acknowledgement- Top Right. If no, then skip this step |  |
| 9 | Click View PDF to see a PDF version of the purchase order. |  |
| 10 | Click Actions . Views only |  |

| Step No. | Step Description | Navigation Path |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 11 | Click the View Document History button. Note: This screen will show the document's history. | Actions > View Document History |
| 12 | Click Done . |  |
| 13 | Click Actions and select View Change History . Note: This screen will show any change orders that had been approved and implemented for the selected purchase order. |  |
| 14 | Click Done . |  |
| 15 | Click Actions and select View Revision History . Note: This screen will show any document revisions. |  |

| Step No. | Step Description | Navigation Path |
|----------|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 16 | Click Done . |  |
| 17 | To see the PO Lifecycle click View Details on the right below the graph. |  <p>The graph titled "Order Life Cycle" shows a single blue bar representing the "Ordered" status. The x-axis is labeled "Amount (USD)" and ranges from 0 to 400 with major ticks every 100 units. The bar for "Ordered" extends to approximately 380 on the x-axis. Below the graph is a "View Details" button.</p> |
| 18 | Click Done after reviewing details. |  |