

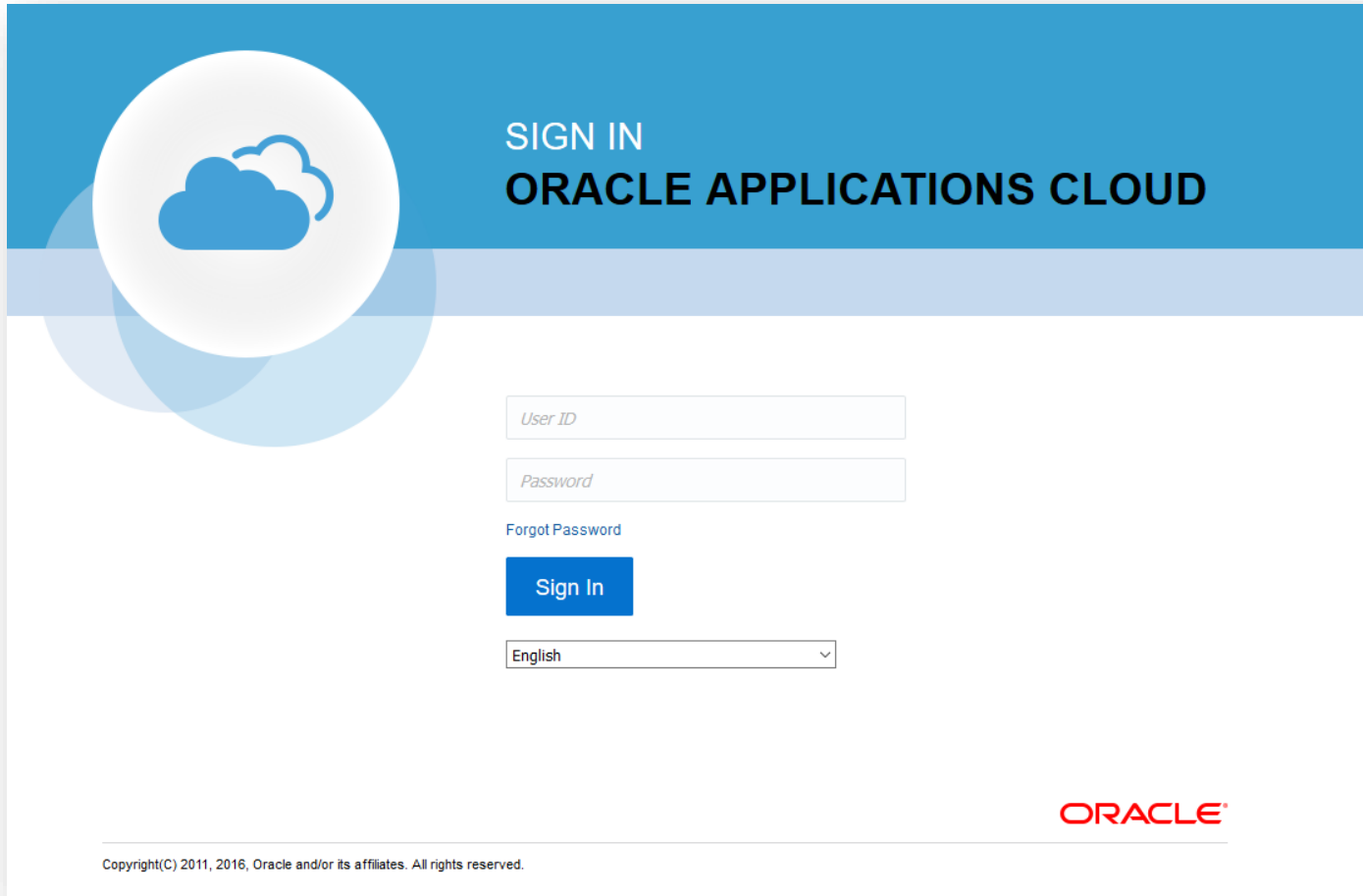


HOW TO VIEW A PURCHASE ORDER VIA THE SUPPLIER PORTAL

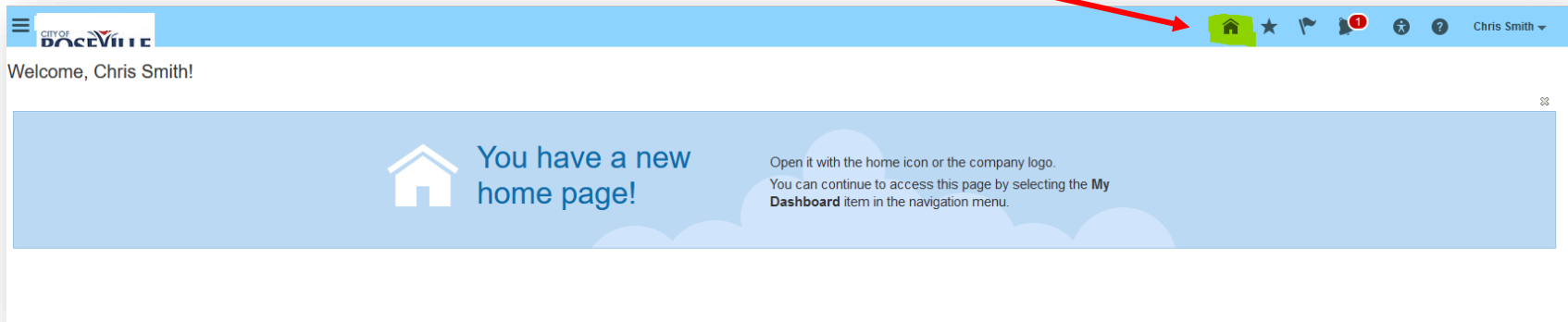
STEP-BY-STEP REFERENCE GUIDE

(Applicable AFTER July 1, 2019)

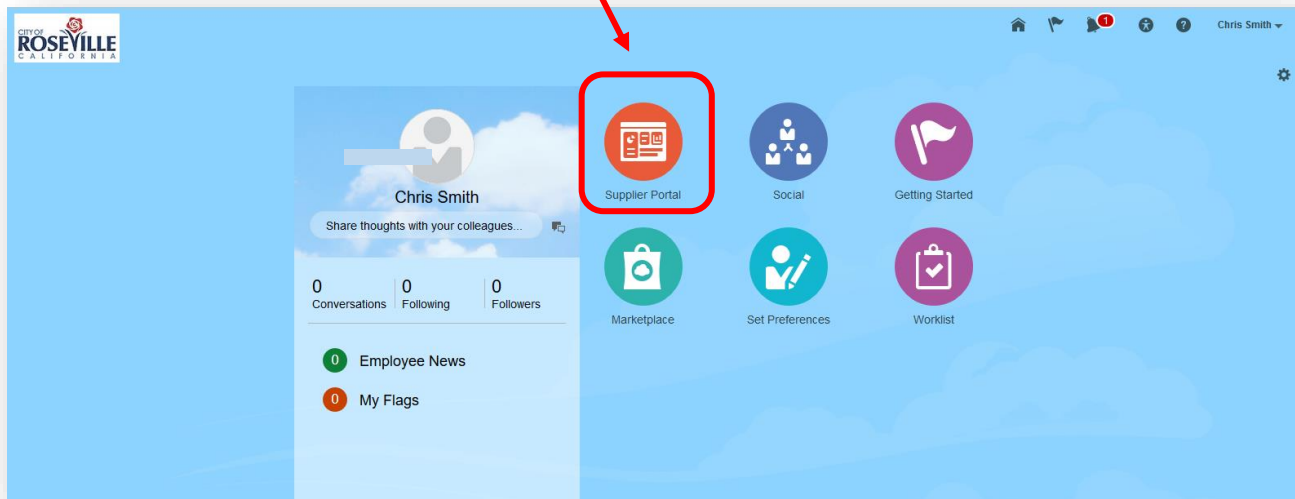
Log into the Oracle Supplier Portal using your contact email address and password.



Click on the “Home” icon to take you to your home page.



Click on the Supplier Portal icon from the home page.



You will be directed to the Overview page.

Click the **Manage Orders** link on the left-hand side of the page.

Supplier Portal

Search Order Number

Tasks

- Orders**
 - [Manage Orders](#)
 - [Manage Schedules](#)
 - [Acknowledge Schedules in Spreadsheet](#)
- Agreements**
 - [Manage Agreements](#)
- Shipments**
 - [Manage Shipments](#)
 - [Create ASN](#)
 - [Create ASBN](#)
 - [Upload ASN or ASBN](#)
 - [View Receipts](#)
 - [View Returns](#)
- Deliverables**
 - [Manage Deliverables](#)
- Consigned Inventory**
 - [Review Consumption Advices](#)
 - [Review Consigned Inventory](#)
 - [Review Consigned Inventory Transactions](#)
- Invoices and Payments**
 - [Create Invoice](#)
 - [Create Invoice Without PO](#)
 - [View Invoices](#)
 - [View Payments](#)

Requiring Attention

40

- 3 Contract Deliverables Overdue
- 14 Schedules Overdue or Due Today
- 23 Invoices Overdue

Recent Activity
Last 30 Days

- 1 Agreements changed or canceled
- 1 Agreements opened
- 5 Orders opened
- 1 Receipts

Supplier News

Welcome to City of Roseville - Supplier Portal

The Manage Orders page will display. Click the **Search** button to display your available orders.

Manage Orders Done

Headers Schedules

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order

Status

Include Closed Documents No

Search Reset Save...

Search Results

Actions View Format

Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
No search conducted.									
Columns Hidden	25								

All available purchase orders (PO's) are displayed, and you can view the status of each PO. You can also hover over the Life Cycle icon to view additional information. Click on the Order number (blue hyperlink).

Manage Orders Done

Headers Schedules

Search

Sold-to Legal Entity: City of Roseville
Bill-to BU: City of Roseville BU
Supplier Site: Corporate office

Advanced Manage Watchlist Saved Search Open Orders

Order:
Status: Open
Include Closed Documents: No

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
400215	03/08/2018		Corporate office	Oukrop, Joanna	450.00	USD	Open		03/08/2018
400214	03/08/2018		Corporate office	Radhakrishnan, ...	1,000.00	USD	Open		03/08/2018
400212	03/08/2018		Corporate office	Radhakrishnan, ...	650.00	USD	Open		03/08/2018
400164	02/07/2018		Corporate office	Radhakrishnan, ...	800.00	USD	Open		02/07/2018
400157	01/18/2018		Corporate office	Oukrop, Joanna	150.00	USD	Open		01/18/2018
400156	01/17/2018		Corporate office	Oukrop, Joanna	300.00	USD	Open		01/17/2018
400148	01/10/2018		Corporate office	Wiest, Shannon	120.00	USD	Open		01/10/2018
400069	11/19/2017		Corporate office	Radhakrishnan, ...	20.00	USD	Open		11/19/2017
400067	11/19/2017		Corporate office	Radhakrishnan, ...	10.00	USD	Open		11/19/2017
400010	09/06/2017		Corporate office	Radhakrishnan, ...	200.00	USD	Open		09/06/2017
400003	08/28/2017		Corporate office	Radhakrishnan, ...	50.00	USD	Open		08/28/2017
400001	08/31/2017		Corporate office	Radhakrishnan, ...	400.00	USD	Open		08/28/2017

On the right-hand side, you can see the Order Life Cycle showing what has been ordered, received, delivered and invoiced.

Click the **View Details** button below the Order Life Cycle to view your dashboard.

Purchase Order: 400010

Order Life Cycle

Category	Amount (USD)
Ordered	10.59
Received	0.25
Delivered	0.25
Invoiced	10.59

View Details

General Information:

Sold-to Legal Entity	City of Roseville	Supplier	Knorr Systems Inc	Ordered	10.59 USD
Bill-to BU	City of Roseville BU	Supplier Site	Order1	Description	
Order	400010	Supplier Contact		Source Agreement	300003
Status	Closed for Invoicing	Bill-to Location	Civic Center	Supplier Order	
Buyer	CR RAMESH	Ship-to Location	Roseville Electric		
Creation Date	3/25/18				

Terms and Conditions:

Required Acknowledgment	None	Shipping Method	Best Method	— Requires signature
Payment Terms	Net 30	Freight Terms	Freight on Board at the destination	— Pay on receipt
		FOB	Destination	— Confirming order

Your Order Life Cycle dashboard is displayed.

In addition, all invoices associated with the purchase order are displayed. If you would like to view additional detail including payment details for a particular invoice, click on the blue hyperlinked text of the invoice.

Click **“Done”** to exit out of this screen and return to the purchase order screen.

Order Life Cycle: 400010 Done

Sold-to Legal Entity City of Roseville
Order 400010
Supplier
Supplier Site Order1
Supplier Contact
Ordered 10.59 USD

Fulfillment Status
94% Pending Fulfillment, 5.6% Delivered
Amount (USD)

Billing Status
100% Invoiced
Amount (USD)

In-Transit Shipments
Actions View Format Freeze Detach Wrap
Table: Shipment, Ship Date, Tracking Number, Packing Slip, Expected Receipt Date, Shipped, Carrier, Bill of Lading
No results found.
Columns Hidden 2

Receipts
Actions View Format Freeze Detach Wrap
Table: Receipt, Receipt Date, Shipment, Ship Date, Packing Slip, Returned, Received, Delivered, Invoiced, Open to Invoice
1004 3/28/18 12:33 ... 0.00 0.59 0.59 0.00 0.00
Columns Hidden

Invoices
Actions View Format Freeze Detach Wrap
Table: Invoice, Invoice Date, Status, Invoice Total, Paid, Matched Amount, Receipt, Packing Slip
11 4/30/18 Canceled 0.00 0.00 0.00
2001 3/28/18 On Hold 11.36 0.00 10.59
2000 3/28/18 On Hold 200.00 0.00 1.00

Click **“View PDF”** to see a full, printable copy of the purchase order.

City of ROSEVILLE CALIFORNIA

Purchase Order: 400044

Acknowledge **View PDF** Actions Done

Main

General

Sold-to Legal Entity	City of Roseville	Supplier	City of Roseville	Ordered	1,648.99 USD
Bill-to BU	City of Roseville BU	Supplier Site	Order1	Description	
Order	400044	Supplier Contact	Chris Smith	Source Agreement	
Status	Open	Bill-to Location	Civic Center	Supplier Order	
Buyer	CR RAMESH	Ship-to Location	316 Vernon-Information Technology		
Creation Date	4/11/18				

Terms Notes and Attachments

Required Acknowledgment	None	Shipping Method	Best Method	— Requires signature
Payment Terms	Net 30	Freight Terms	Freight on Board at the destination	— Pay on receipt
		FOB	Destination	— Confirming order

Order Life Cycle

Ordered	1,648.99 USD
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View Details

Click **“Done”** to return to your Tasks list on the overview screen.