Job Aid Supplier Portal Overview

This job aid explains how Manage Order is completed.

Instructions

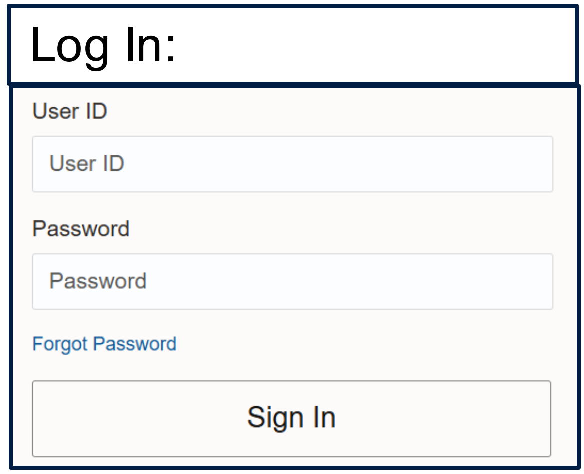
Log into Oracle.
With a Supplier User Account:
Click in the User ID field.
Enter your **User ID.**
Click in Password field.
Enter your **Password.**
Click the **Sign In** button.

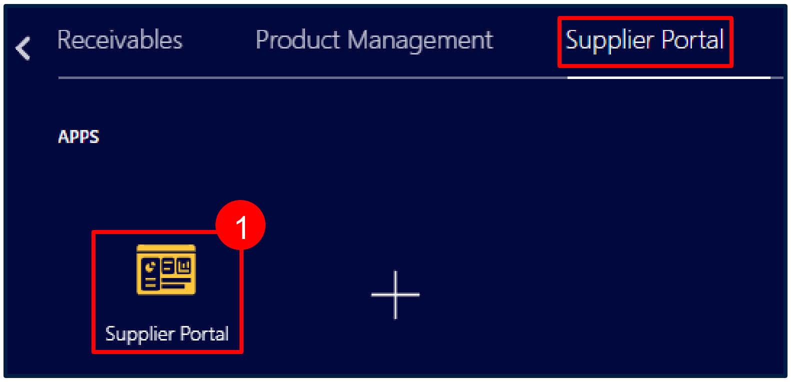
1. Navigation.
Select the **Supplier Portal** Icon.

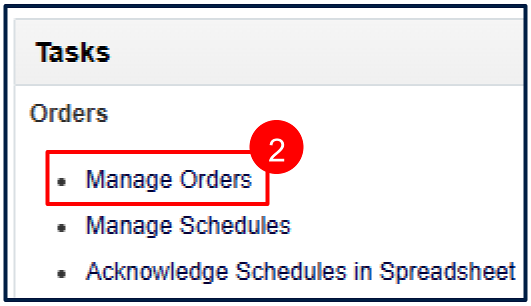
2. Navigation.
Select **Manage Orders** from the task panel.

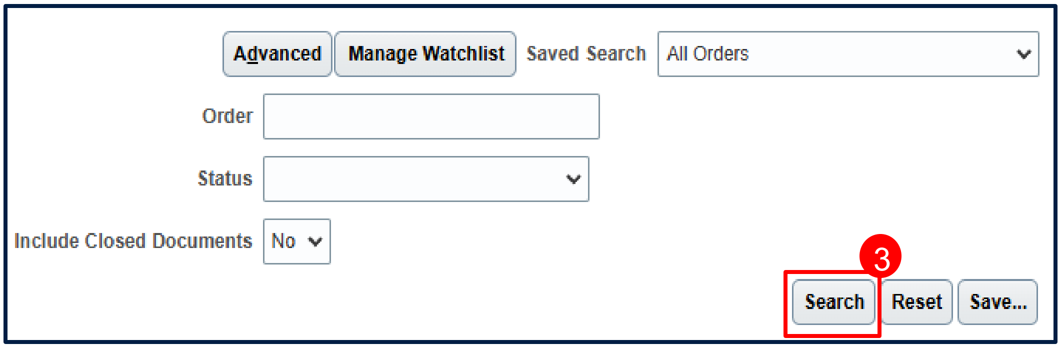
3. Search.
Enter **Search Criteria** and press **Search** button.

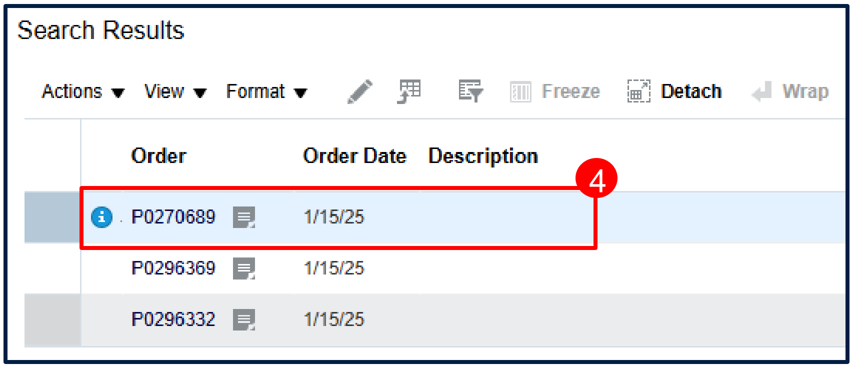
4. Select.
Select Order Line by **clicking on the Line.**











Last Updated:
March 19, 2025

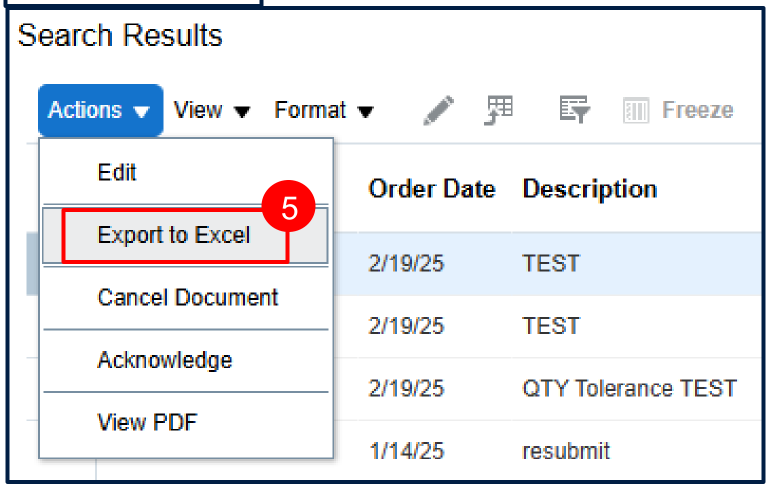
Supplier Portal Overview

This job aid explains how Manage Order is completed.

Instructions

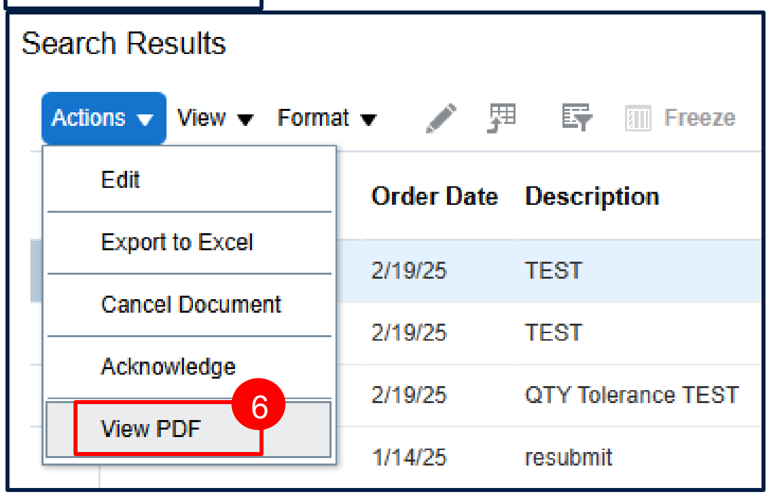
5. **Optional**:
Export to Excel.
Search for PO.
Select **Export to Excel** from the **Action Menu**.
Click **Yes to the Warning message**.
Review the Excel Worksheet.
Click the **Enable Editing** button to manipulate the export.
Click the **'X'** in the upper corner of the Excel file to **close the file**.

*Optional



6. **Optional**:
View PDF.
Select **View PDF** from the Action menu.
A PDF of the Order will open.
Use the **PDF menu to print** the order if needed.
Close the PDF.

*Optional



7. **Close.**
Click the **Done** button to close the Manage Orders form.

☑ You have now completed the steps to manage an order.

Supplier Portal Overview

This job aid explains how View Receipts is completed.

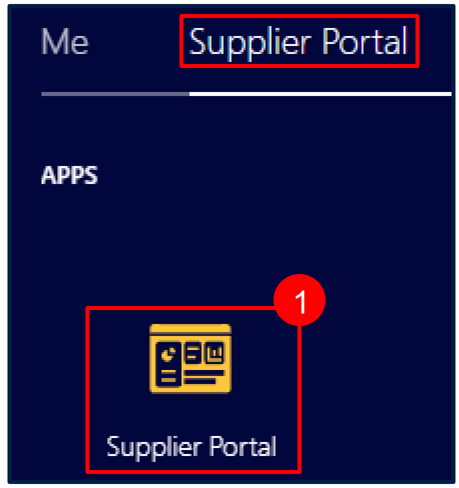
Instructions

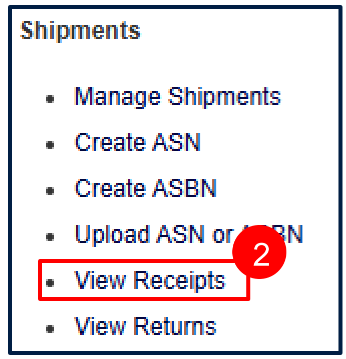
1. Navigation.
Select the **Supplier Portal** Icon.

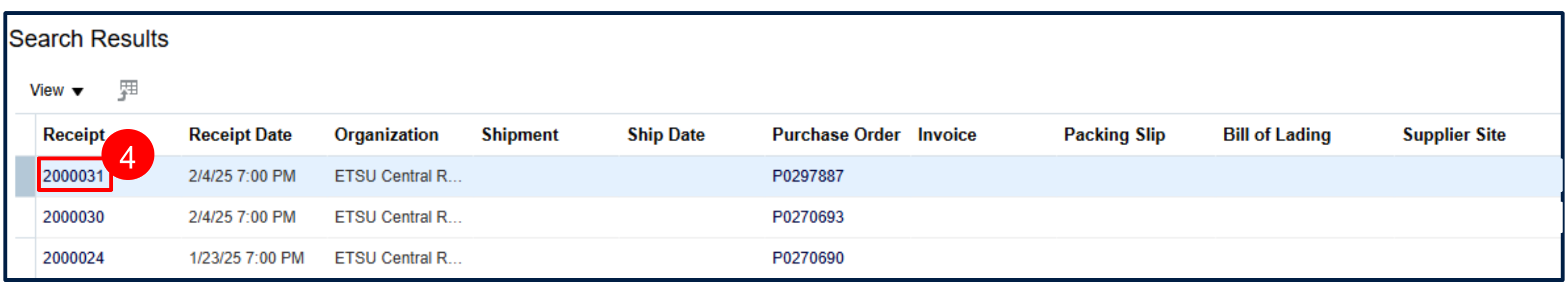
2. Navigation.
Select **View Receipts** from the task list.

3. **Search.**
Enter the Receipt Number, Purchase Order, Shipment, Item **or** Receipt Date range.

4. View Receipt.
Click on the Receipt **number** you want to view.







Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading	Supplier Site
2000031	2/4/25 7:00 PM	ETSU Central R...			P0297887				
2000030	2/4/25 7:00 PM	ETSU Central R...			P0270693				
2000024	1/23/25 7:00 PM	ETSU Central R...			P0270690				

This job aid explains how View Receipts is completed.

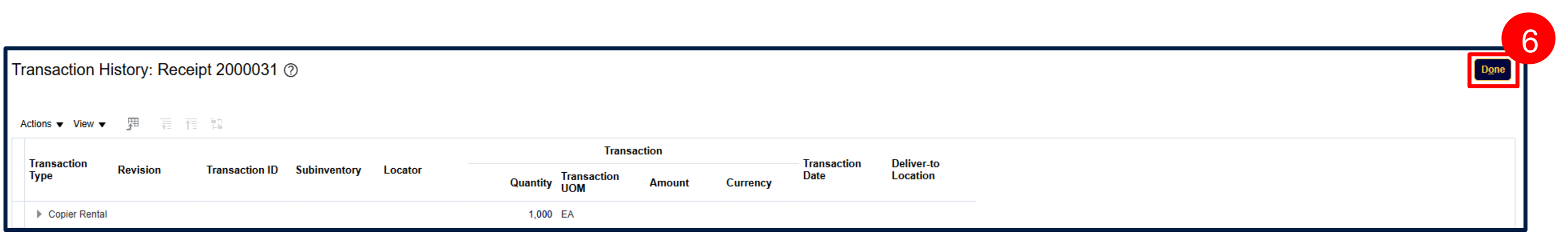
Instructions

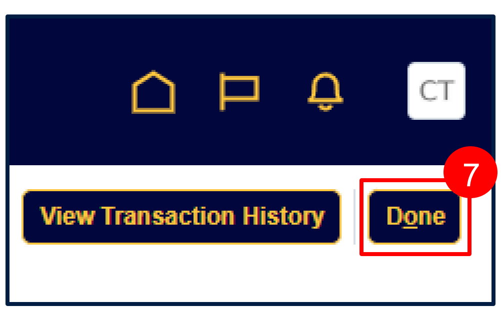
5. View Transaction History.
Click the **View Transaction History** button to view Transaction History.

6. Return to Main Screen.
Press the **Done** button on the **Transaction history form**.
Press the **Done** button on the **Receipts Detail** screen.

7. Close.
Click the **Done** button.

☑ You have now completed the steps to view receipts.





Job Aid — Supplier Portal Overview

This job aid explains how View Returns is completed.

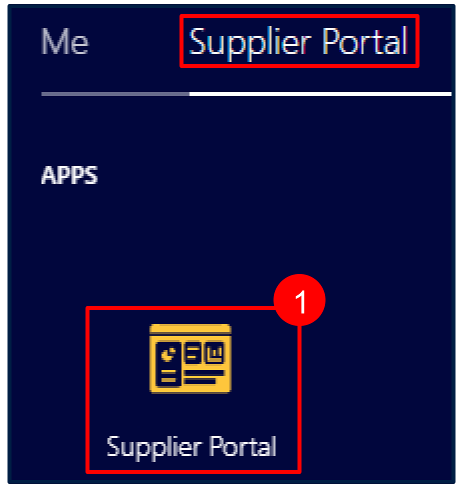
Instructions

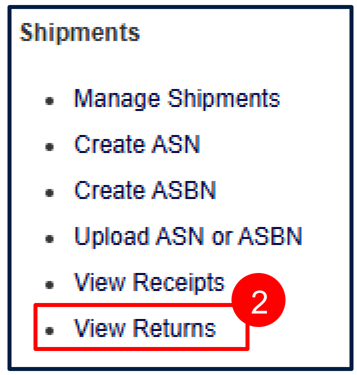
1. Navigation.
Select the **Supplier Portal** Icon.

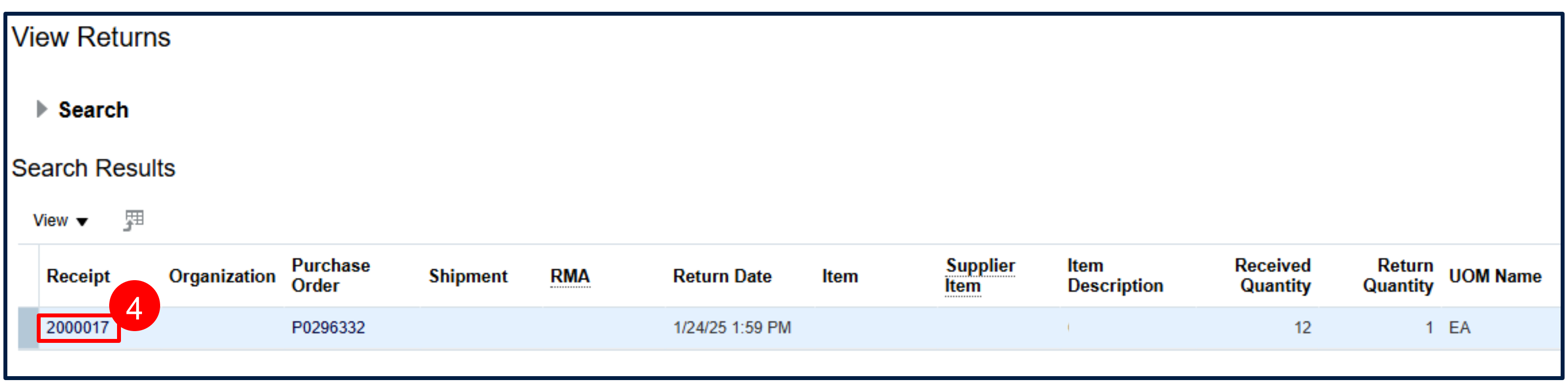
2. Navigation.
Select **View Returns** from the task list.

3. **Search.**
Enter Search criteria.
Purchase Order number, RMA number.
Click the **Search** button.

4. View Returns.
Click on the Receipt **number** you want to view.



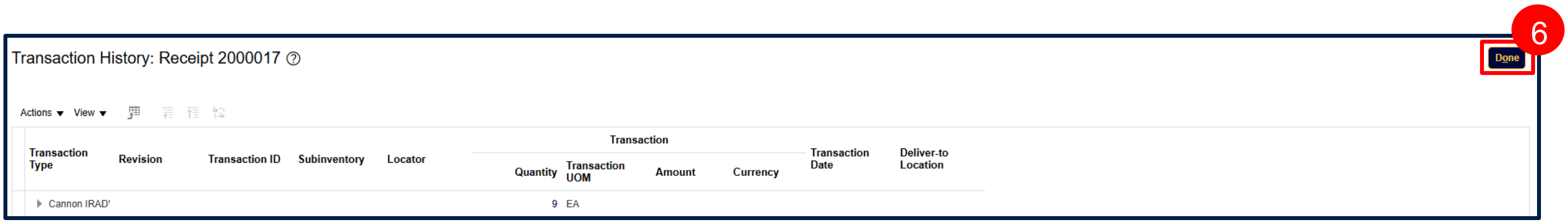




Supplier Portal Overview

This job aid explains how View Returns is completed.

Instructions
5. View Transaction History. Click the **View Transaction History** button to view Transaction History.
6. Return to Main Screen. Press the **Done** button on the **Transaction history form**. Press the **Done** button on the **Returns Detail** screen.
7. Close. Click the **Done** button.
☑ You have now completed the steps to view returns.



Supplier Portal Overview

This job aid explains how View Invoices is completed.

Instructions

1. Navigation.
Select the **Supplier Portal** Icon.

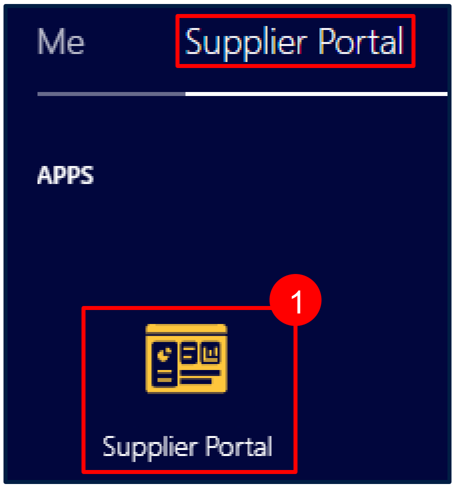
2. Navigation.
Select **View Invoices** from the task list.

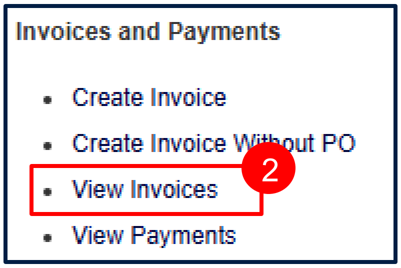
3. **Search.**
Enter Search criteria.
Invoice number, Supplier, Purchase Order, etc.
Click the **Search** button.

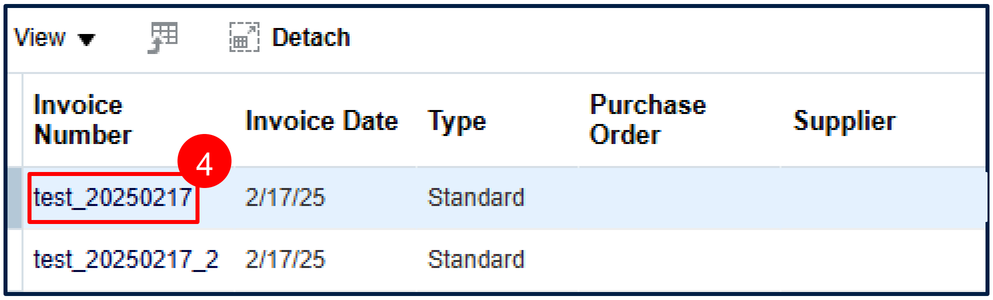
4. Open Invoice.
Click on the **Invoice Number** to view details.

5. Close Form.
Press the **Done** button to close the form.

☑ You have now completed the steps to view invoices.







Supplier Portal Overview

This job aid explains how View Payments is completed.

Instructions

1. Navigation.
Select the **Supplier Portal** Icon.

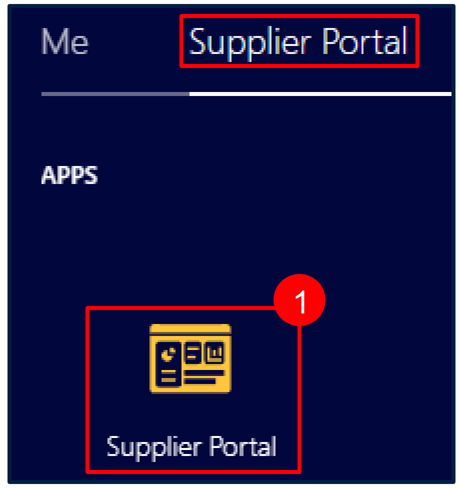
2. Navigation.
Select **View Payments** from the task list.

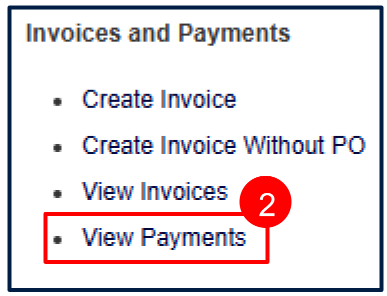
3. **Search.**
Enter Search criteria.
(Payment Number, Status, Payment Amount, Supplier, etc.)
Click the **Search** button.

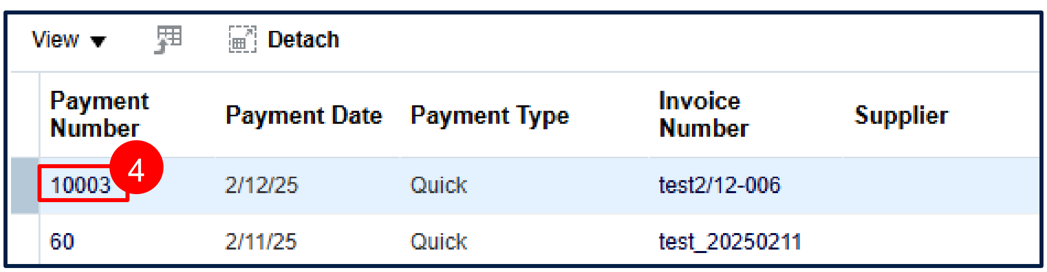
4. Open Payment.
Click on the **Payment Number** to view details.

5. Close Form.
Press the **Done** button to close the form.

☑ You have now completed the steps to view payments.





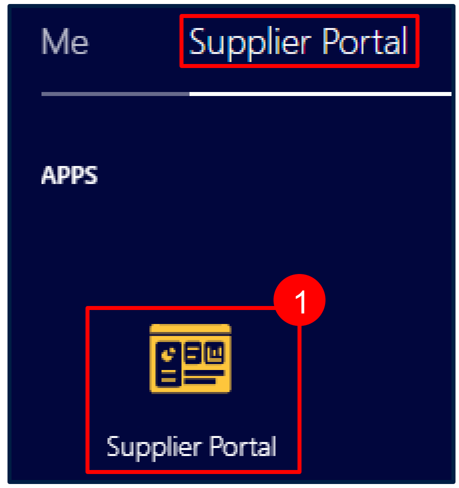


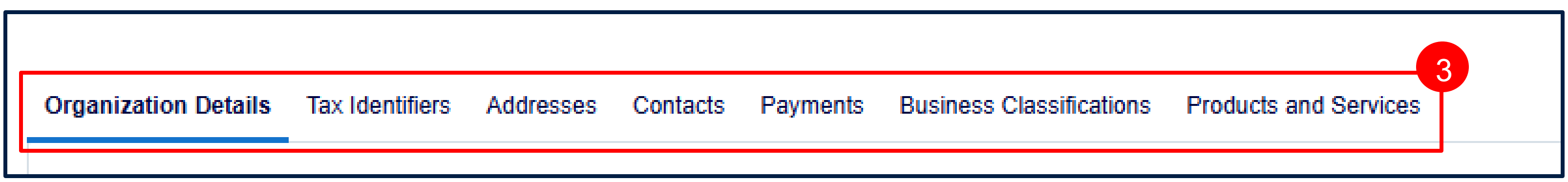
Supplier Portal Overview

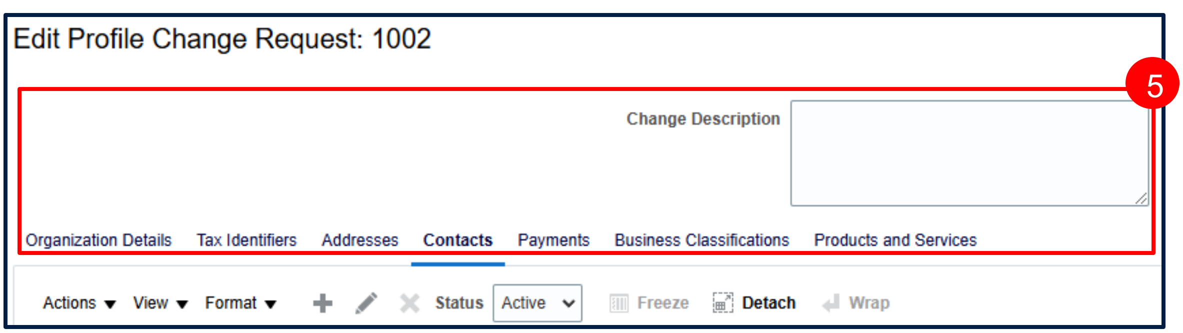
Job Aid

This job aid explains how Manage Profile is completed.

Instructions
1. Navigation. Select the **Supplier Portal** Icon.
2. Navigation. Select **Manage Profile** from the task list.
3. Review. **Scroll** through the different tabs and **review** the information already entered for your Supplier Record.
4. Edit. Press the **Edit** button to make the profile editable. **Click the Yes button to close the warning message.**
5. Update Profile. **Select** the tabs to **update** or **add** information to your profile.







Job Aid

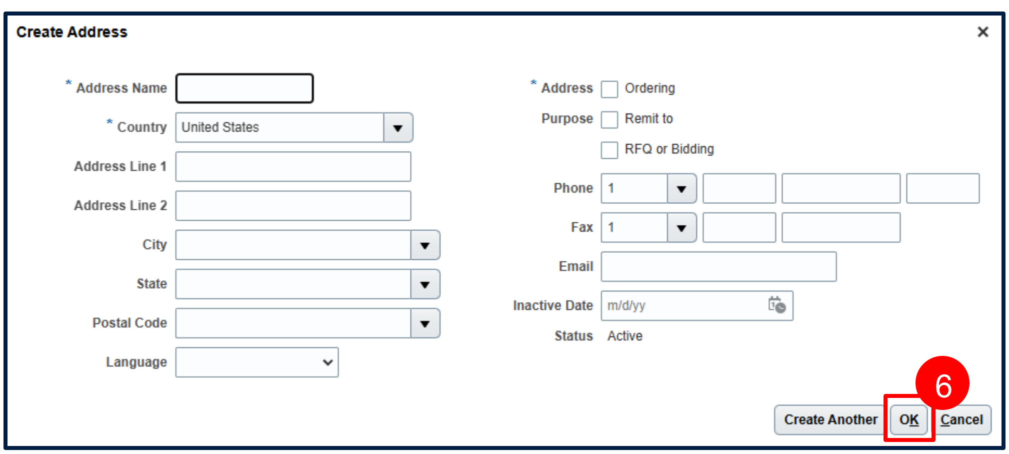
Supplier Portal Overview

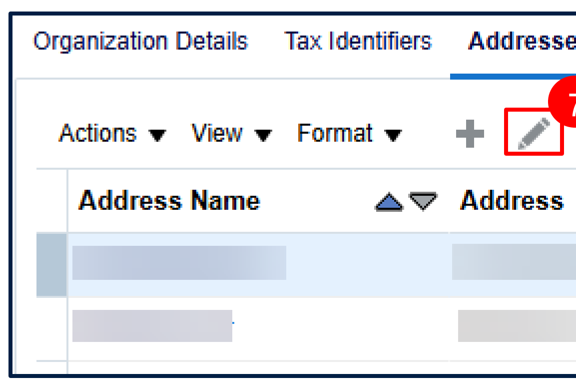
This job aid explains how Manage Profile is completed.

Instructions

6. Add a **new** Address.
Click the **Addresses link.**
Click the "**+**" create icon.
Enter an Address Name (Required).
Enter the 1st line of the address.
Click in the **Postal Code** field and enter the code.
--The City, County and State will populate.
***Note: A Search and Select form may open with multiple records. Select the correct value and click the OK button.**
Select the **Address Purpose** - Ordering, Remit to, RFQ.
Enter the **Phone Number.**
Enter the **Fax Number.**
Enter the **Email** address.
Click the **OK** button.
Click the **Save** button.

7. **Edit** an **Existing** Address.
Click to select the Address to be updated.
Click the **Pencil edit button.**
Update the address as needed.
***Note: To mark an address as no longer active, Enter the Inactive Date.**
Click the **Save** button.





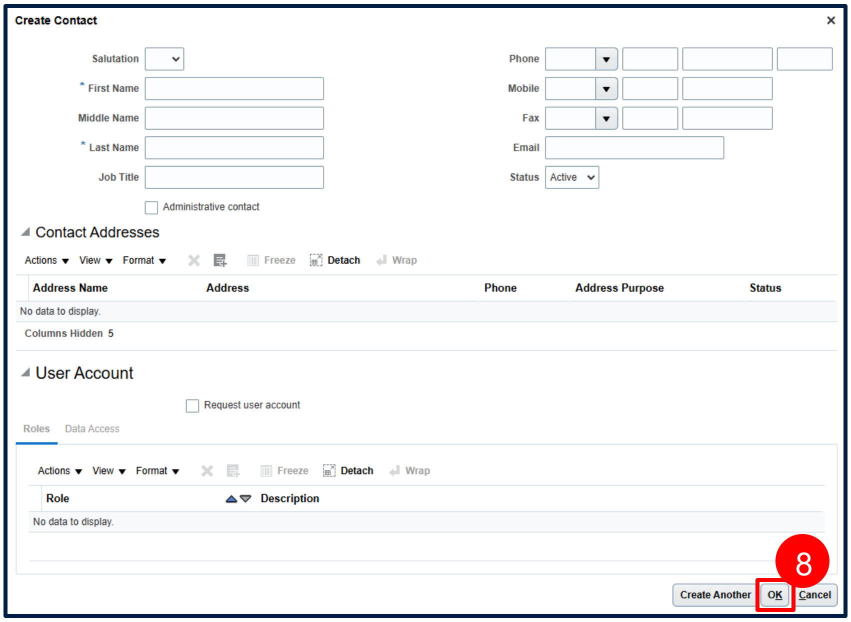
Supplier Portal Overview

This job aid explains how Manage Profile is completed.

Instructions

8. Add a **new** Contact.
Click the Contacts **link.**
Enter the **First and Last Name** for the new Contact.
***Optionally enter a Job Title.**
Enter the **Phone**, **Fax** and **Email address.**
- In the **Contact Addresses** area:
  -- Choose **Select** and **Add** from the Actions Menu.
  -- **Select the Address** with which the Contact should be associated.
  -- Click the **Apply** and then **Ok** buttons.
- User **Account Region**:
  -- Click the **Request User Account** if this contact will need Portal access.
  -- Select **Remove from the Roles** menu to remove unneeded access.
Click the **OK** button.
Click the **Save** button.

9. **Update** a Contact.
Click the **Pencil edit** icon.
Click to select the Contact to be updated.
Update as needed.
Click the **Ok** button.
Click the **Save** button.



Supplier Portal Overview

This job aid explains how Manage Profile is completed.

Instructions
10. **Delete** a Contact. Click the "**X**" delete icon. Click **Yes** to close the warning message.
11. Other Updates. Select the other links to add or update additional information as needed.
12. Review. Click the **Review Changes** button to review the changes you have requested. Click the **Submit** button. Click the **OK** button to close the Confirmation message.
13. Close. Click the **Done** button to close the Manage Profile window.
☑ You have now completed the steps to manage your profile.