

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**.

Log In:

User ID

User ID

Password

Password

[Forgot Password](#)

Sign In



Tasks

Orders

- Manage Orders** (highlighted with a red box and a red circle with the number 2)
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Advanced Manage Watchlist Saved Search All Orders

Order

Status

Include Closed Documents No

Search (highlighted with a red box and a red circle with the number 3) Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description
P0270689	1/15/25	
P0296369	1/15/25	
P0296332	1/15/25	

The first row of the table is highlighted with a red box and a red circle with the number 4.



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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**.

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.

7. Close.

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

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

*Optional

Search Results

Actions	View	Format					Freeze
Edit							
Export to Excel							
Cancel Document							
Acknowledge							
View PDF							

Order Date	Description
2/19/25	TEST
2/19/25	TEST
2/19/25	QTY Tolerance TEST
1/14/25	resubmit

*Optional

Search Results

Actions	View	Format					Freeze
Edit							
Export to Excel							
Cancel Document							
Acknowledge							
View PDF							

Order Date	Description
2/19/25	TEST
2/19/25	TEST
2/19/25	QTY Tolerance TEST
1/14/25	resubmit

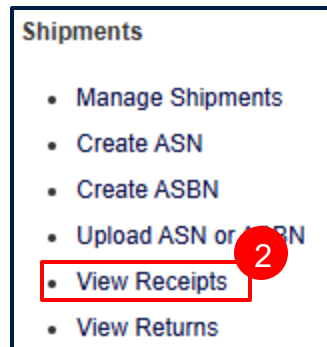
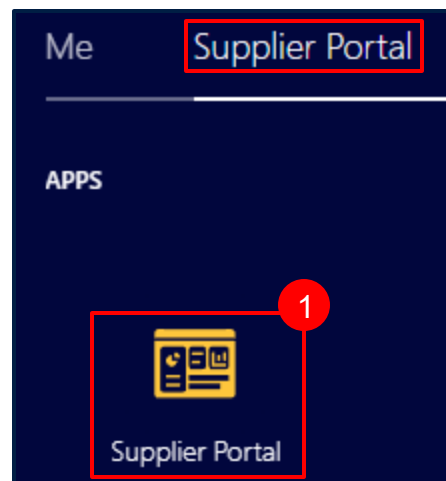


Supplier Portal Overview

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.



Search

Advanced Saved Search All Receipts

** Receipt

Organization

** Purchase Order

Supplier Item

** Shipment

** Item

** Receipt Date m/d/yy - m/d/yy

** At least one is required

Search Reset Save...

Search Results

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				



Supplier Portal Overview

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.

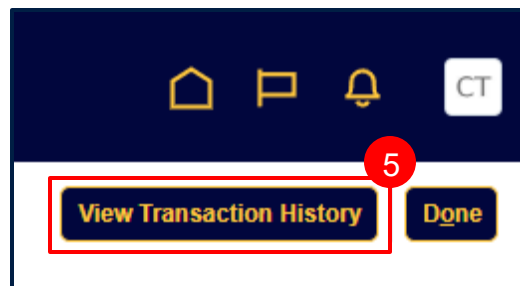
Press the **Done** button on the **Transaction history form**.

Press the **Done** button on the **Receipts Detail** screen.

7. Close.

Click the **Done** button.

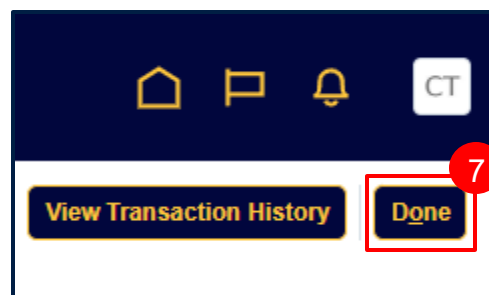
☒ You have now completed the steps to view receipts.



Transaction History: Receipt 2000031 ?

Actions View

Transaction Type	Revision	Transaction ID	Subinventory	Locator	Transaction			Transaction Date	Deliver-to Location
					Quantity	Transaction UOM	Amount	Currency	
► Copier Rental					1,000	EA			

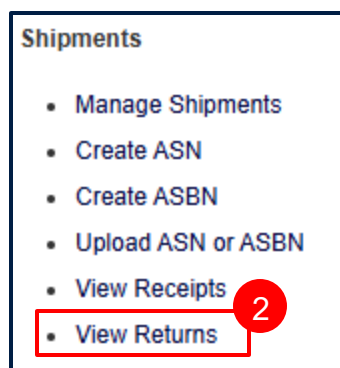
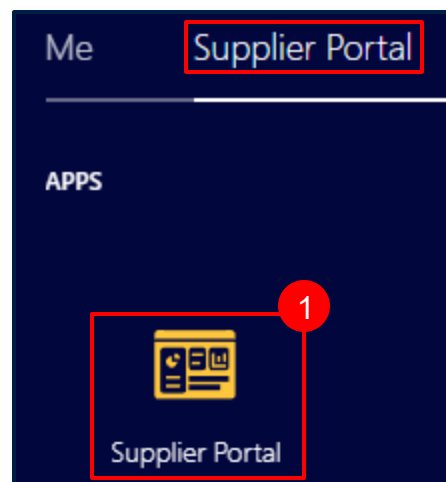


Supplier Portal Overview

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.



View Returns

Search

Advanced Saved Search All Returns

** Receipt

Organization

** Purchase Order

Supplier Item

** Shipment

RMA

Search Reset Save...

View Returns

Search

Search Results

View

Receipt	Organization	Purchase Order	Shipment	RMA	Return Date	Item	Supplier Item	Item Description	Received Quantity	Return Quantity	UOM Name
2000017		P0296332			1/24/25 1:59 PM				12	1	EA



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.

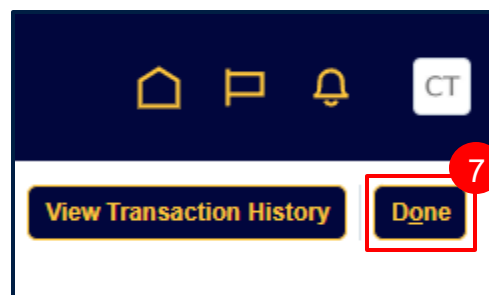
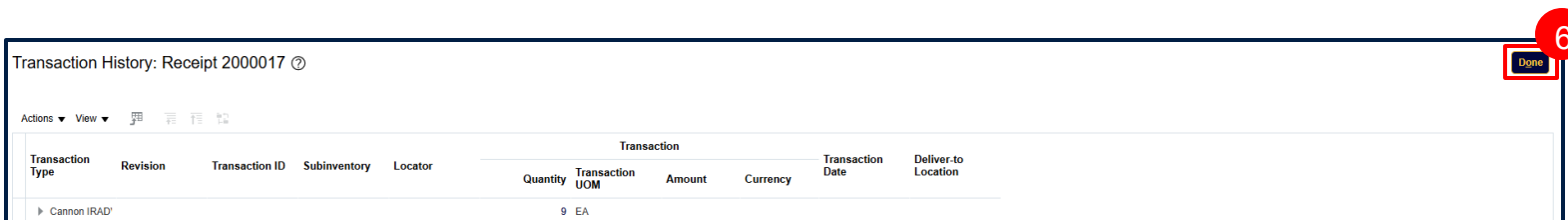
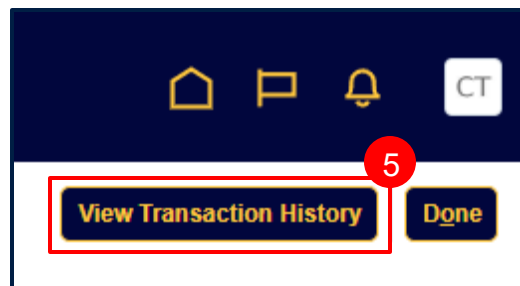
Press the **Done** button on the **Transaction history form**.

Press the **Done** button on the **Returns Detail** screen.

7. Close.

Click the **Done** button.

☒ You have now completed the steps to view returns.



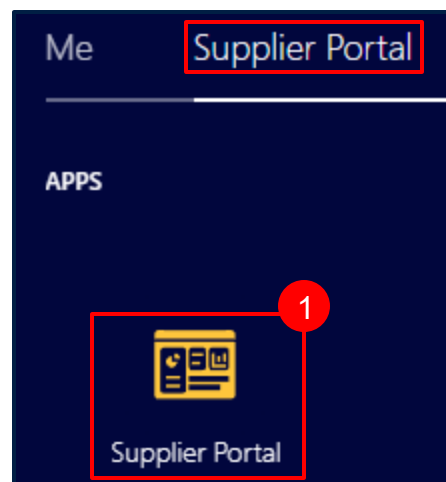
Supplier Portal Overview

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.



Search

Advanced Saved Search All Invoices

** At least one is required

** Invoice Number

** Supplier

Supplier Site

** Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

View ▾ Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier
test_20250217	2/17/25	Standard		
test_20250217_2	2/17/25	Standard		

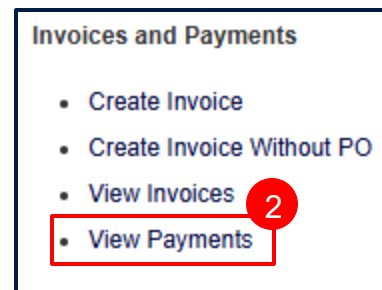
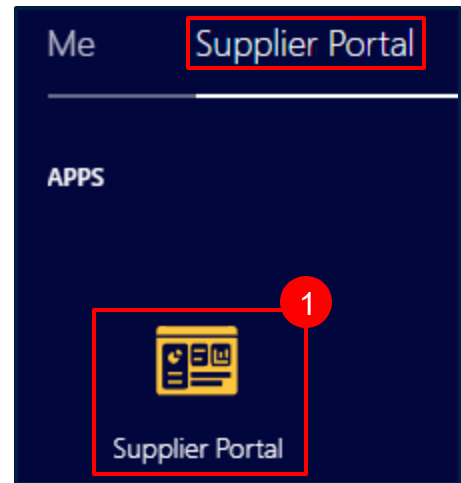


Supplier Portal Overview

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.



Search

Advanced | Saved Search | All Payments

** Payment Number

Payment Status

Payment Amount

** Supplier

Supplier Site

Payment Date m/d/yy

Search Reset Save...

** At least one is required

View	Detach				
Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	
10003	2/12/25	Quick	test2/12-006		
60	2/11/25	Quick	test_20250211		



Supplier Portal Overview

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.

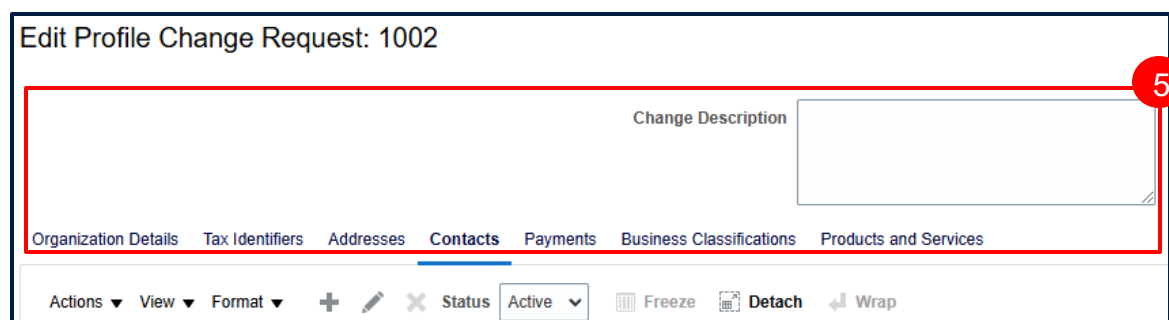
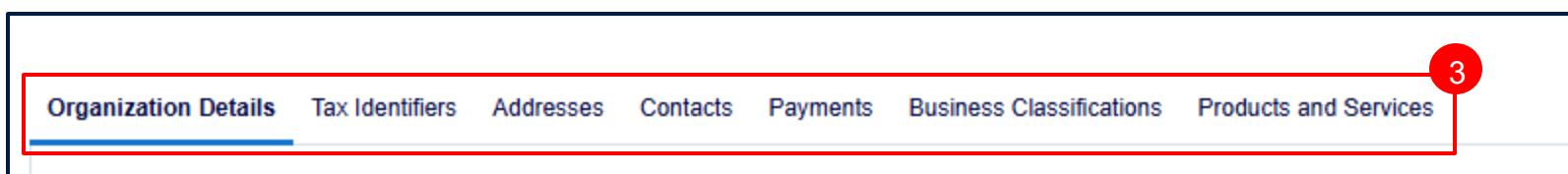
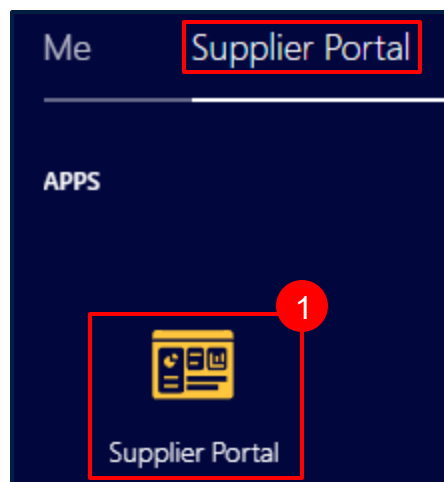
4. Edit.

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.



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.

Create Address

* Address Name

* Country United States

Address Line 1

Address Line 2

City

State

Postal Code

Language

* Address ☐ Ordering
 Purpose ☐ Remit to
☐ RFQ or Bidding

Phone 1

Fax 1

Email

Inactive Date m/d/yy

Status Active

Create Another **OK** Cancel

Organization Details Tax Identifiers **Addresses**

Actions View Format +

Address Name	Address

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.

Name
Tester5,
Tester4,
Tester3,
Tester2,

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.

