How to Access Purchase Orders & Request Changes

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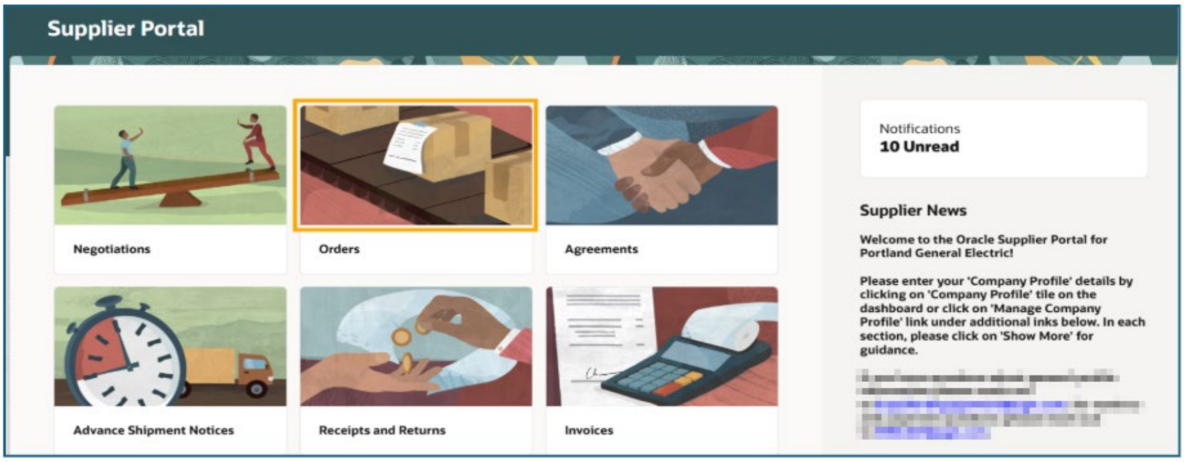
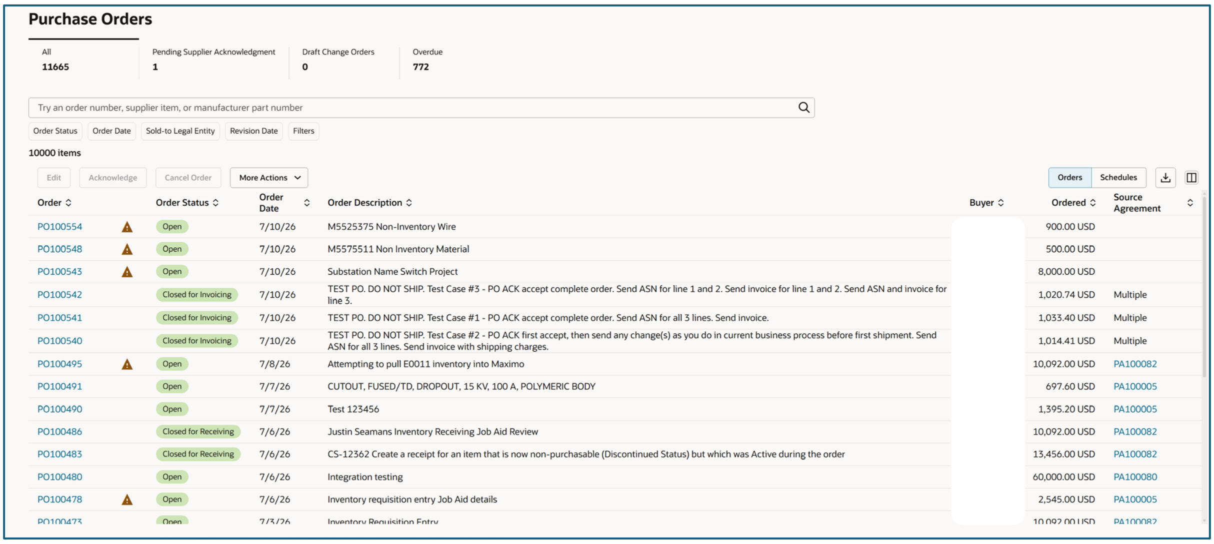
Roles Required
PGE Supplier Portal Sales Representative
PGE Supplier Portal Customer Service Representative
PGE Supplier Portal Bidder

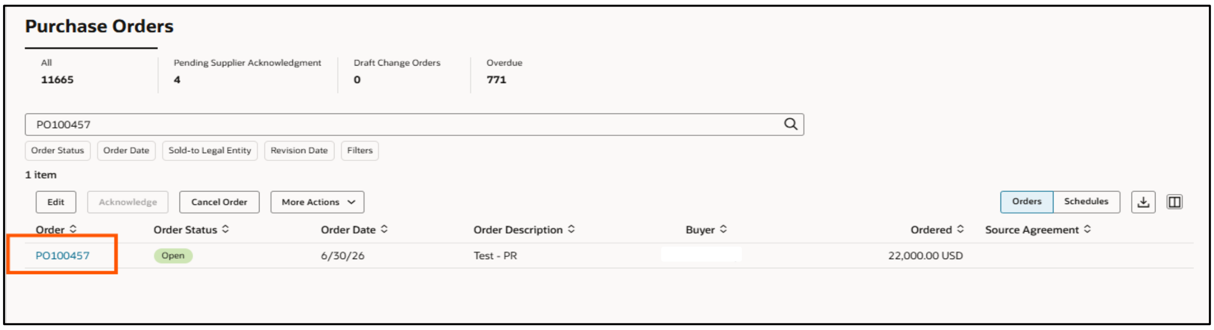
1. Log in to the Oracle Applications Cloud Supplier Portal. Upon successful login, the application displays the Supplier Portal landing page, as shown below.
   Click on **Orders** Tile.



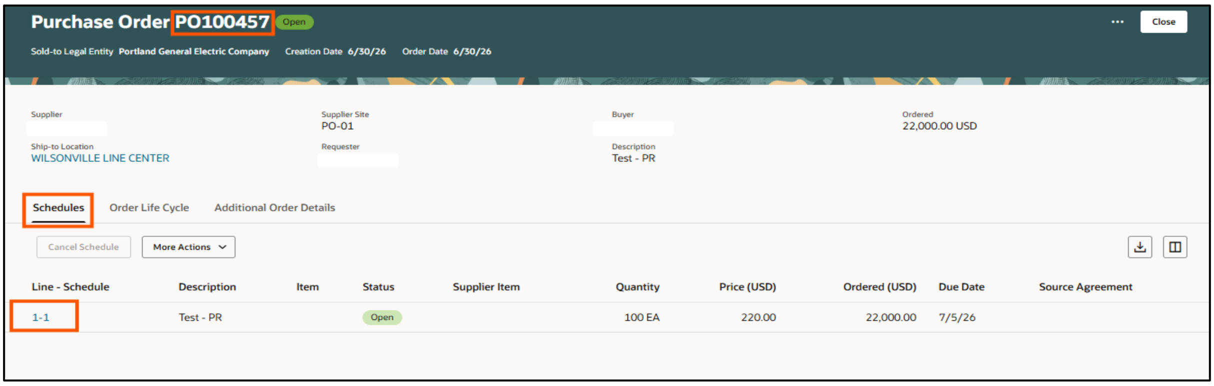
2. Purchase Orders dashboard.



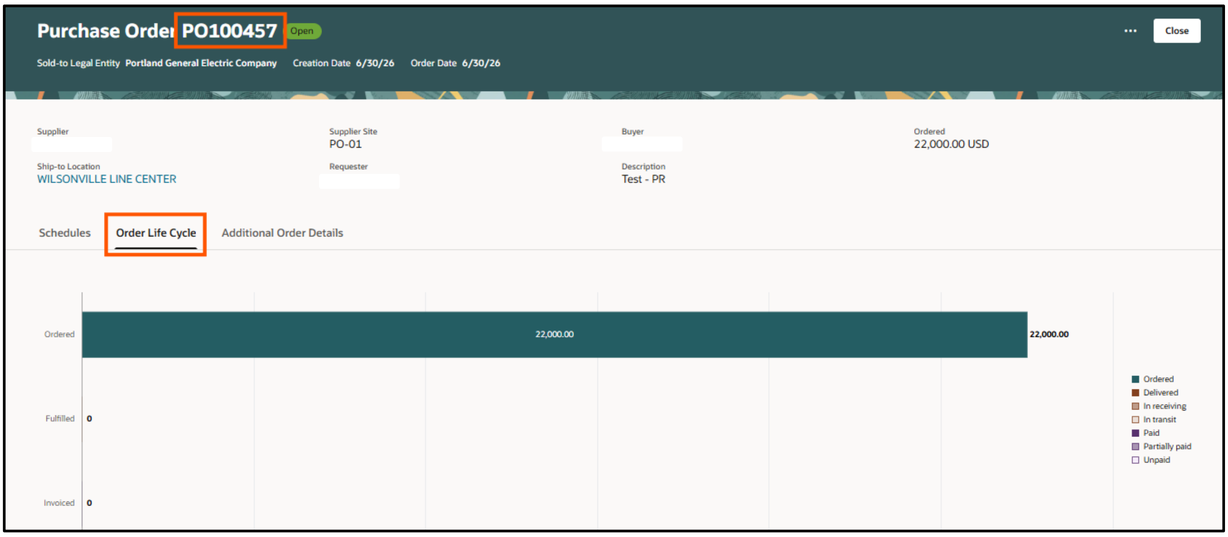
3. Click on the PO hyperlink to open the PO details.



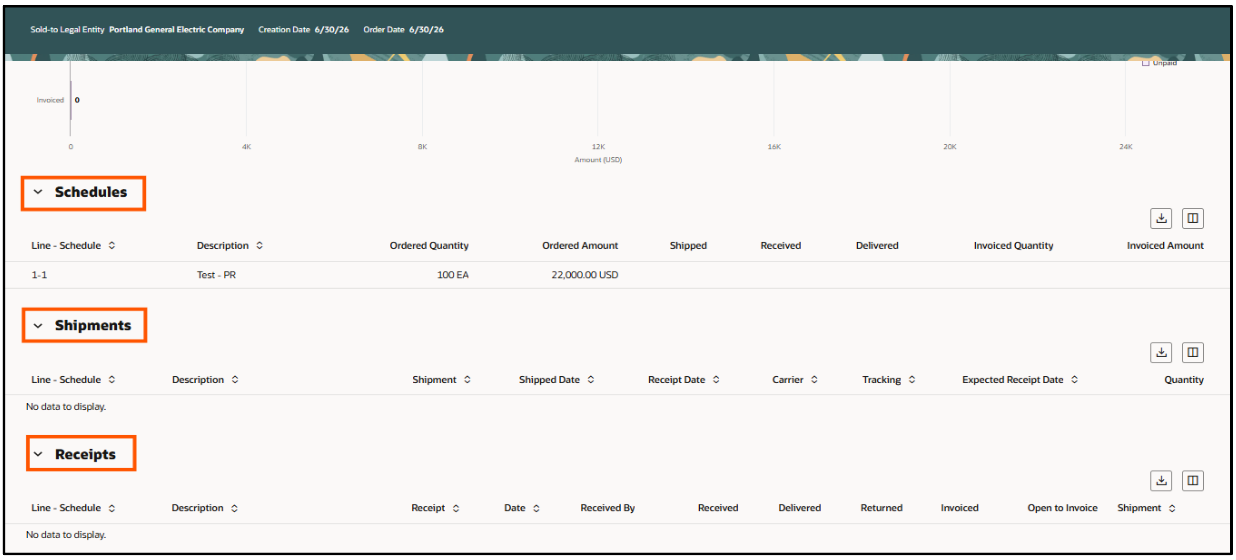
4. Review the header information and line-item details under the schedules section.

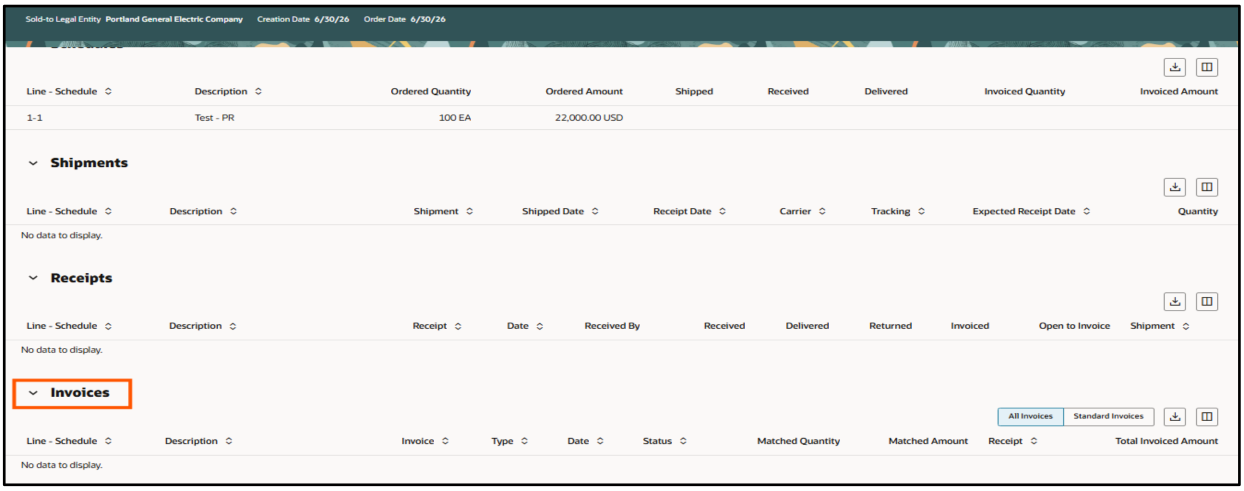


5. Click on the Order Life Cycle tab to review the complete life cycle of purchase order.

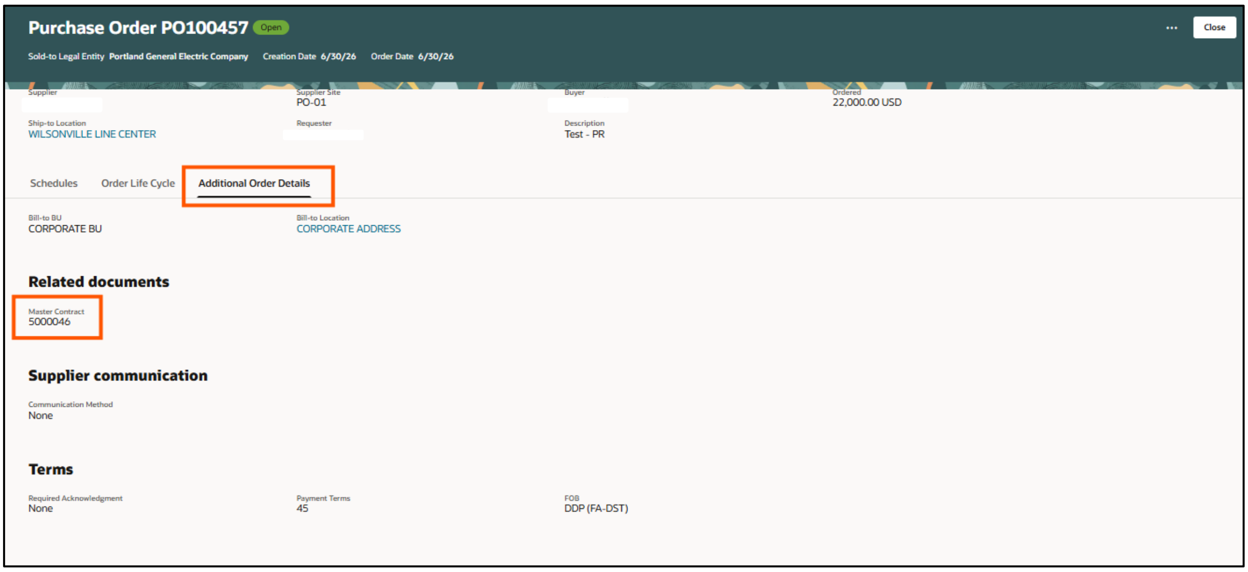


6. Scroll down in the same page to view the details like schedules, Shipments, Receipts and Invoices for the purchase orders.



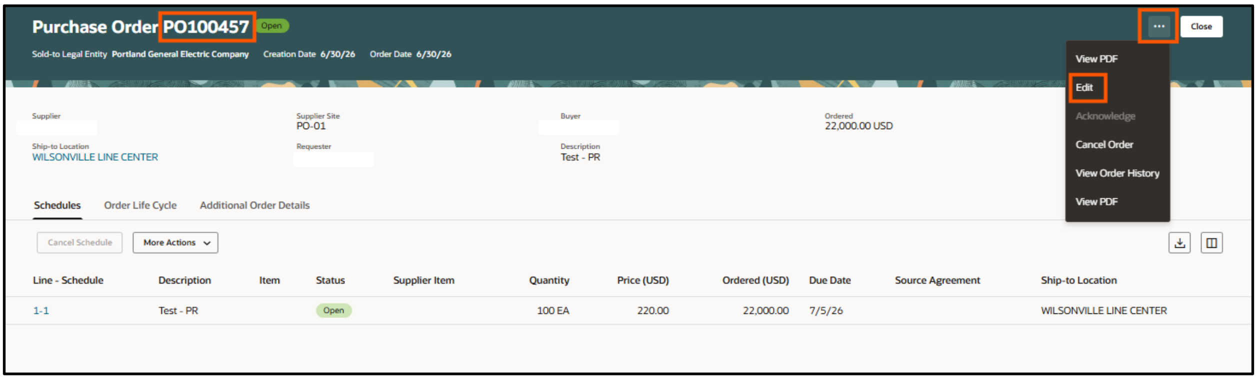


7. Click on Additional Order Details tab to review the additional details of purchase order.

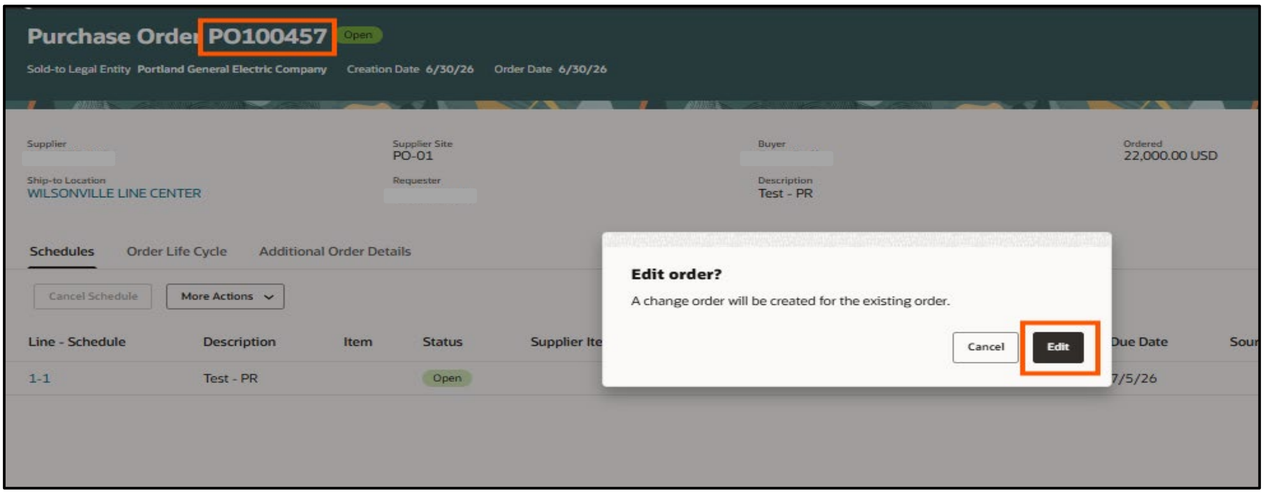


Change Order Creation

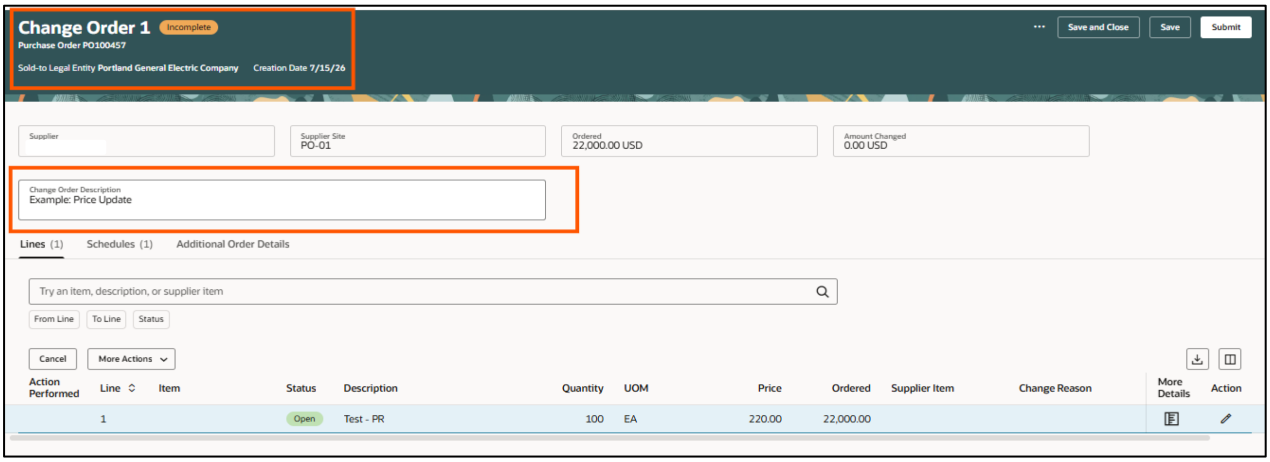
8. Click on More Actions on top right corner and Select Edit to edit or create change order of the purchase order.



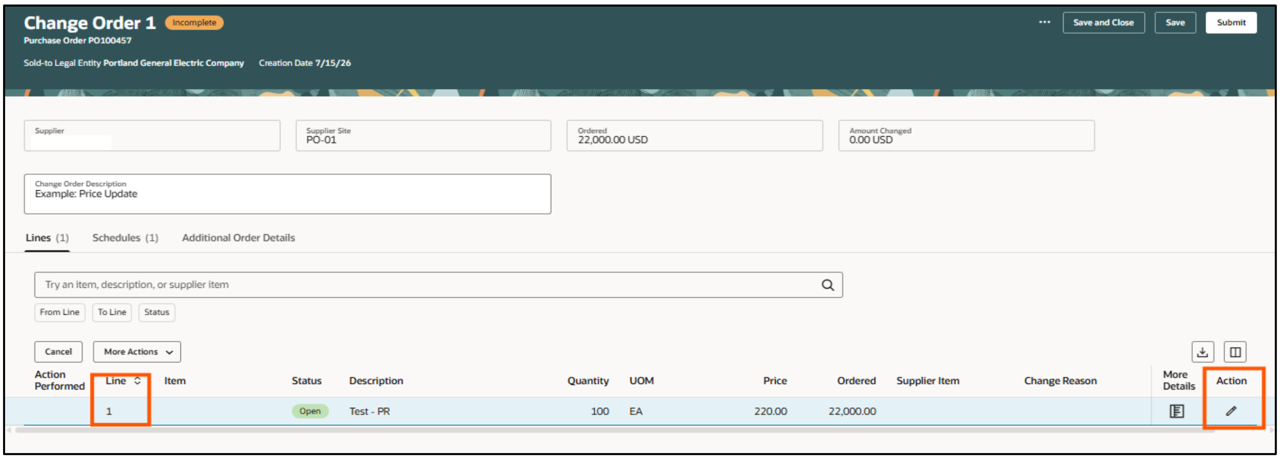
9. Click on Edit on Popup window to create the change order.



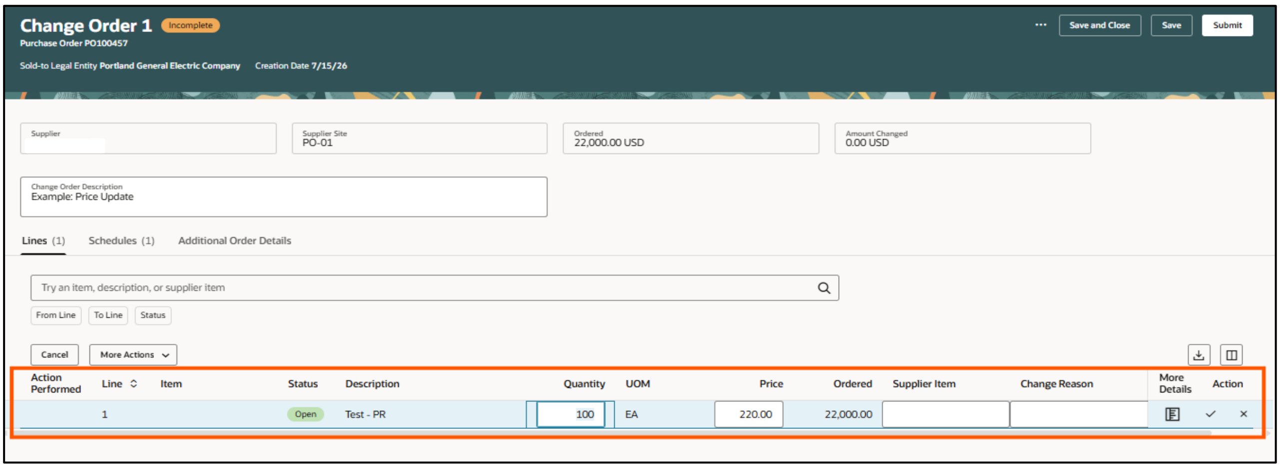
10. Provide the Change order description of the changes requested.

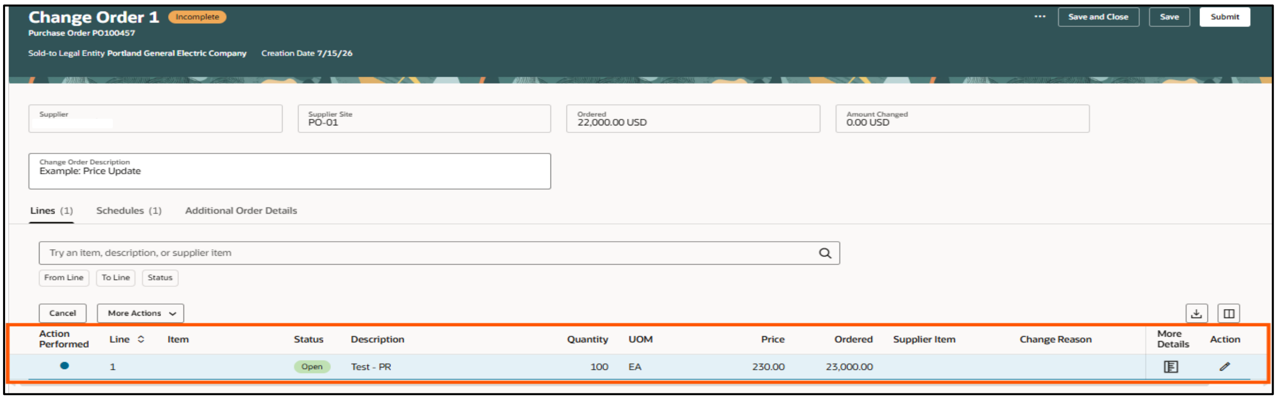


11. Select the line and Click on Action icon at line level.

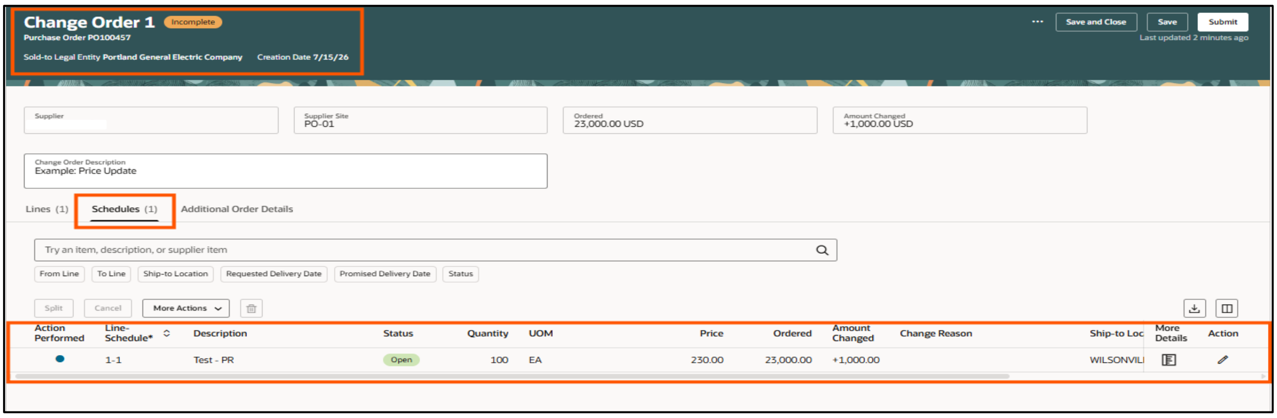


12. Editable fields will be highlighted and updated with the required details (Example Price).

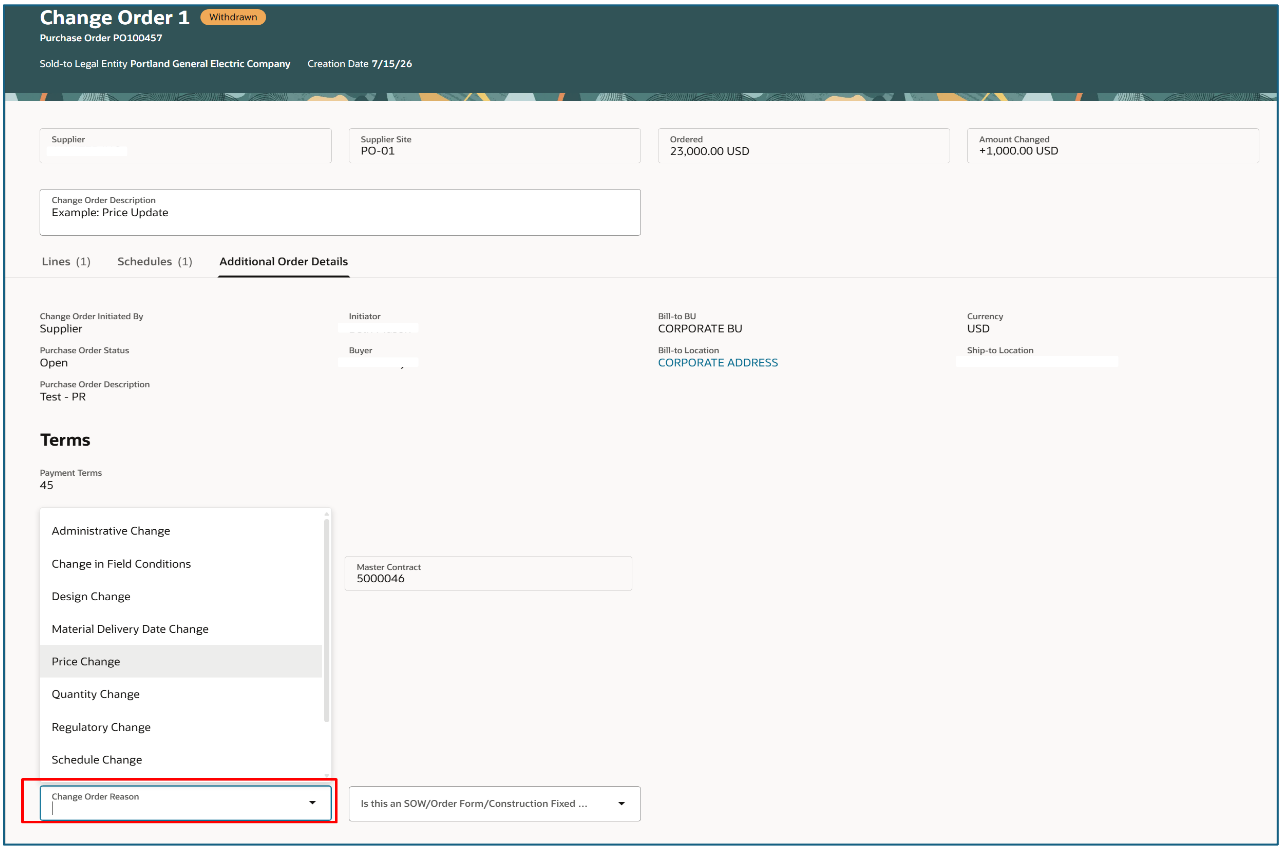




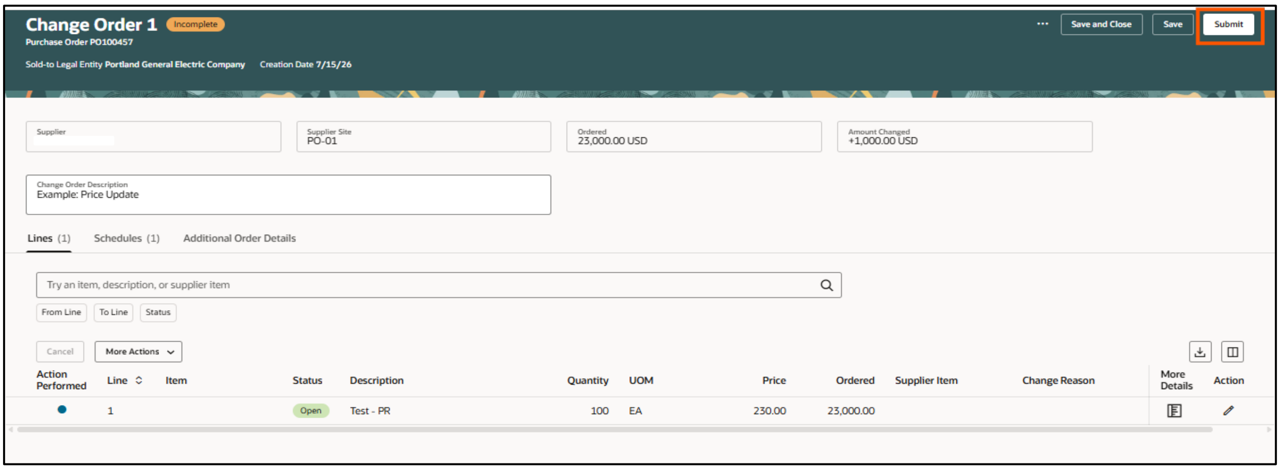
13. Click on Schedule and review the details.



14. Click on Additional Order Details and select change order reason.



15. Click on Submit button to submit the changes for approval to buyer.



16. Change order is submitted for approval and popup message is displayed.