

How to Access Purchase Orders & Request Changes

Table of Contents

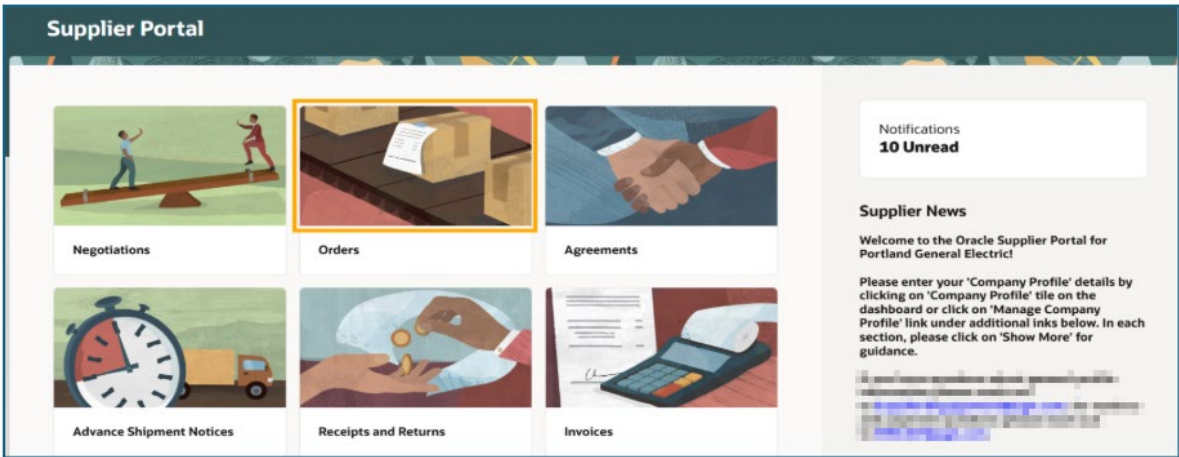
How to Access Purchase Orders & Request Changes..... 1

Change Order Creation..... 4

How to Access Purchase Orders & Request Changes

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.

Purchase Orders

All

Pending Supplier Acknowledgment

Draft Change Orders

Overdue

11665

1

0

772

Try an order number, supplier item, or manufacturer part number

Order Status

Order Date

Sold-to Legal Entity

Revision Date

Filters

10000 Items

Edit

Acknowledge

Cancel Order

More Actions

Order	Order Status	Order Date	Order Description	Buyer	Ordered	Source Agreement
PO100554	Open	7/10/26	M5525375 Non-Inventory Wire		900.00 USD	
PO100548	Open	7/10/26	M5575511 Non Inventory Material		500.00 USD	
PO100543	Open	7/10/26	Substation Name Switch Project		8,000.00 USD	
PO100542	Closed for Invoicing	7/10/26	TEST PO, DO NOT SHIP. Test Case #3 - PO ACK accept complete order. Send ASN for line 1 and 2. Send invoice for line 1 and 2. Send ASN and invoice for line 3.		1,020.74 USD	Multiple
PO100541	Closed for Invoicing	7/10/26	TEST PO, DO NOT SHIP. Test Case #1 - PO ACK accept complete order. Send ASN for all 3 lines. Send invoice.		1,033.40 USD	Multiple
PO100540	Closed for Invoicing	7/10/26	TEST PO, DO NOT SHIP. Test Case #2 - PO ACK first accept, then send any change(s) as you do in current business process before first shipment. Send ASN for all 3 lines. Send invoice with shipping charges.		1,014.41 USD	Multiple
PO100495	Open	7/8/26	Attempting to pull E0011 inventory into Maximo		10,092.00 USD	PA100082
PO100491	Open	7/7/26	CUTOUT, FUSED/TD, DROPOUT, 15 KV, 100 A, POLYMERIC BODY		697.60 USD	PA100005
PO100490	Open	7/7/26	Test 123456		1,395.20 USD	PA100005
PO100486	Closed for Receiving	7/6/26	Justin Seamans Inventory Receiving Job Aid Review		10,092.00 USD	PA100082
PO100483	Closed for Receiving	7/6/26	CS-12362 Create a receipt for an item that is now non-purchasable (Discontinued Status) but which was Active during the order		13,456.00 USD	PA100082
PO100480	Open	7/6/26	Integration testing		60,000.00 USD	PA100080
PO100478	Open	7/6/26	Inventory requisition entry Job Aid details		2,545.00 USD	PA100005
PO100475	Open	7/6/26	Inventory Requisition Entry		10,092.00 USD	PA100082

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

Purchase Orders

All

11665

Pending Supplier Acknowledgment

4

Draft Change Orders

0

Overdue

771

PO100457

Order Status

Order Date

Sold-to Legal Entity

Revision Date

Filters

1 item

Edit

Acknowledge

Cancel Order

More Actions

Orders

Schedules

Order	Order Status	Order Date	Order Description	Buyer	Ordered	Source Agreement
PO100457	Open	6/30/26	Test - PR		22,000.00 USD	

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

Purchase Order

PO100457

Open

Sold-to Legal Entity

Portland General Electric Company

Creation Date 6/30/26

Order Date 6/30/26

Supplier

Ship-to Location

WILSONVILLE LINE CENTER

Supplier Site

PO-01

Requester

Buyer

Description

Test - PR

Ordered

22,000.00 USD

Schedules

Order Life Cycle

Additional Order Details

Cancel Schedule

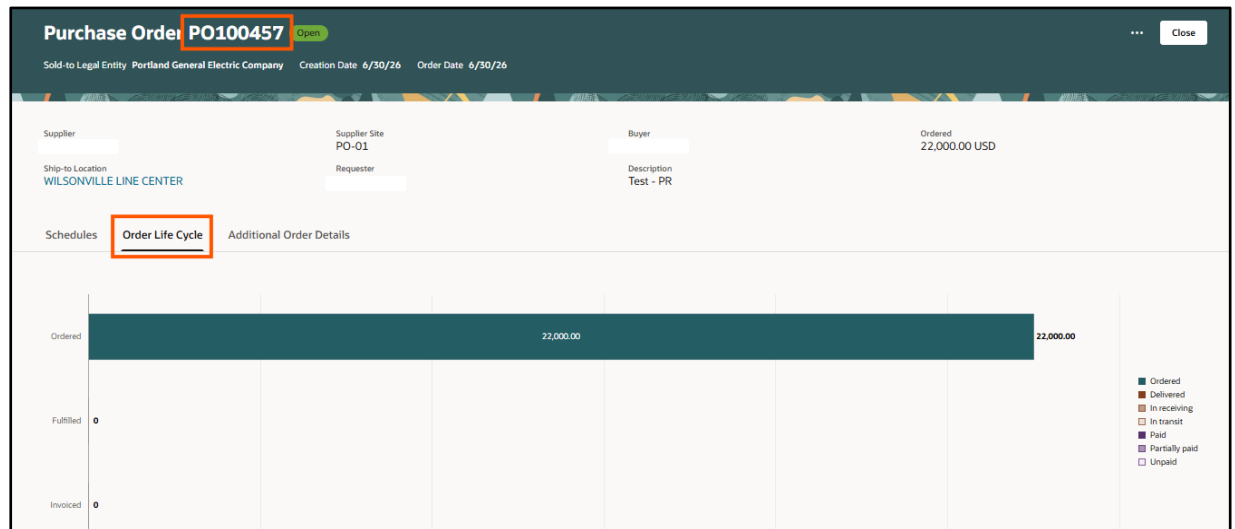
More Actions

Download

Print

Line - Schedule	Description	Item	Status	Supplier Item	Quantity	Price (USD)	Ordered (USD)	Due Date	Source Agreement
1-1	Test - PR		Open		100 EA	220.00	22,000.00	7/5/26	

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.

This section of the screenshot shows the 'Schedules', 'Shipments', and 'Receipts' sections. The 'Schedules' section is expanded, showing a table with columns: Line - Schedule, Description, Ordered Quantity, Ordered Amount, Shipped, Received, Delivered, Invoiced Quantity, and Invoiced Amount. The first row shows '1-1 Test - PR' with an ordered quantity of '100 EA' and an ordered amount of '22,000.00 USD'. The 'Shipments' and 'Receipts' sections are also expanded but show 'No data to display'.

Line - Schedule	Description	Ordered Quantity	Ordered Amount	Shipped	Received	Delivered	Invoiced Quantity	Invoiced Amount
1-1	Test - PR	100 EA	22,000.00 USD					

This section of the screenshot shows the 'Invoices' section. The 'Invoices' section is expanded, showing a table with columns: Line - Schedule, Description, Invoice, Type, Date, Status, Matched Quantity, Matched Amount, Receipt, and Total Invoiced Amount. The first row shows '1-1 Test - PR' with an invoice of '100 EA' and a matched amount of '22,000.00 USD'. The 'Shipments' and 'Receipts' sections are also expanded but show 'No data to display'.

Line - Schedule	Description	Invoice	Type	Date	Status	Matched Quantity	Matched Amount	Receipt	Total Invoiced Amount
1-1	Test - PR	100 EA							

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

Purchase Order PO100457 Open

Sold-to Legal Entity: Portland General Electric Company | Creation Date: 6/30/26 | Order Date: 6/30/26

Supplier: [Redacted] | Supplier Site: PO-01 | Buyer: [Redacted] | Ordered: 22,000.00 USD

Ship-to Location: WILSONVILLE LINE CENTER | Requester: [Redacted] | Description: Test - PR

Additional Order Details

Bill-to BU: CORPORATE BU | Bill-to Location: CORPORATE ADDRESS

Related documents

Master Contract: 5000046

Supplier communication

Communication Method: None

Terms

Required Acknowledgment: None | Payment Terms: 45 | FOB: DDP (FA-DST)

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.

Purchase Order PO100457 Open

Sold-to Legal Entity: Portland General Electric Company | Creation Date: 6/30/26 | Order Date: 6/30/26

Supplier: [Redacted] | Supplier Site: PO-01 | Buyer: [Redacted] | Ordered: 22,000.00 USD

Ship-to Location: WILSONVILLE LINE CENTER | Requester: [Redacted] | Description: Test - PR

More Actions

- View PDF
- Edit**
- Acknowledge
- Cancel Order
- View Order History
- View PDF

Line - Schedule	Description	Item	Status	Supplier Item	Quantity	Price (USD)	Ordered (USD)	Due Date	Source Agreement	Ship-to Location
1-1	Test - PR		Open		100 EA	220.00	22,000.00	7/5/26		WILSONVILLE LINE CENTER

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

Purchase Order PO100457 Open

Sold-to Legal Entity: Portland General Electric Company | Creation Date: 6/30/26 | Order Date: 6/30/26

Supplier: [Redacted] | Supplier Site: PO-01 | Buyer: [Redacted] | Ordered: 22,000.00 USD

Ship-to Location: WILSONVILLE LINE CENTER | Requester: [Redacted] | Description: Test - PR

Edit order?

A change order will be created for the existing order.

Edit

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

The screenshot shows the 'Change Order 1' form for Purchase Order PO100457. The 'Change Order Description' field, with the example text 'Example: Price Update', is highlighted with an orange border. The form includes fields for Supplier, Supplier Site (PO-01), Ordered amount (22,000.00 USD), and Amount Changed (0.00 USD). Below the description field are tabs for 'Lines (1)', 'Schedules (1)', and 'Additional Order Details'. The 'Lines' tab is active, showing a table with one line item. The table has columns: Action Performed, Line, Item, Status, Description, Quantity, UOM, Price, Ordered, Supplier Item, Change Reason, More Details, and Action. The first line item has Line 1, Item Test - PR, Status Open, Quantity 100, UOM EA, Price 220.00, and Ordered 22,000.00.

Action Performed	Line	Item	Status	Description	Quantity	UOM	Price	Ordered	Supplier Item	Change Reason	More Details	Action
	1	Test - PR	Open		100	EA	220.00	22,000.00				

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

This screenshot is identical to the previous one, but with additional highlights. The 'Line' column header and the value '1' in the first row are highlighted with an orange box. The 'Action' icon (a pencil) in the first row is also highlighted with an orange box.

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

This screenshot is identical to the previous ones, but with the entire table from the 'Lines' tab highlighted with an orange border. The table shows the line item details: Line 1, Item Test - PR, Status Open, Quantity 100, UOM EA, Price 220.00, and Ordered 22,000.00.

Action Performed	Line	Item	Status	Description	Quantity	UOM	Price	Ordered	Supplier Item	Change Reason	More Details	Action
	1	Test - PR	Open		100	EA	220.00	22,000.00				

Change Order 1 Incomplete

Purchase Order PO100457

Sold-to Legal Entity Portland General Electric Company Creation Date 7/15/26

Supplier Supplier Site PO-01 Ordered 22,000.00 USD Amount Changed 0.00 USD

Change Order Description
Example: Price Update

Lines (1) Schedules (1) Additional Order Details

Try an item, description, or supplier item

From Line To Line Status

Cancel More Actions

Action Performed	Line	Item	Status	Description	Quantity	UOM	Price	Ordered	Supplier Item	Change Reason	More Details	Action
	1		Open	Test - PR	100	EA	230.00	23,000.00				

13. Click on Schedule and review the details.

Change Order 1 Incomplete

Purchase Order PO100457

Sold-to Legal Entity Portland General Electric Company Creation Date 7/15/26

Supplier Supplier Site PO-01 Ordered 23,000.00 USD Amount Changed +1,000.00 USD

Change Order Description
Example: Price Update

Lines (1) **Schedules (1)** Additional Order Details

Try an item, description, or supplier item

From Line To Line Ship-to Location Requested Delivery Date Promised Delivery Date Status

Split Cancel More Actions

Action Performed	Line-Schedule*	Description	Status	Quantity	UOM	Price	Ordered	Amount Changed	Change Reason	Ship-to Loc	More Details	Action
	1-1	Test - PR	Open	100	EA	230.00	23,000.00	+1,000.00		WILSONVIL		

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

Change Order 1 Withdrawn

Purchase Order PO100457

Sold-to Legal Entity Portland General Electric Company Creation Date 7/15/26

Supplier Supplier Site PO-01 Ordered 23,000.00 USD Amount Changed +1,000.00 USD

Change Order Description
Example: Price Update

Lines (1) Schedules (1) **Additional Order Details**

Change Order Initiated By Supplier Initiator

Purchase Order Status Open Buyer

Purchase Order Description Test - PR

Bill-to BU CORPORATE BU

Bill-to Location CORPORATE ADDRESS

Currency USD

Ship-to Location

Terms

Payment Terms 45

Master Contract 5000046

Administrative Change

Change in Field Conditions

Design Change

Material Delivery Date Change

Price Change

Quantity Change

Regulatory Change

Schedule Change

Change Order Reason

Is this an SOW/Order Form/Construction Fixed ...

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

Change Order 1

Incomplete

Save and Close

Save

Submit

Purchase Order PO100457

Sold-to Legal Entity Portland General Electric Company

Creation Date 7/15/26

Supplier

Supplier Site PO-01

Ordered 23,000.00 USD

Amount Changed +1,000.00 USD

Change Order Description

Example: Price Update

Lines (1)

Schedules (1)

Additional Order Details

Try an item, description, or supplier item

Q

From Line

To Line

Status

Cancel

More Actions

Action Performed

Line

Item

Status

Description

Quantity

UOM

Price

Ordered

Supplier Item

Change Reason

More Details

Action

1

Test - PR

100

EA

230.00

23,000.00

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

Purchase Order PO100457

Open

Close

Sold-to Legal Entity Portland General Electric Company

Creation Date 6/30/26

Order Date 6/30/26

There's a pending change order

View change order

Supplier

Supplier Site PO-01

Buyer

Ordered 22,000.00 USD

Ship-to Location WILSONVILLE LINE CENTER

Requester

Description Test - PR

Schedules

Order Life Cycle

Additional Order Details

Cancel Schedule

More Actions

Line - Schedule

Description

Item

Status

Supplier Item

Quantity

Price (USD)

Ordered (USD)

Due Date

Source Agreement

Ship-to Location

1-1

Test - PR

Open

100 EA

220.00

22,000.00

7/5/26

WILSONVILLE LINE CENTER

Change order submitted