

How to Acknowledge a Purchase Order

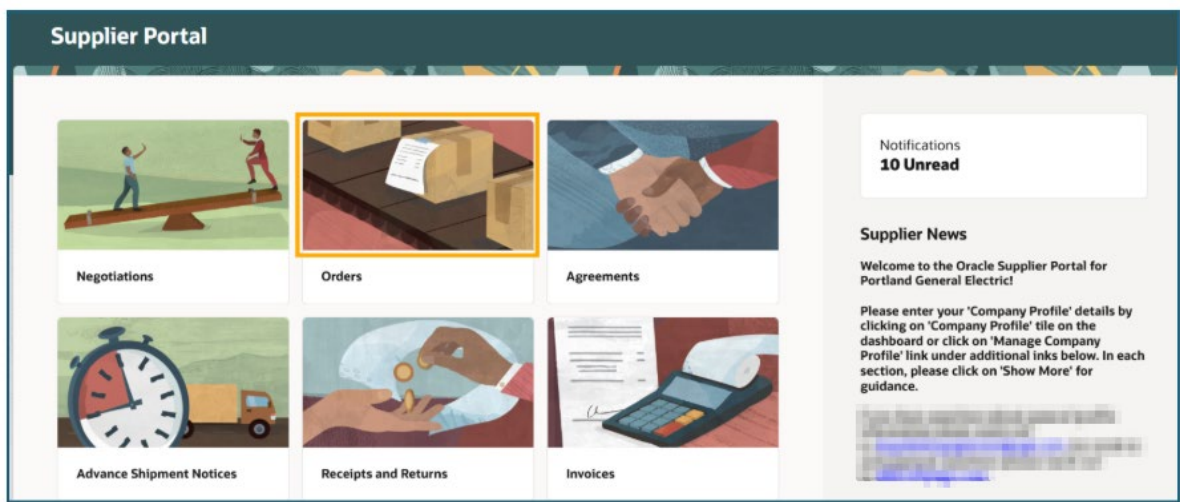
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How to Acknowledge a Purchase Order

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. Click on Tile “**Pending Supplier Acknowledgement**”

Purchase Orders

All11455

Pending Supplier Acknowledgment1

Draft Change Orders0

Overdue531

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

Orders

Schedules

Order	Order Status	Order Date	Order Description	Buyer	Ordered	Source Agreement
PO100108	Open	6/19/26	TST		10.00 USD	
PO100075	Open	6/15/26	TC-PO-71		11,500.00 USD	
PO100072	Closed for Receiving	6/15/26	Adapters		99.00 USD	PA100076
PO100071	Open	6/15/26	TC-PO-092		16,500.00 USD	

Purchase Orders

All11455

Pending Supplier Acknowledgment1

Draft Change Orders0

Overdue531

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

Order Status

Order Date

Sold-to Legal Entity

Revision Date

Filters

1 item

Edit

Acknowledge

Cancel Order

More Actions

Orders

Schedules

Order	Change Order	Order Date	Order Description	Acknowledgment Due Date	Buyer	Ordered	Source Agreement
PO100005		6/19/26	Acknowledgement	6/24/26	TEST BUYER	13,600.00 USD	

3. Select the PO line and Click "Acknowledge" button

Purchase Orders

All11455

Pending Supplier Acknowledgment1

Draft Change Orders0

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

Order Status

Order Date

Sold-to Legal Entity

Revision Date

Filters

1 item

Edit

Acknowledge

Cancel Order

More Actions

Orders

Schedules

Order	Change Order	Order Date	Order Description	Acknowledgment Due Date	Buyer	Ordered	Source Agreement
PO100005		6/19/26	Acknowledgement	6/24/26	TEST BUYER	13,600.00 USD	

4. Select the response as 'Accept' in Header

Acknowledge Purchase Order PO100005

[Cancel](#) [View PDF](#) [Edit](#) [Submit](#)

Sold-to Legal Entity Portland General Electric Company Creation Date 6/5/26 Order Date 6/18/26

Supplier Supplier Site PO-01 Buyer TEST BUYER Ordered 13600.00 USD
Ship-to Location Requester Description Acknowledgement

Acknowledgment response

Acknowledgment Due Date
6/24/26

Response
Accept

Supplier Order

Notes

Schedules Additional Order Details

														
Line - Schedule	Description	Supplier Item	Quantity	Base Price	Price (USD)	Ordered (USD)	Promised Delivery Date	Requested Delivery Date	Response	Rejection Reason	Supplier Order Line	Source Agreement	Action	
1-1	LINER, GLOVE, 10 IN, 100 PCT COTTON, INNER		10000 PR	1.36	1.36	13,600.00		6/7/26						

5. Select the line to be acknowledged and click on pencil icon to edit

Acknowledge Purchase Order PO100005

Cancel

View PDF

Edit

Submit

Sold-to Legal Entity Portland General Electric Company Creation Date 6/5/26 Order Date 6/18/26

Supplier

Ship-to Location

Supplier Site
PO-01

Requester

Buyer
TEST BUYER

Description
Acknowledgement

Ordered
13600.00 USD

Acknowledgment response

Acknowledgment Due Date
6/24/26

Response
Accept

Supplier Order

Notes

Schedules

Additional Order Details

Line - Schedule	Description	Supplier Item	Quantity	Base Price	Price (USD)	Ordered (USD)	Promised Delivery Date	Requested Delivery Date	Response	Rejection Reason	Supplier Order Line	Source Agreement	Action
1-1	LINER, GLOVE, 10 IN, 100 PCT COTTON, INNER		10000 PR	1.36	1.36	13,600.00		6/7/26					

6. Select the Response as “Accept” at line level and click on tick mark to Save.

Acknowledge Purchase Order PO100005

Cancel

View PDF

Edit

Submit

Sold-to Legal Entity Portland General Electric Company Creation Date 6/5/26 Order Date 6/18/26

Supplier

Ship-to Location

Supplier Site
PO-01

Requester

Buyer
TEST BUYER

Description
Acknowledgement

Ordered
13600.00 USD

Acknowledgment response

Acknowledgment Due Date
6/24/26

Response
Accept

Supplier Order

Notes

Schedules

Additional Order Details

Line - Schedule	Description	Supplier Item	Quantity	Base Price	Price (USD)	Ordered (USD)	Promised Delivery Date	Requested Delivery Date	Response	Rejection Reason	Supplier Order Line	Source Agreement	Action
1-1	LINER, GLOVE, 10 IN, 100 PCT COTTON, INNER		10000 PR	1.36	1.36	13,600.00		6/7/26	Accept				

7. Click on “Submit”

Acknowledge Purchase Order PO100005

Cancel

View PDF

Edit

Submit

Sold-to Legal Entity Portland General Electric Company Creation Date 6/5/26 Order Date 6/18/26

Supplier

Ship-to Location

Supplier Site
PO-01

Requester

Buyer
TEST BUYER

Description
Acknowledgement

Ordered
13600.00 USD

Acknowledgment response

Acknowledgment Due Date
6/24/26

Response
Accept

Supplier Order

Notes

Schedules

Additional Order Details

Line - Schedule	Description	Supplier Item	Quantity	Base Price	Price (USD)	Ordered (USD)	Promised Delivery Date	Requested Delivery Date	Response	Rejection Reason	Supplier Order Line	Source Agreement	Action
1-1	LINER, GLOVE, 10 IN, 100 PCT COTTON, INNER		10000 PR	1.36	1.36	13,600.00		6/7/26	Accept				

8. Msg Pops up **Document Acknowledged**

Purchase Orders

All
11455

Pending Supplier Acknowledgment
1

Draft Change Orders
0

Overdue
531

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

Q

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Order Date

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PO100072	Closed for Receiving	6/15/26	Adapters		99.00 USD	PA100076
PO100071	Open	6/15/26	TC-PO-092		16,500.00 USD	
PO100069	Closed	6/15/26	TC-PO-64		75,000.00 USD	
PO100068	Closed for Receiving	6/15/26	TC-PO-63		110,000.00 USD	

Document acknowledged