How to Acknowledge a Purchase Order

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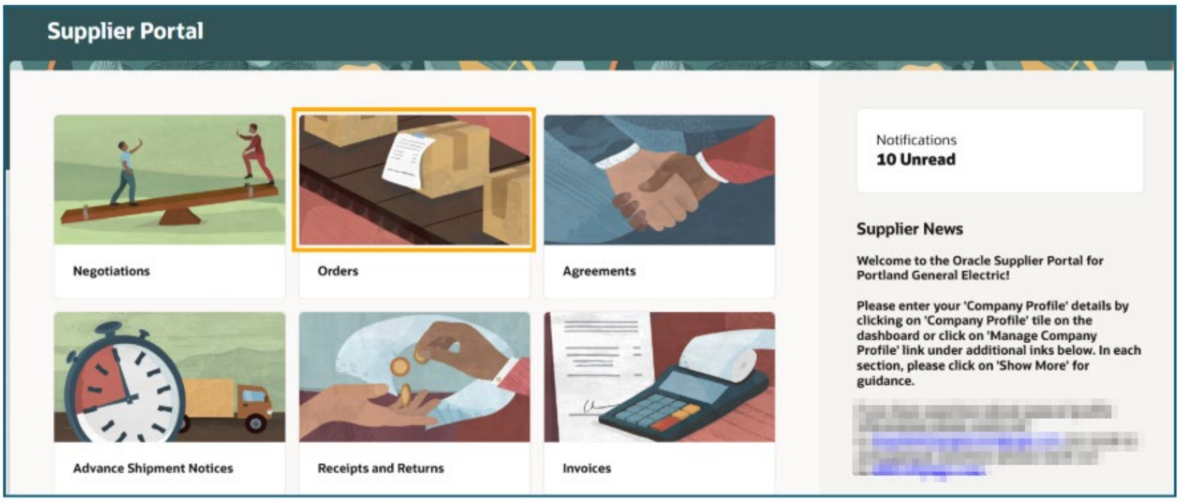
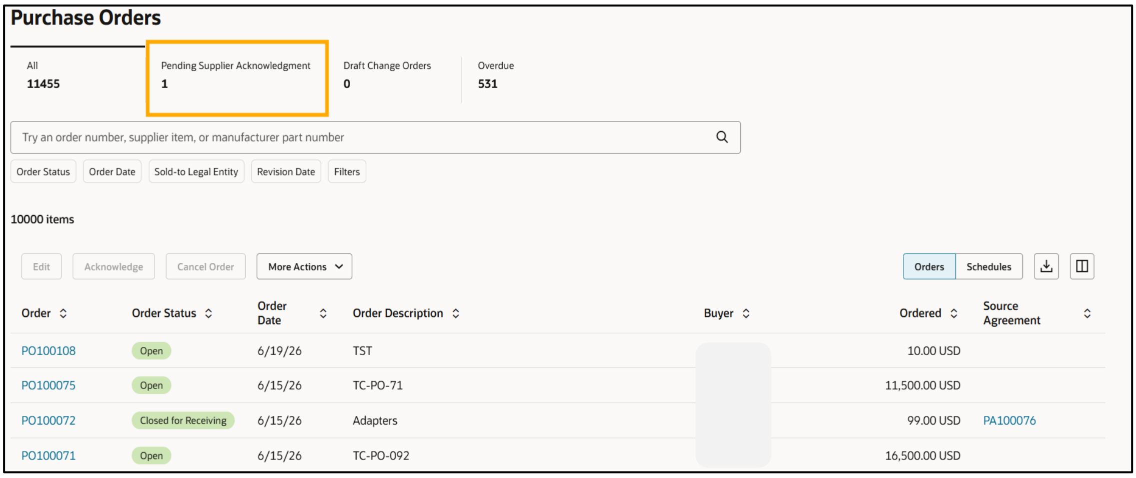
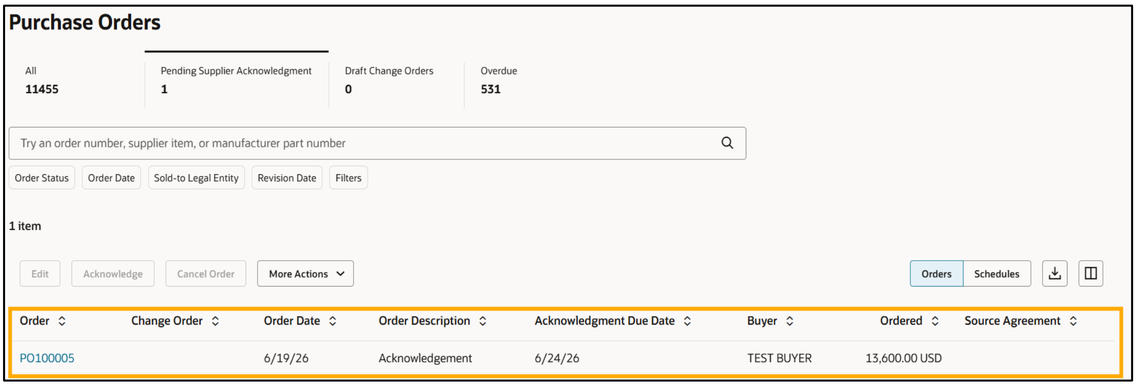
Roles Required
PGE Supplier Portal Sales Representative
PGE Supplier Portal Customer Service Representative
PGE Supplier Portal Bidder

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.

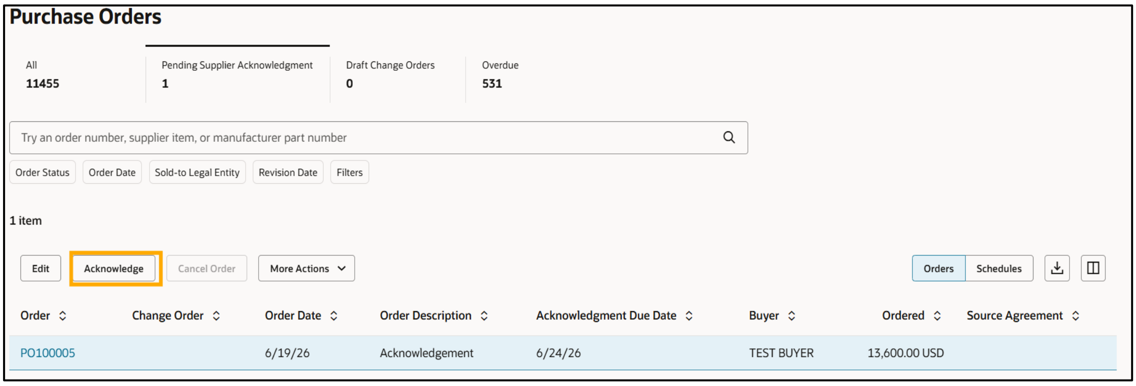


2. Click on Tile **"Pending Supplier Acknowledgement"**

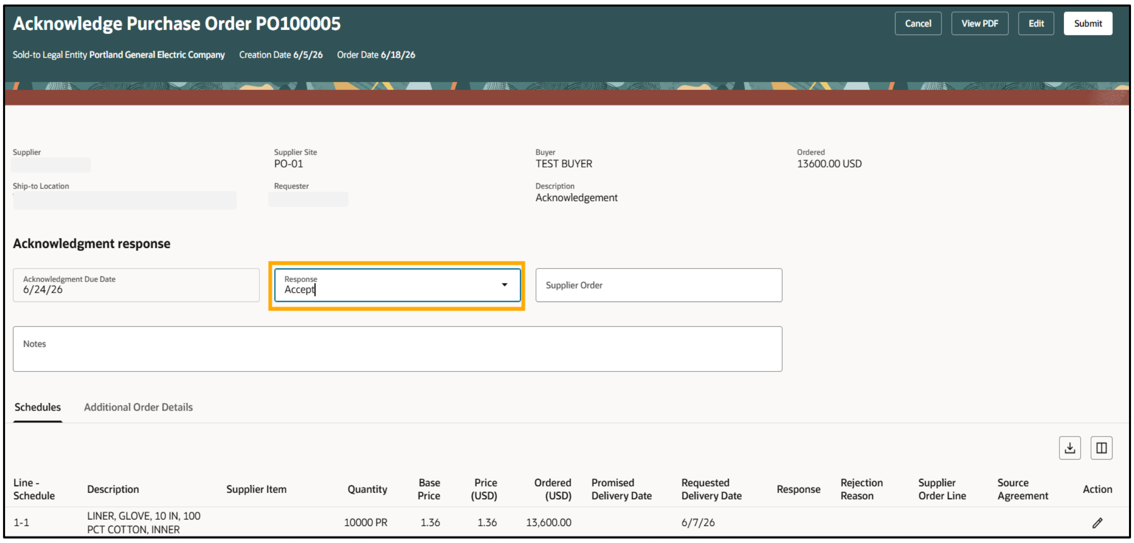




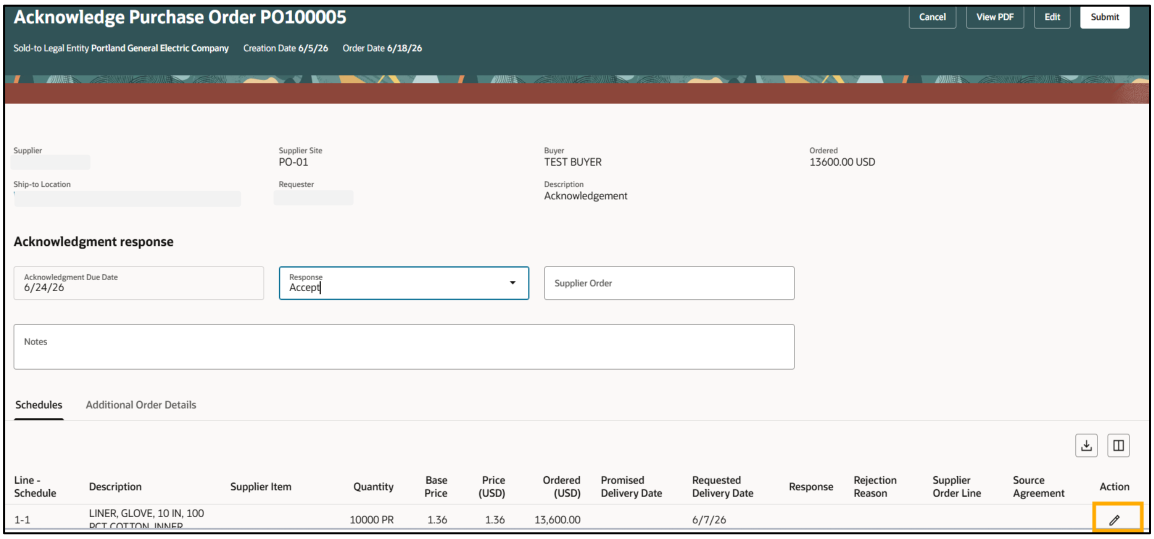
3. Select the PO line and Click "**Acknowledge**" button



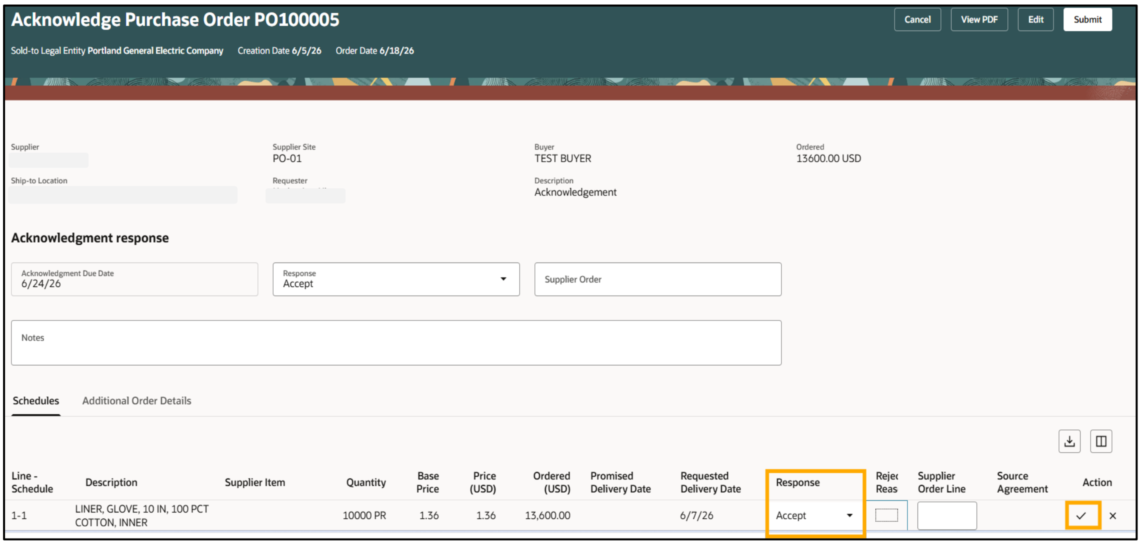
4. Select the response as '**Accept**' in Header


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

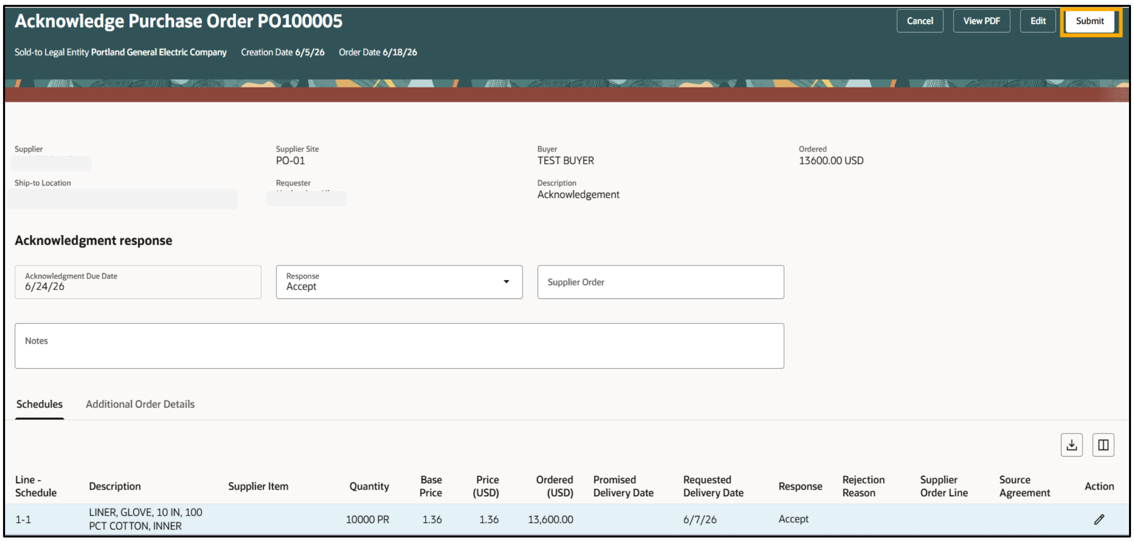
5. Select the line to be acknowledged and click on pencil icon to edit



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



7. Click on “**Submit**”



8. Msg Pops up **Document Acknowledged**