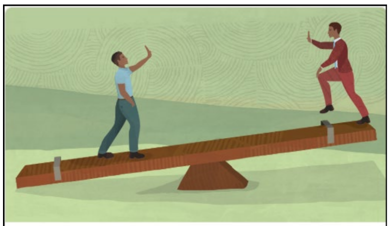
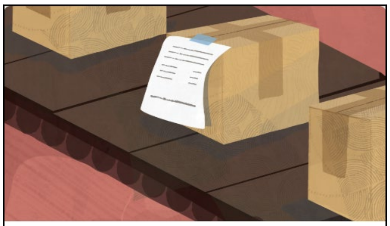
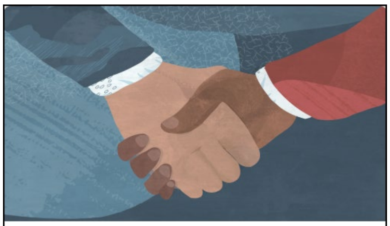
Supplier Portal Landing Page Overview

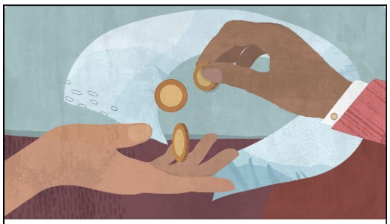
Table of Contents

Supplier Portal Landing Page Overview

The following provides an overview of the access and functionality available through each tile on the Supplier Portal landing page

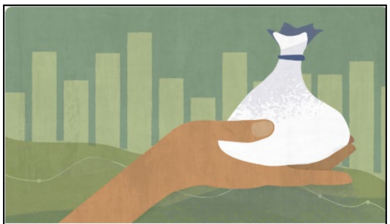
Tile	Purpose	Access Provided
 Negotiations	Participating in Sourcing Events	• View open and closed RFQs • Download negotiation documents • Acknowledging Participation • Submit response for negotiation • Revise or withdraw bids before negotiation closes • Creating and viewing messages • Tracking responses • View awarded negotiations (if enabled)
 Orders	Manage Purchase Orders	• View purchase orders created by PGE • Acknowledging purchase order • Acknowledging changes for the PO • View purchase order PDF • View order history • Initiate changes to the purchase orders • Cancel open purchase orders or schedules before shipping, receiving or invoicing. • View order life cycle • View shipment details • View receipt details • View invoice details
 Agreements	Manage Purchase Agreements	• View purchase agreements created by PGE • Acknowledging purchase agreements and their changes • Uploading agreement lines • View purchase agreement PDF • View agreement history • Initiate changes to the purchase agreements • Cancel open purchase agreements

Advance Shipment Notices



Receipts and Returns

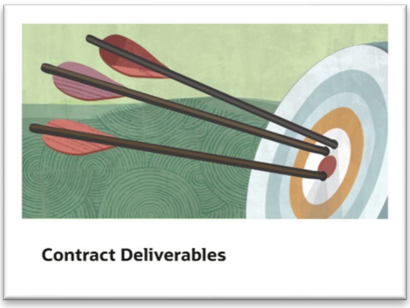
Invoices

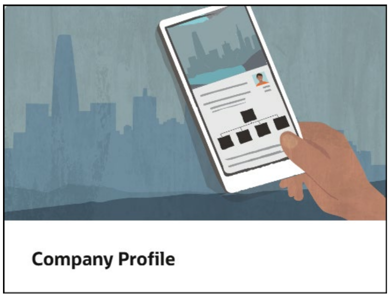


Payments

Contracts

Notify Buyers of Shipments	• Create ASN • Edit deliverables • Update shipment information • Enter carrier, tracking, packing, and shipment details • Monitor shipment status
Track receipts	• View receipt transactions • View quantities received • Review returned quantities • Monitor receiving history • Review associated purchase order details • Reviewing invoice details from order life cycle
View Invoice Status	• Search for the invoices • View invoice status • View invoice lines • View invoice payment details • View invoice payment status • View invoice tax information
View Payment Status for the Invoices	• Search for the invoice payments • View payment history • View payment dates and amounts • View payment methods • Check payment status • View invoices for which payment is done
	•
Manage Supplier Contracts	• Monitor contracts • Review of contract documents • Download contract PDF • Download contract documents • View contract amendment history • Accept or acknowledge contracts





Notifications
1 Unread

Track Contractual Obligations	• View deliverables • Edit deliverable in Open or Rejected status • Add a comment to the deliverable • Attach files and submit deliverable for buyer review • Monitor deliverable due dates and status
Submit Questionnaire Responses	• Complete qualification questionnaires • Submit questionnaire responses • Upload supporting documentation • View qualification status and renewal requests
View Supplier Product Information	• Search the objects enabled for them • View items and their attributes
View and Maintain Company Profile	• Update company and tax information • Manage addresses • Manage contacts • Assign supplier portal access for users. • Update the access of existing supplier portal users • Maintain business classifications • Maintain bank account details • Manage payment methods
View Notifications	• Displays unread workflow notifications for supplier's view

View Announcements for the Supplier	• This shows the Organization-specific announcements and instructions for suppliers.