External Supplier:
Initiate Change to PO Job Aid

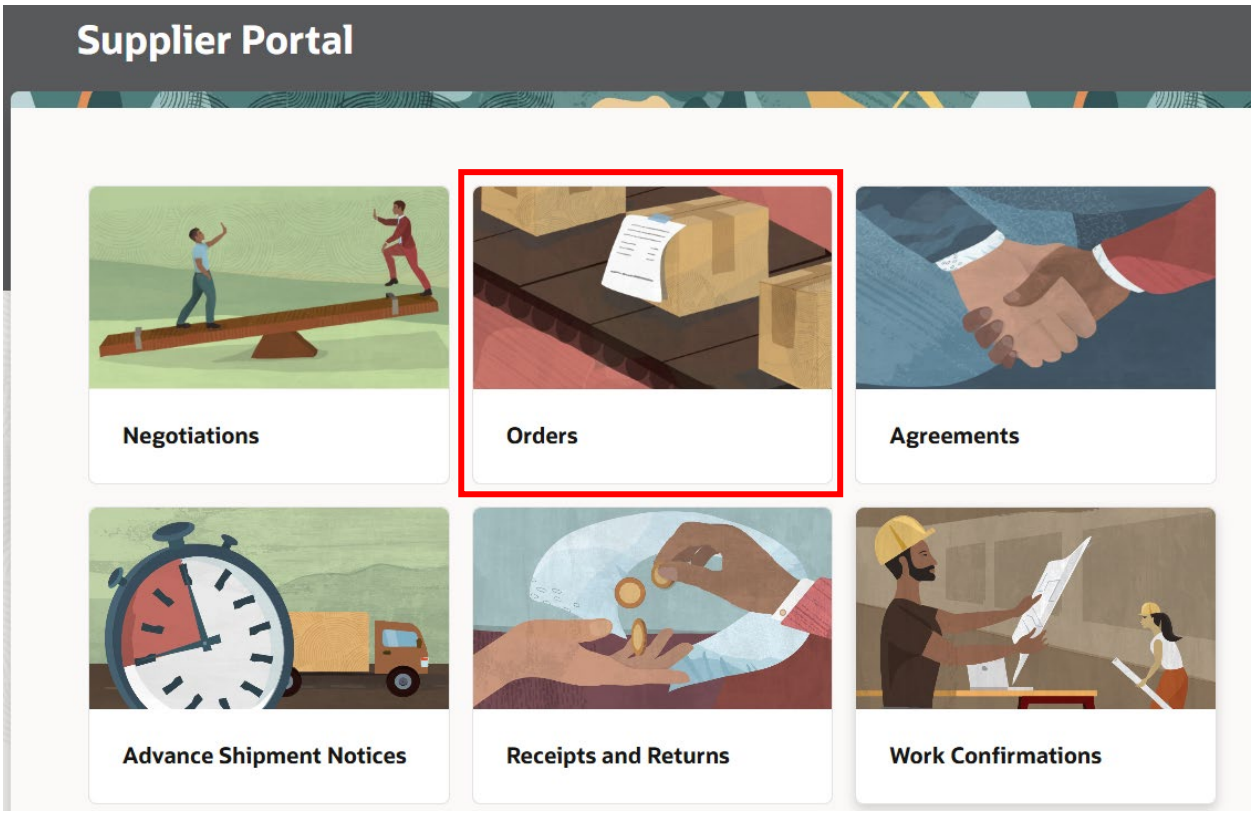
Version 1.0 / Updated February 15, 2024

This job aid provides step-by-step instructions for external supplier administrators on how to Initiate Change to PO in the supplier portal.

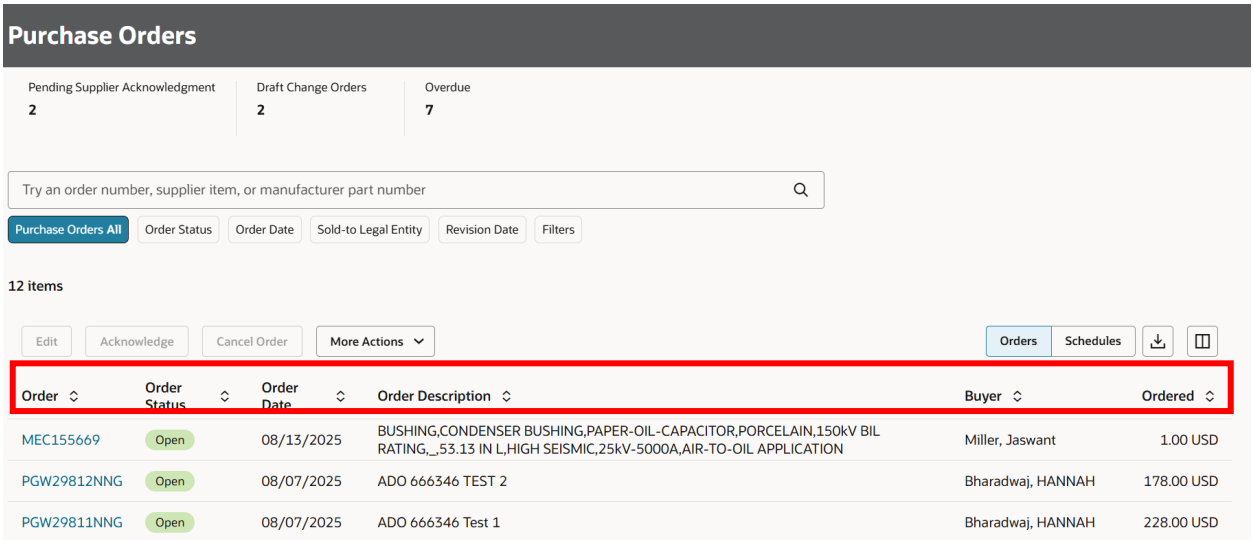
Part 1: Navigate to dashboard

1. From the Oracle Fusion landing page, select the “Supplier Portal” tile as shown below.

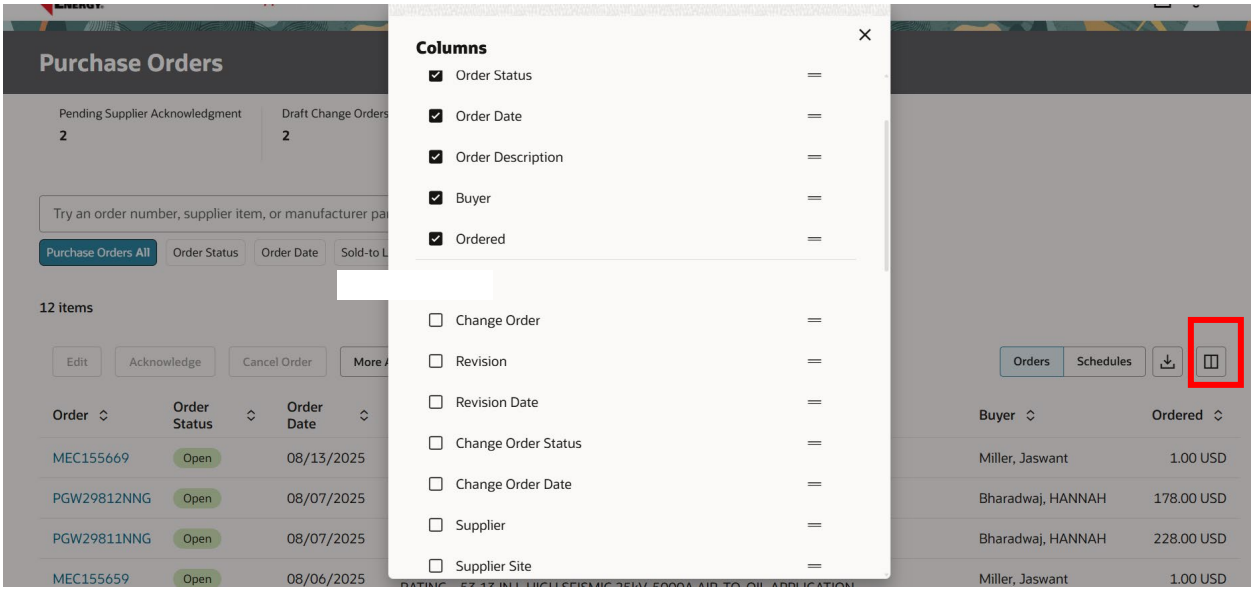
2. Orders are managed from the Orders task within the Company Profile task group. Accessing the Manage Orders requires BHE External Supplier Transaction JR role access.



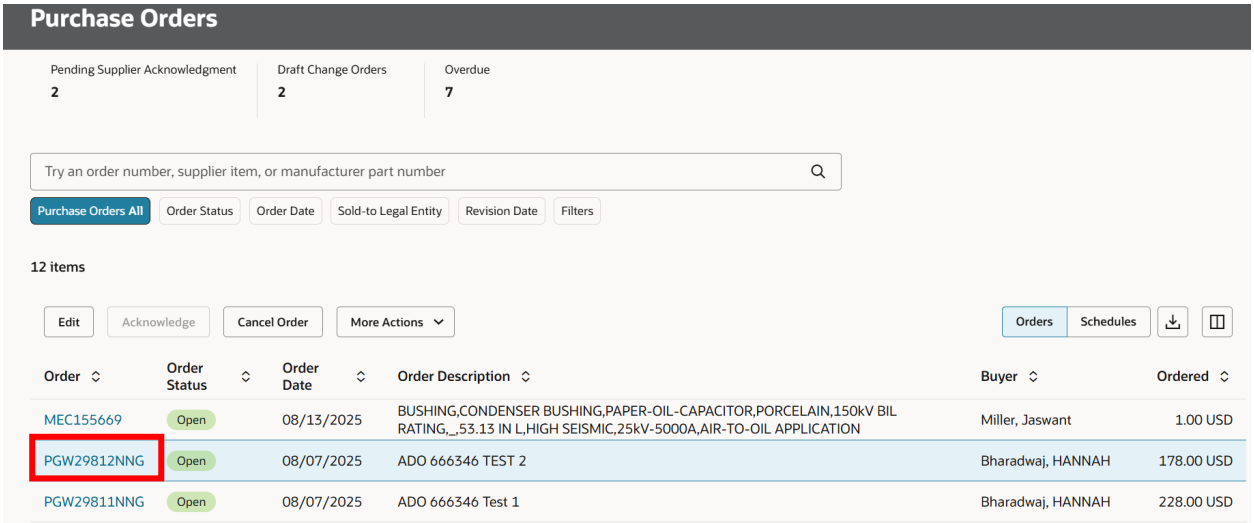
3. Orders displays key search functions such as Order, Status, Buyer and amount.



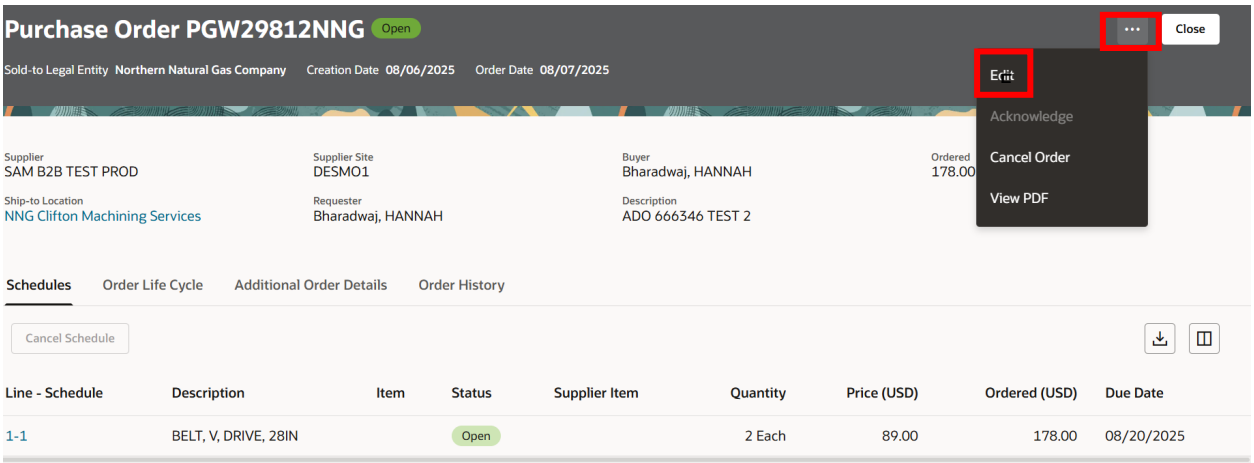
4. You can customize your view by adding additional fields.



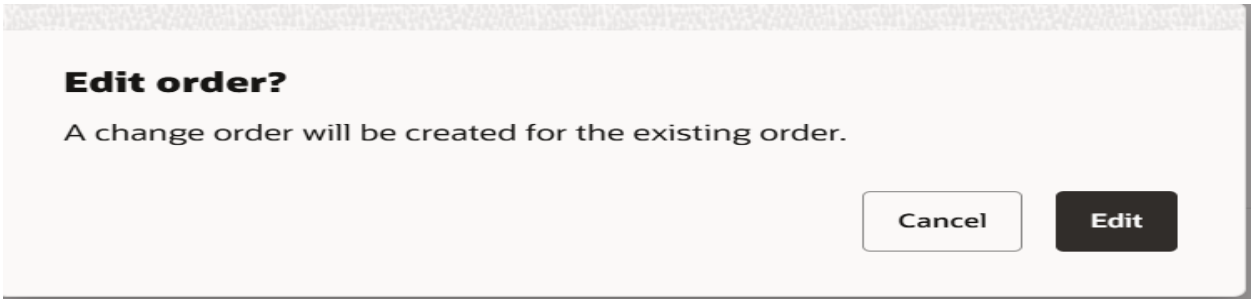
5. Select the order to initiate the change to by clicking the blue hyperlink order number.



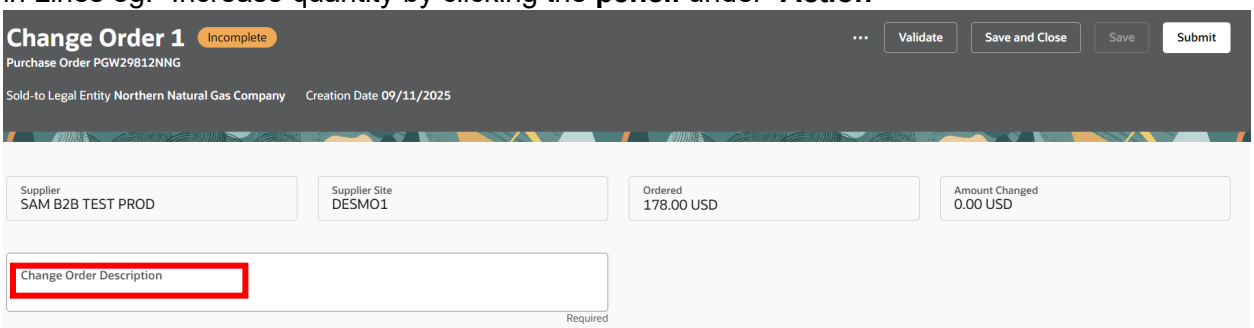
6. Click the ellipsis (…) and select **'Edit'** from drop down values

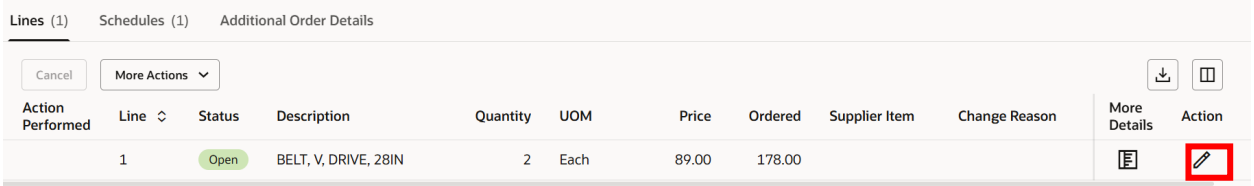


7. Then message will pop up: This action will create a change order on the document. Click on '**Edit**'

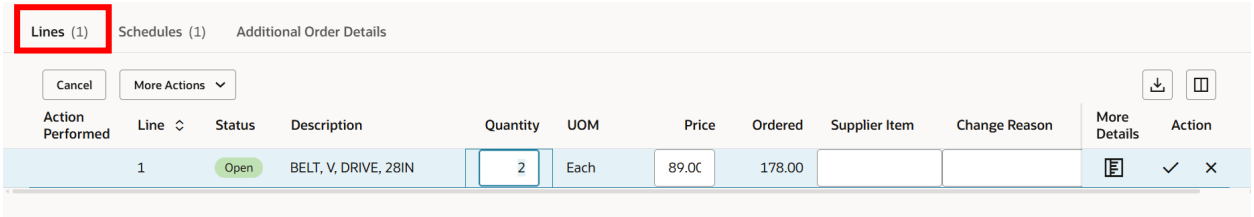


8. Enter change order reason 'Description' in header section and do the required changes in Lines eg:- Increase quantity by clicking the **pencil** under "**Action**"

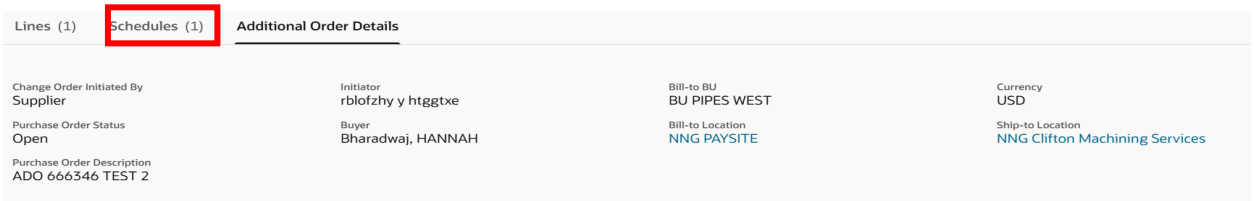
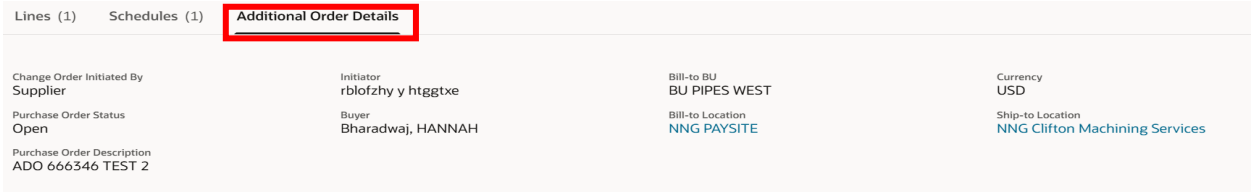




9. Make your edits. Price changes at the "**Line**" level.



10. Use the "**Schedules**" tab to update delivery dates



11. The "**Additional Order Details**" tab allows for updated quotes to be attached