

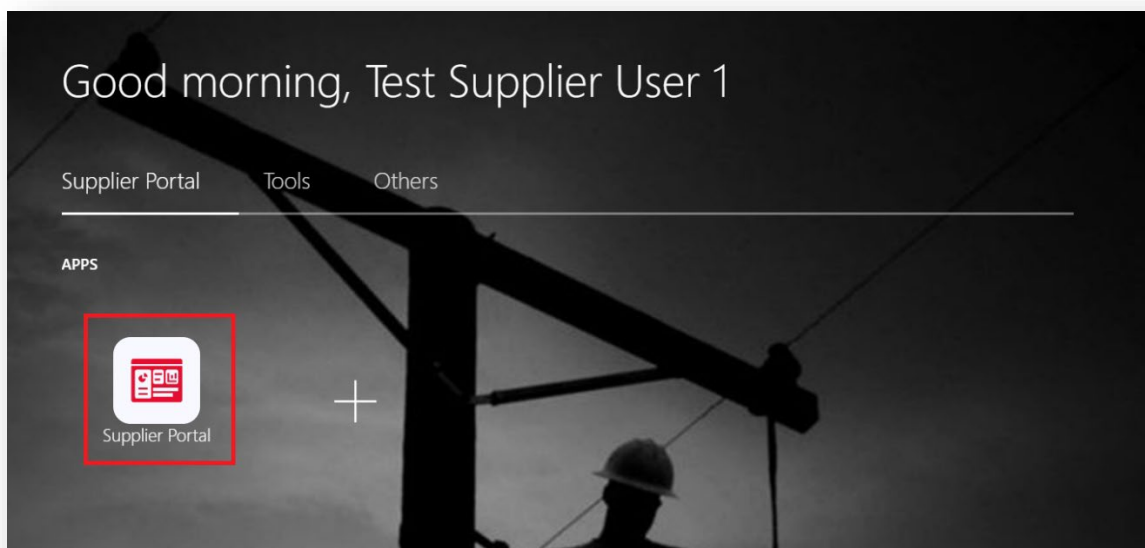
# External Supplier: Initiate Change to PO Job Aid

Version 1.0 / Updated February 15, 2024

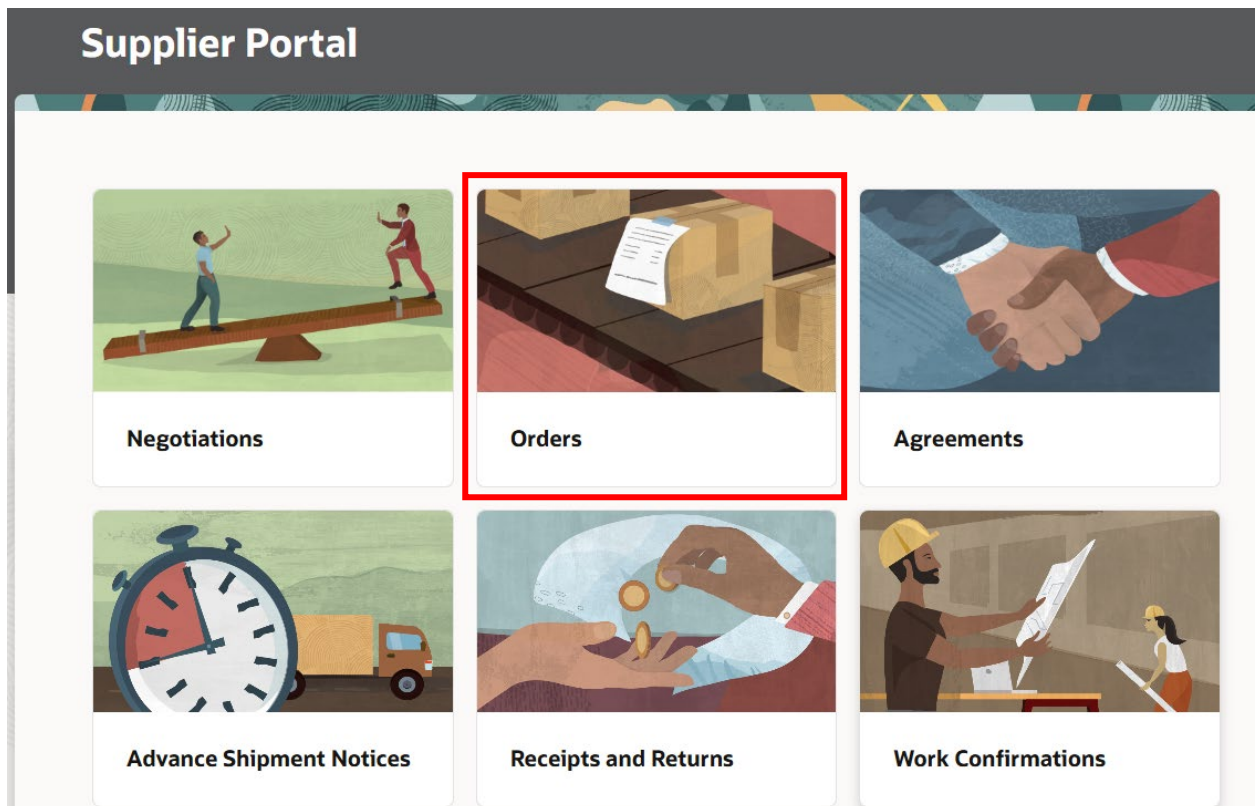
*This job aid provides step-by-step instructions for external supplier administrators on how to Initiate Change to PO in the supplier portal.*

## 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.

**Purchase Orders**



Pending Supplier Acknowledgment: 2    Draft Change Orders: 2    Overdue: 7

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

**Purchase Orders All**   Order Status   Order Date   Sold-to Legal Entity   Revision Date   Filters

12 items

Edit   Acknowledge   Cancel Order   More Actions ▾

Orders   Schedules      

Order ▾	Order Status ▾	Order Date ▾	Order Description ▾	Buyer ▾	Ordered ▾
MEC155669	Open	08/13/2025	BUSHING,CONDENSER BUSHING,PAPER-OIL-CAPACITOR,PORCELAIN,150kV BIL RATING,53.13 IN L,HIGH SEISMIC,25kV-5000A,AIR-TO-OIL APPLICATION	Miller, Jaswant	1.00 USD
PGW29812NNG	Open	08/07/2025	ADO 666346 TEST 2	Bharadwaj, HANNAH	178.00 USD
PGW29811NNG	Open	08/07/2025	ADO 666346 Test 1	Bharadwaj, HANNAH	228.00 USD

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

**Purchase Orders**

Pending Supplier Acknowledgment: 2    Draft Change Orders: 2

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



**Purchase Orders All**   Order Status   Order Date   Sold-to Legal Entity   Revision Date   Filters

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Columns

- ☒ Order Status
- ☒ Order Date
- ☒ Order Description
- ☒ Buyer
- ☒ Ordered
- ☐ Change Order
- ☐ Revision
- ☐ Revision Date
- ☐ Change Order Status
- ☐ Change Order Date
- ☐ Supplier
- ☐ Supplier Site

Orders   Schedules      

Buyer ▾	Ordered ▾
Miller, Jaswant	1.00 USD
Bharadwaj, HANNAH	178.00 USD
Bharadwaj, HANNAH	228.00 USD
Miller, Jaswant	1.00 USD



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**”

**Change Order 1** Incomplete ... Validate Save and Close Save Submit

Purchase Order PGW29812NNG

Sold-to Legal Entity Northern Natural Gas Company Creation Date 09/11/2025


Supplier SAM B2B TEST PROD Supplier Site DESMO1 Ordered 178.00 USD Amount Changed 0.00 USD

Change Order Description

Required

Lines (1) Schedules (1) Additional Order Details


Cancel More Actions

Action Performed	Line	Status	Description	Quantity	UOM	Price	Ordered	Supplier Item	Change Reason	More Details	Action
	1	Open	BELT, V, DRIVE, 28IN	2	Each	89.00	178.00				

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

Lines (1) Schedules (1) Additional Order Details

Cancel More Actions

Action Performed	Line	Status	Description	Quantity	UOM	Price	Ordered	Supplier Item	Change Reason	More Details	Action
	1	Open	BELT, V, DRIVE, 28IN	2	Each	89.00	178.00				

10. Use the “**Schedules**” tab to update delivery dates

Lines (1) Schedules (1) Additional Order Details

Change Order Initiated By Supplier Initiator rblfzhy y htgtxe Bill-to BU BU PIPES WEST Currency USD

Purchase Order Status Open Buyer Bharadwaj, HANNAH Bill-to Location NNG PAYSITE Ship-to Location NNG Clifton Machining Services

Purchase Order Description ADO 666346 TEST 2

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

Lines (1) Schedules (1) Additional Order Details

Change Order Initiated By Supplier Initiator rblfzhy y htgtxe Bill-to BU BU PIPES WEST Currency USD

Purchase Order Status Open Buyer Bharadwaj, HANNAH Bill-to Location NNG PAYSITE Ship-to Location NNG Clifton Machining Services

Purchase Order Description ADO 666346 TEST 2