

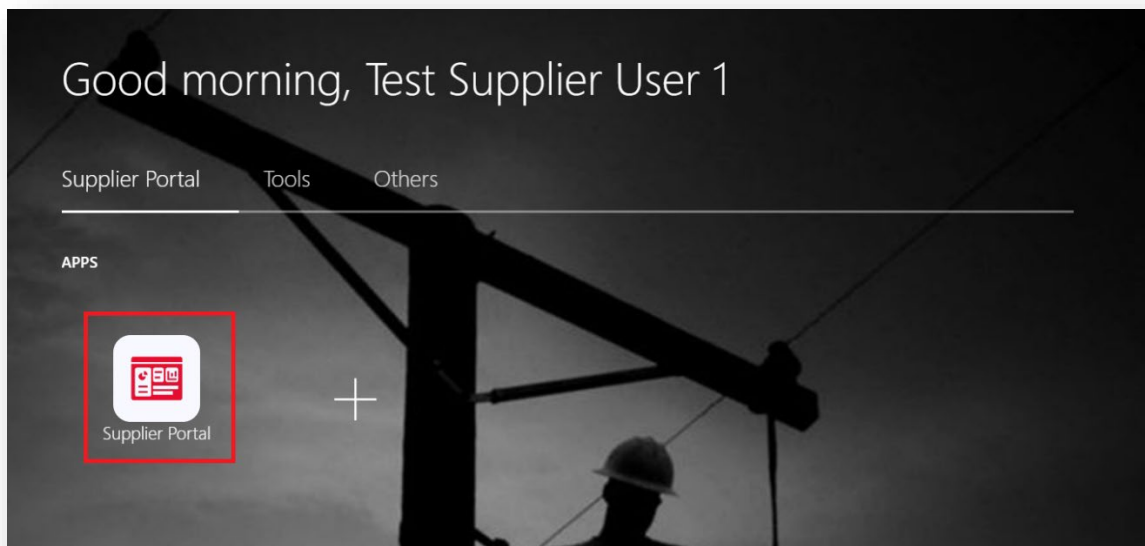
# External Supplier: Manage Orders Job Aid

Version 1.0 / Updated September 1, 2025

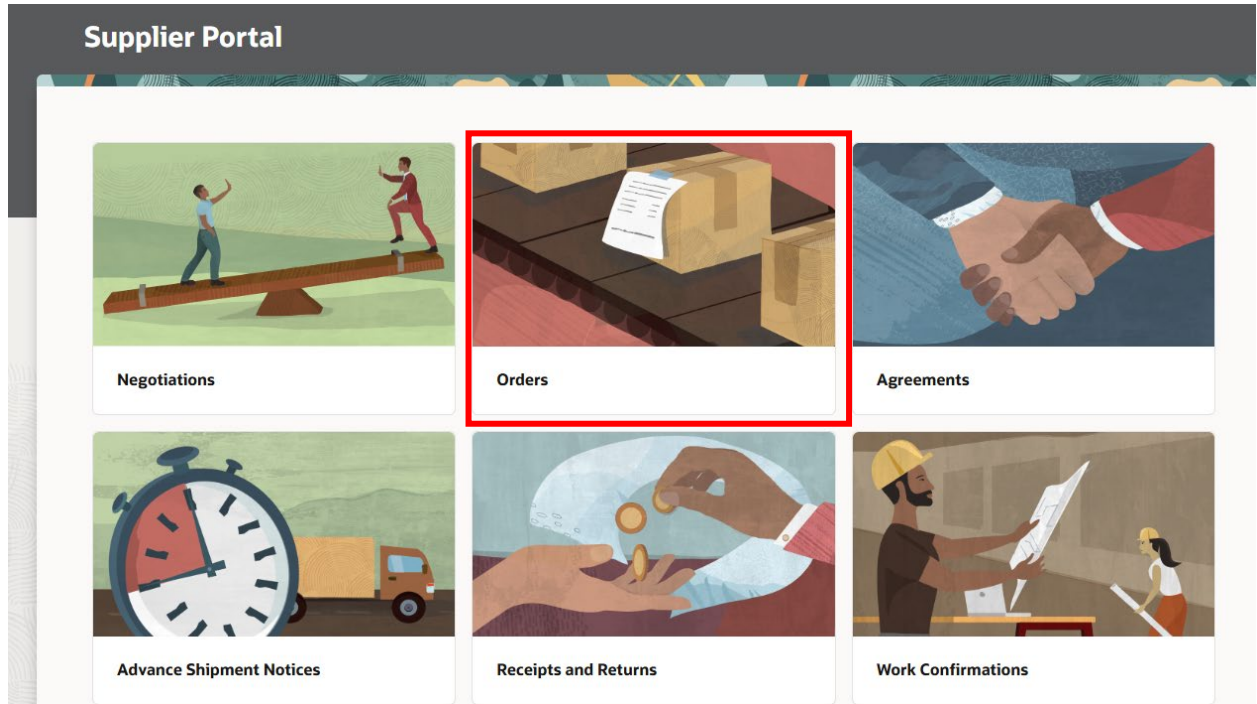
*This job aid provides step-by-step instructions for external supplier administrators on how to manage orders in the supplier portal.*

## Part 1: Navigate to Company Profile

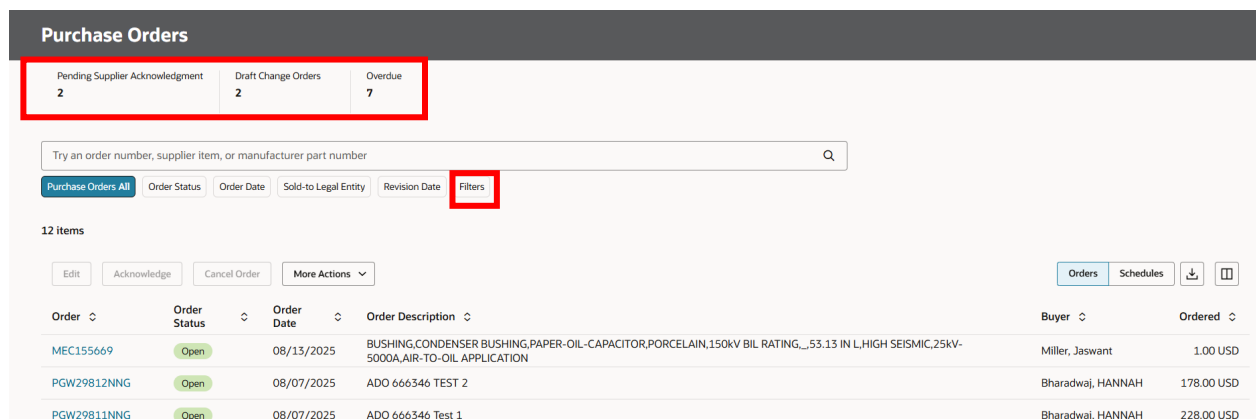
1. From the Oracle Fusion landing page, select the “Supplier Portal” tile as shown below.



- Orders are managed from the Orders tile. Accessing the Manage Orders requires BHE External Supplier Transaction JR role access.



- Manage Orders displays key search functions such as Pending Supplier Acknowledgment, Draft Change Orders and Overdue.



4. Orders requiring acknowledgment are displayed here. You can also acknowledge the order by clicking into the order

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

5. Click on the ellipsis (...) to acknowledge the order.

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