

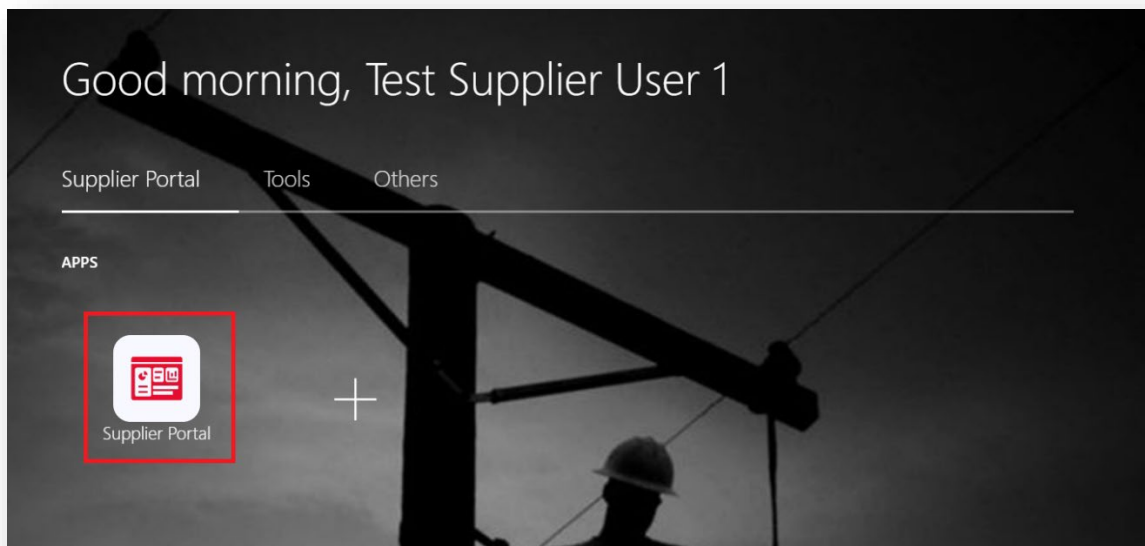
# External Supplier: Manage Orders Job Aid

Version 1.0 / Updated September 1, 2025

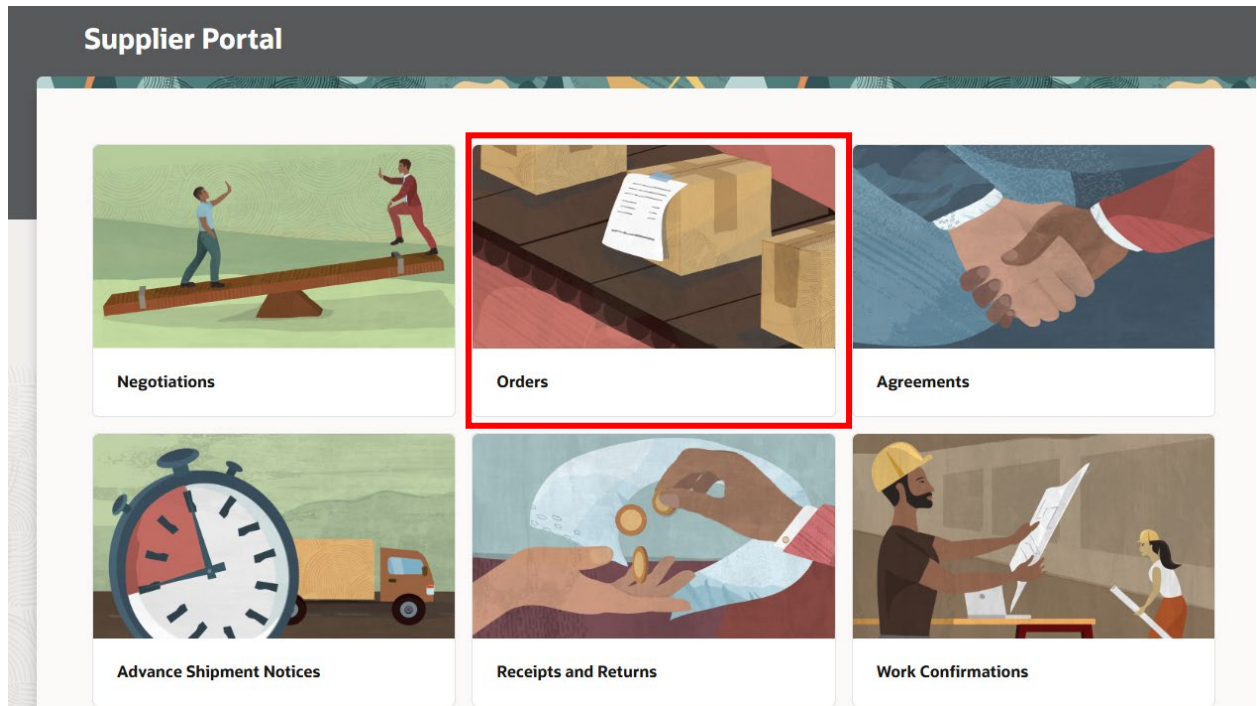
*This job aid provides step-by-step instructions for external supplier administrators on how to manage orders in the supplier portal.*

## 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 Order, Status, Buyer and amount.

**Purchase Orders**

Pending Supplier Acknowledgment 2	Draft Change Orders 2	Overdue 7
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Try an order number, supplier item, or manufacturer part number

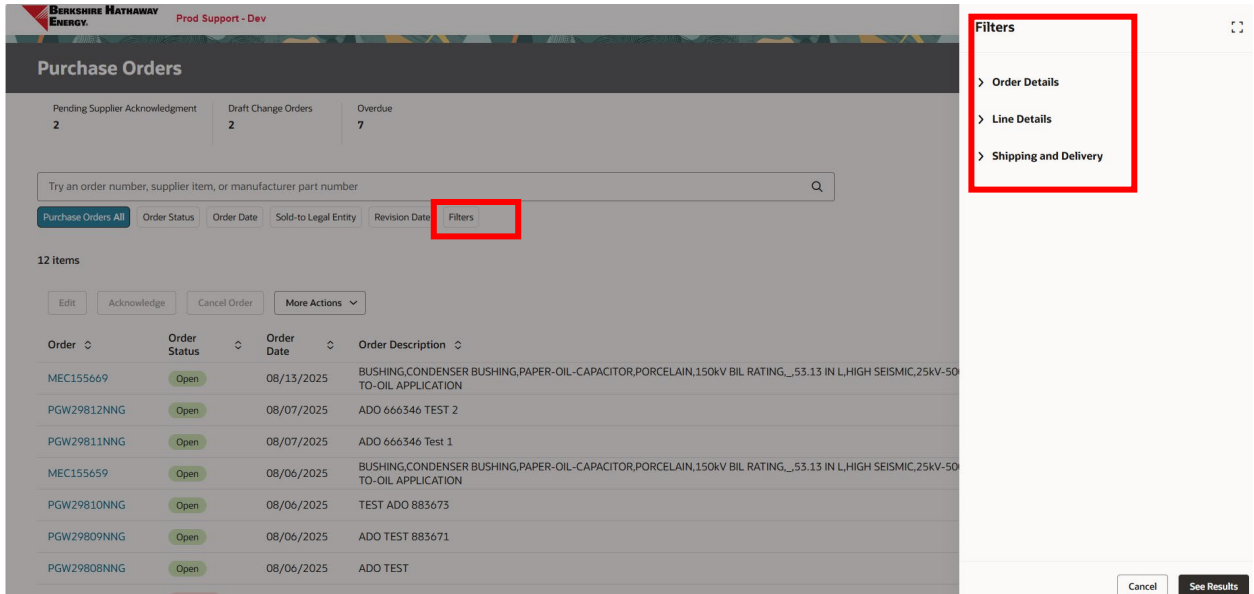
[Purchase Orders All](#)
[Order Status](#)
[Order Date](#)
[Sold-to Legal Entity](#)
[Revision Date](#)
[Filters](#)

12 items

[Edit](#)
[Acknowledge](#)
[Cancel Order](#)
[More Actions](#)

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. Filters allows for a more detailed search results.



**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

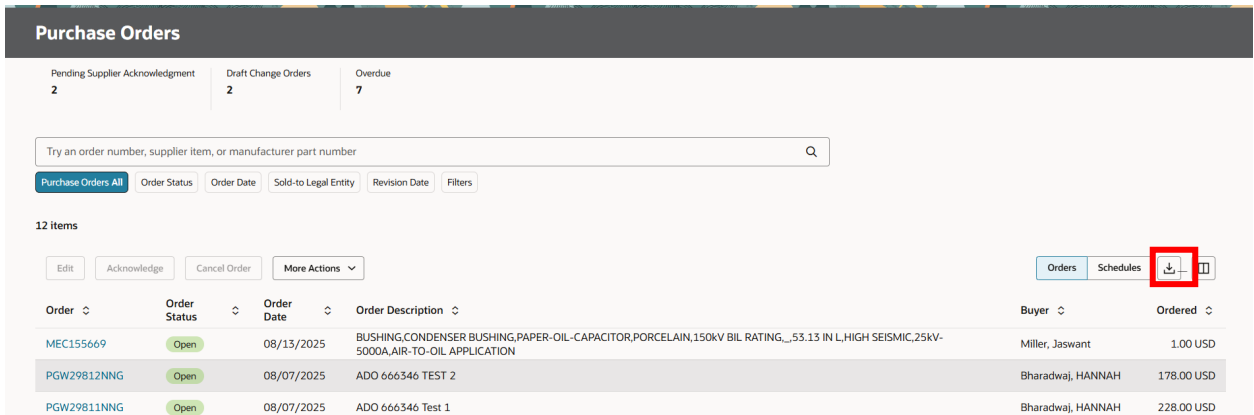
Order	Order Status	Order Date	Order Description
MEC155669	Open	08/13/2025	BUSHING,CONDENSER BUSHING,PAPER-OIL-CAPACITOR,PORCELAIN,150KV BIL RATING,,53.13 IN L,HIGH SEISMIC,25KV-50KV TO-OIL APPLICATION
PGW29812NNG	Open	08/07/2025	ADO 666346 TEST 2
PGW29811NNG	Open	08/07/2025	ADO 666346 Test 1
MEC155659	Open	08/06/2025	BUSHING,CONDENSER BUSHING,PAPER-OIL-CAPACITOR,PORCELAIN,150KV BIL RATING,,53.13 IN L,HIGH SEISMIC,25KV-50KV TO-OIL APPLICATION
PGW29810NNG	Open	08/06/2025	TEST ADO 883673
PGW29809NNG	Open	08/06/2025	ADO TEST 883671
PGW29808NNG	Open	08/06/2025	ADO TEST

Cancel | See Results

**Filters**

- > Order Details
- > Line Details
- > Shipping and Delivery

5. You can export all orders to excel or click into an order to review.



**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

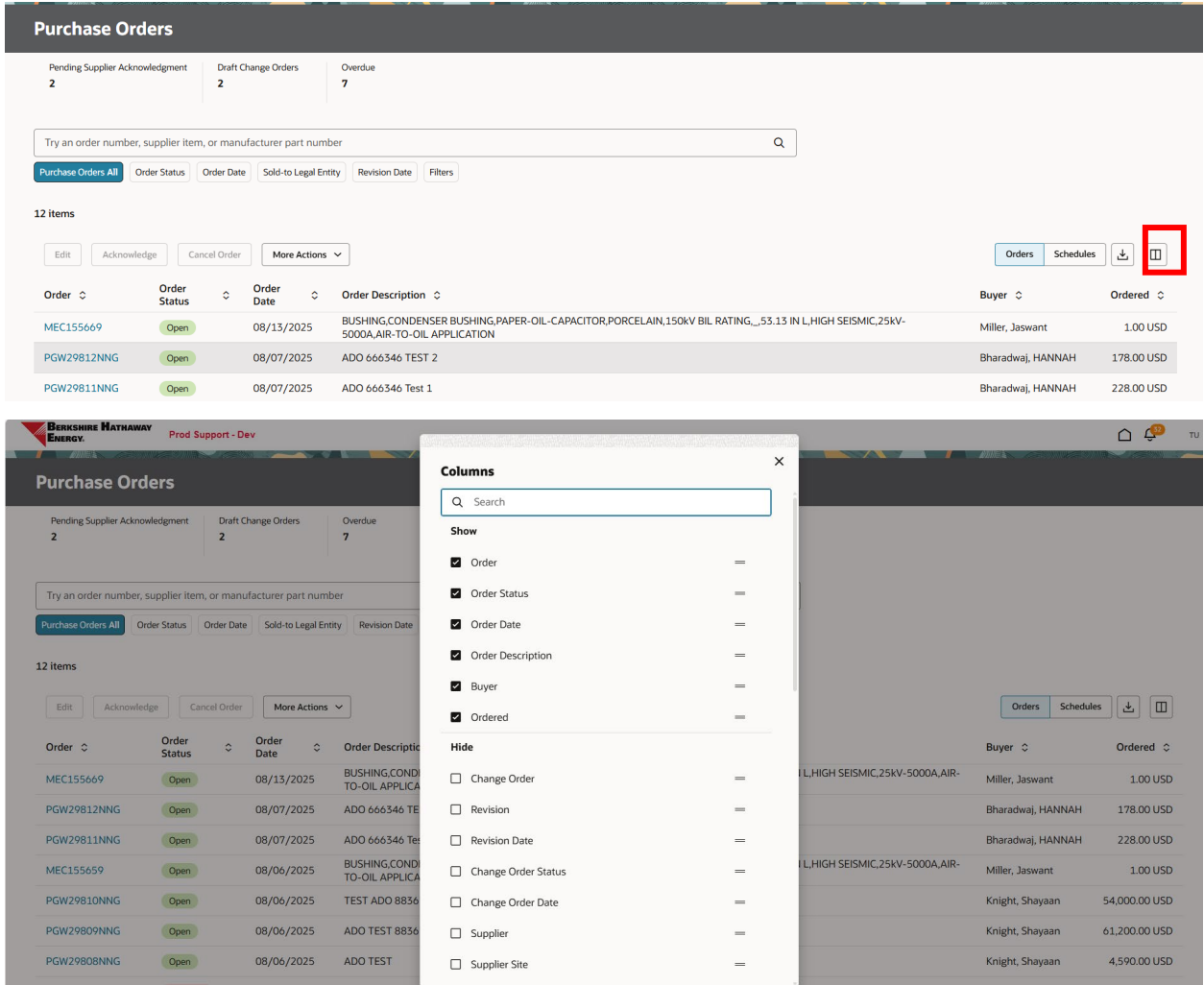
12 items

Edit | Acknowledge | Cancel Order | More Actions

Orders | Schedules | **Download** | Print

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

## 6. View allows you to customize your view.



The screenshot displays the 'Purchase Orders' interface. At the top, there are summary statistics: Pending Supplier Acknowledgment (2), Draft Change Orders (2), and Overdue (7). Below this is a search bar and a set of filters: Purchase Orders All, Order Status, Order Date, Sold-to Legal Entity, Revision Date, and Filters. A table lists 12 items, with columns for Order, Order Status, Order Date, Order Description, Buyer, and Ordered. A red box highlights the 'Columns' icon in the top right corner of the table.

The 'Columns' modal is open, showing a search bar and a list of columns to be displayed. The 'Show' section includes checkboxes for Order, Order Status, Order Date, Order Description, Buyer, and Ordered, all of which are checked. The 'Hide' section includes checkboxes for Change Order, Revision, Revision Date, Change Order Status, Change Order Date, Supplier, and Supplier Site, all of which are unchecked.

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