

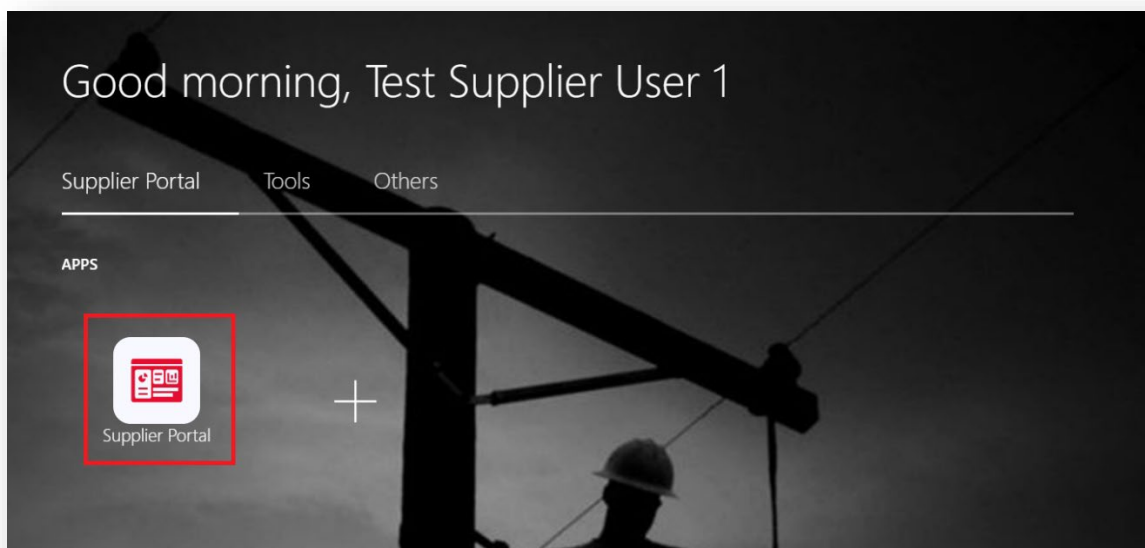
# External Supplier: View Receipts Job Aid

Version 1.0 / Updated March 25, 2025

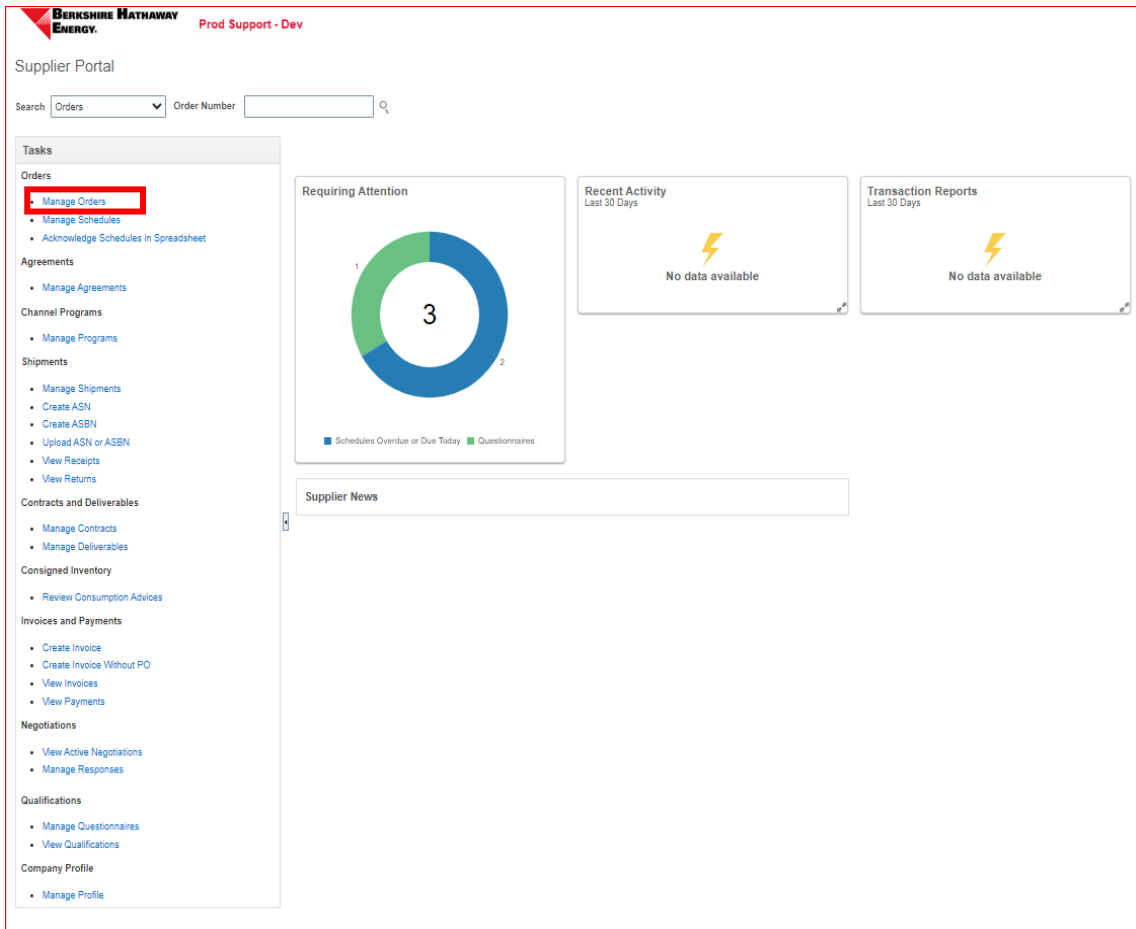
*This job aid provides step-by-step instructions for external supplier administrators on how to View Receipts in the supplier portal.*

## Part 1: Navigate to Company Profile

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



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

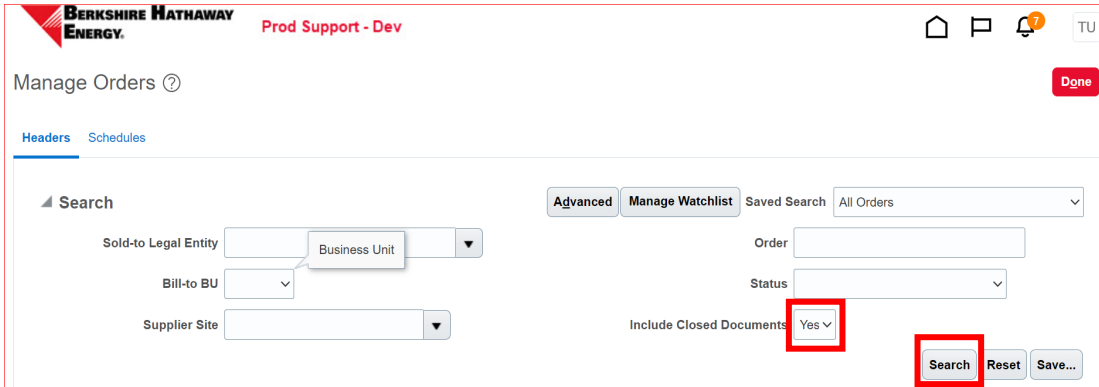


The screenshot displays the Supplier Portal interface. At the top, the Berkshire Hathaway Energy logo is visible alongside the text "Prod Support - Dev". Below the header, the "Supplier Portal" title is shown. A search bar contains the word "Orders" in a dropdown menu and a text input field for "Order Number".

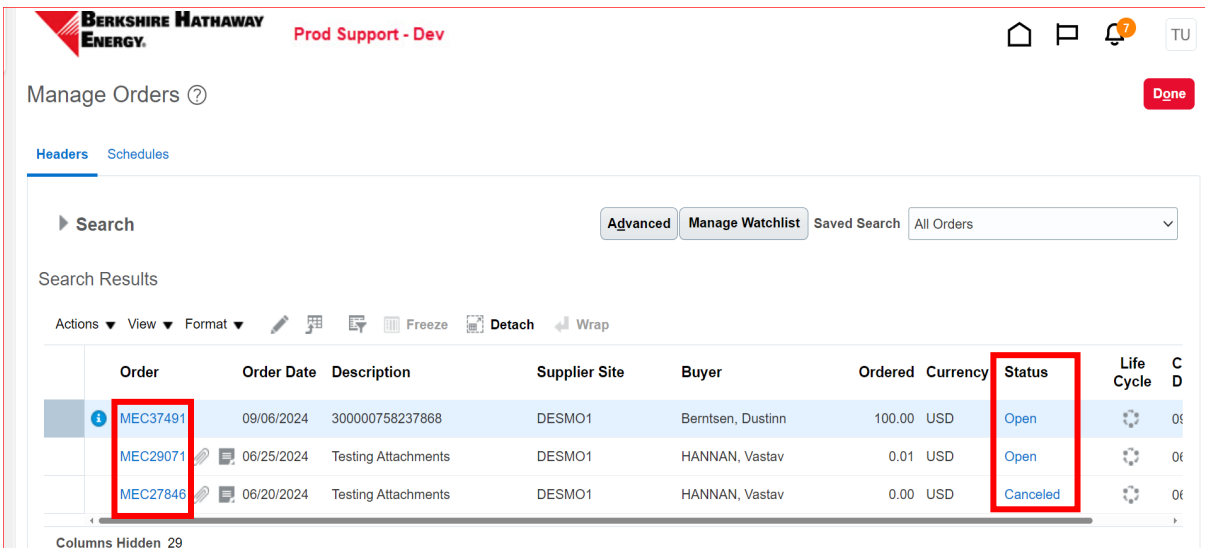
The left sidebar, titled "Tasks", lists various functional areas. The "Orders" section is expanded, and the "Manage Orders" task is highlighted with a red rectangular box. Other tasks listed include Manage Schedules, Acknowledge Schedules in Spreadsheet, Manage Agreements, Manage Programs, Manage Shipments, Create ASN, Upload ASN or ASBN, View Receipts, View Returns, Manage Contracts, Manage Deliverables, Review Consumption Advises, Create Invoice, View Invoices, View Payments, View Active Negotiations, Manage Responses, Manage Questionnaires, View Qualifications, and Manage Profile.

The main content area features a "Requiring Attention" donut chart with a central value of 3. The chart is divided into two segments: a blue segment representing "Schedules Overdue or Due Today" (labeled 1) and a green segment representing "Questionnaires" (labeled 2). To the right of the chart are two boxes labeled "Recent Activity Last 30 Days" and "Transaction Reports Last 30 Days", both displaying a lightning bolt icon and the text "No data available". At the bottom of the main area is a "Supplier News" section.

3. Manage Orders displays key search functions such as Bill to Business Unit, Order, Status and Closed Documents as shown below.



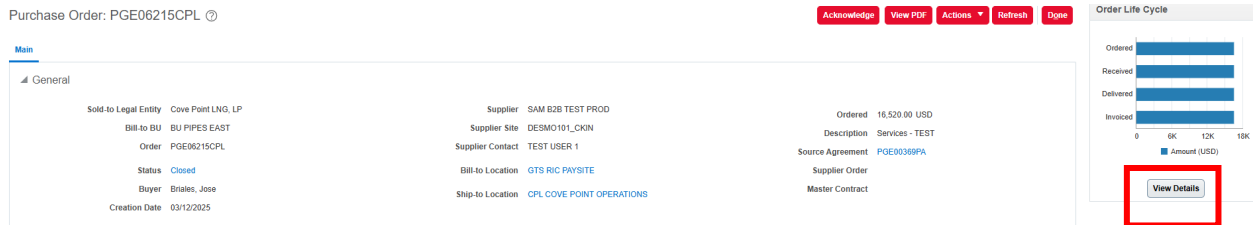
4. Click on the Order Number.



Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	C D
MEC37491	09/06/2024	300000758237868	DESMO1	Berntsen, Dustinn	100.00	USD	Open		00
MEC29071	06/25/2024	Testing Attachments	DESMO1	HANNAN, Vastav	0.01	USD	Open		00
MEC27846	06/20/2024	Testing Attachments	DESMO1	HANNAN, Vastav	0.00	USD	Canceled		00

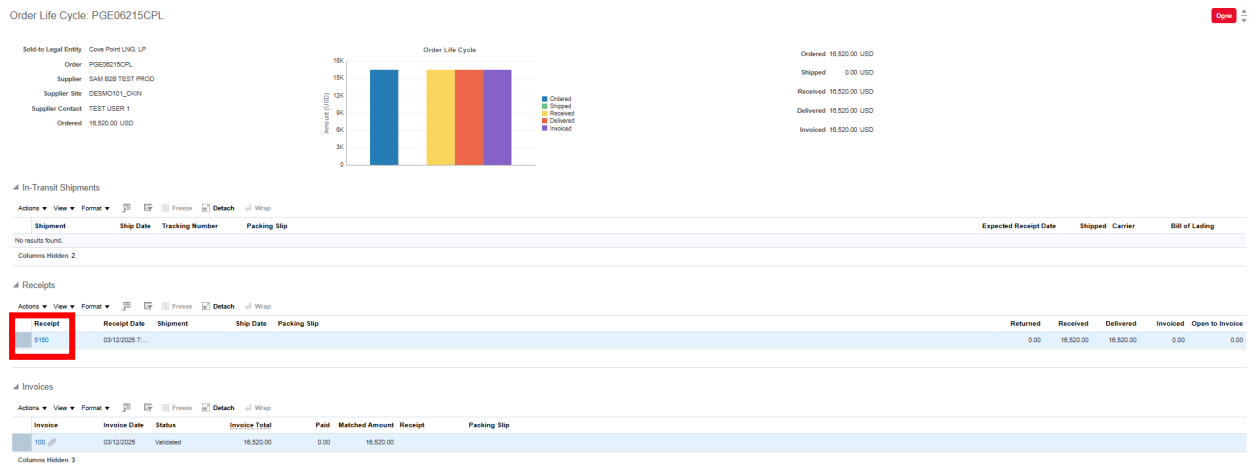
## 5. Click View Details. This provides the Order Life Cycle

Purchase Order: PGE06215CPL ⓘ



## 6. Click the Receipt number.

Order Life Cycle: PGE06215CPL



## 7. Review Receipt and Click Done.

Receipt: 5150

