



## Reviewing Purchase Orders

### Source to Pay Quick Reference Guide (QRG)

#### Purpose

This Quick Reference Guide (QRG) provides step-by-step instructions and process considerations for suppliers to review purchase orders.

#### Role(s)

This Quick Reference Guide is useful for the following Role:

- Supplier

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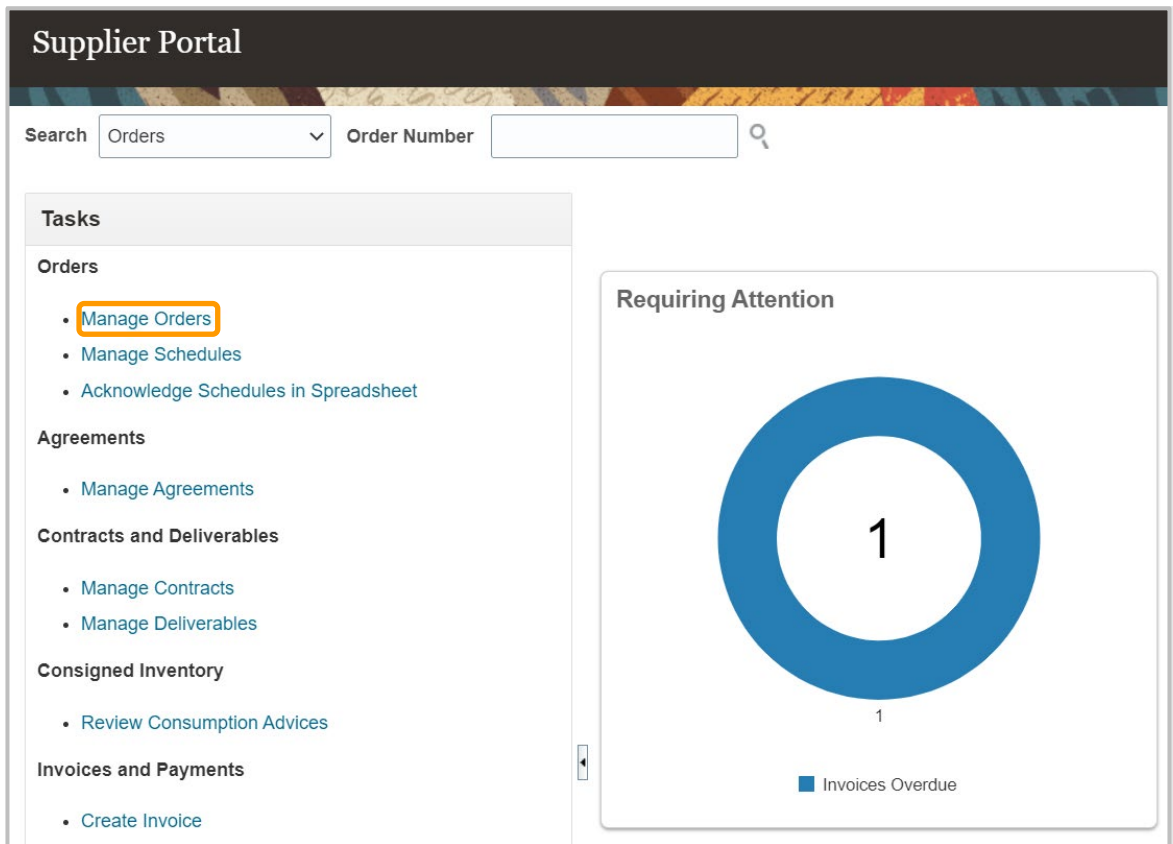
Step-by-Step Instructions:

Reviewing Purchase Orders

1. Click **Supplier Portal**.



2. Click **Manage Orders**.





3. Enter the **Order** Number.  
Click **Search**.

Manage Orders ? Done

Headers Schedules

Search

Advanced Manage Watchlist Saved Search All Orders

Sold-to Legal Entity

Order US1000000031

Bill-to BU

Status

Supplier Site

Include Closed Documents No

Search Reset Save...



You can also search using any other field such as Legal Entity or Supplier Site. For adding more fields, click on Advance and select from the drop-down.

4. Click the **Order** hyperlink.

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
<a href="#">US1000000031</a>	7/15/21		POBOX639237	BHG, BUYER	45,678.00	USD	Closed for R...		7/15/21

5. Review the details.

Purchase Order: US1000000031 ? Acknowledge View PDF Actions Refresh Done

Main

General

Sold-to Legal Entity Bright Health Group, Inc Supplier AAPC Ordered 45,678.00 USD

Bill-to BU BH US Business Unit Supplier Site POBOX639237 Description

Order US1000000031 Supplier Contact Source Agreement

Status [Closed for Receiving](#) Bill-to Location Bright Health Insurance Company Supplier Order

Buyer BUYER BHG Ship-to Location Bright Health Group, Inc Master Contract

Creation Date 7/15/21

Terms Notes and Attachments

Note to Supplier Attachments None



6. Scroll down and review the details under Lines for more information.

Lines		Schedules									
Actions ▼ View ▼ Format ▼ [Grid Icon] [Print Icon] Freeze [Detach Icon] Wrap											
Line	Type	Item	Description	Quantity	UOM	Base Price	Discount Type	Discount	Discou	Reasor	
1	Fixed Price Ser...		Test 4			45,678.00					