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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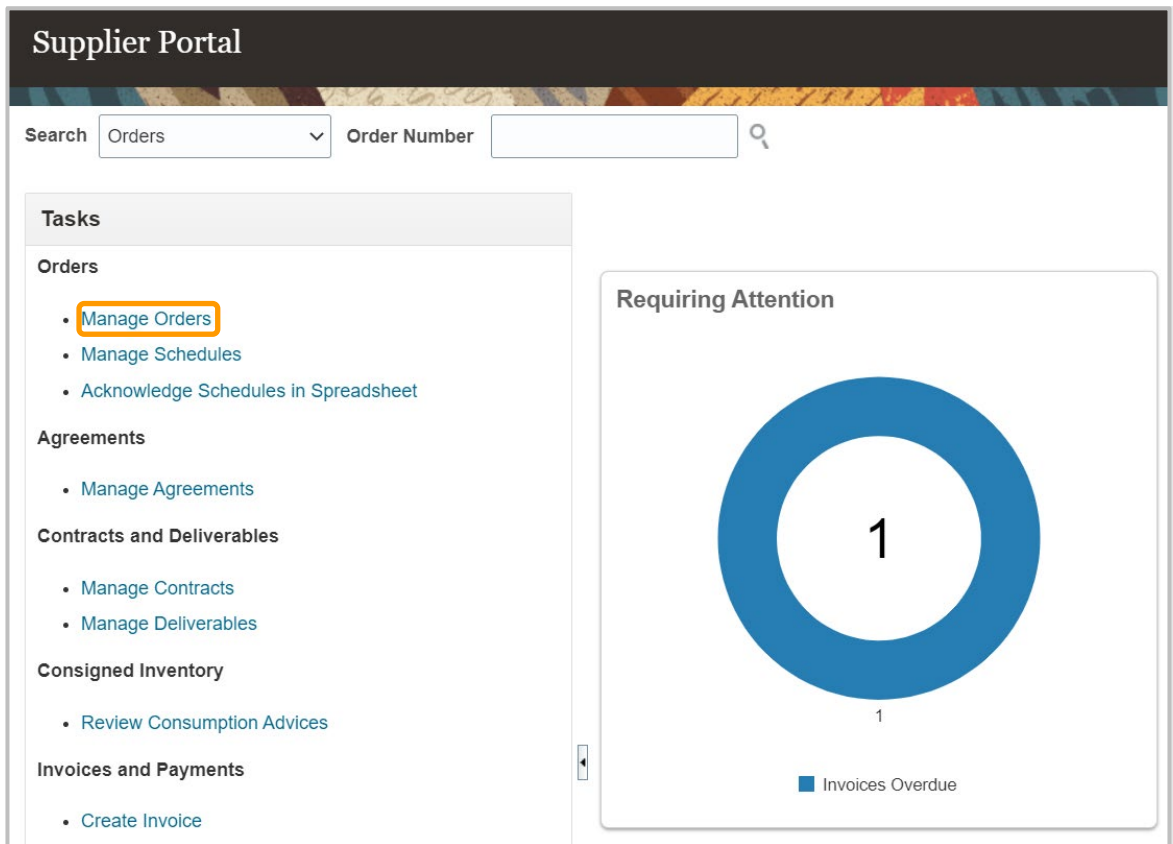**Step-by-Step Instructions:**

Reviewing Purchase Orders

1.   Click **Supplier Portal**.

2.   Click **Manage Orders**.

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

[i] 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.

5. Review the details.

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

	Line	Type	Item	Description	Quantity	UOM	Base Price	Discount Type	Discount	Discou Reasor
	1	Fixed Price Ser…		Test 4			45,678.00			

Lines   Schedules

Actions ▾   View ▾   Format ▾   ⊞   ⊟   ▥ Freeze   ▣ Detach   ⊣ Wrap