

SUPPLIER PORTAL USER MANUAL (Acknowledge Purchase Order)

**SUPPLY CHAIN MANAGEMENT** 







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1	.1	ACKNOWLEDGE THE PURCHASE ORDER BY SUPPLIER	3



## Acknowledge the Purchase Order by supplier

**Step 1**: Enter the login details.

Sign In Oracle Applications Cloud
Company Single Sign-On or User ID Demouser@abc.com Password Forgot Password Sign In Select Language English

**Step 2**: Select **Supplier Portal** → Click **Supplier Portal**.

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	Good afternoon, Demo User1	
	Supplier Portal Tools	
	Apps	
	Supplier Portal +	

**Step 3**: **Supplier Portal** overview page will appear  $\rightarrow$  Click the value above **Orders to Acknowledge**.

Supplier Portal Search orders Croters Advancedge Schedules in Spreadaheet Agreements Consigned inventory Review Consumption Advices Involees and Psyments Review Consumption Advices Involees Review Consumption Advices Involees Review Consumption Advices Review Cons	مشرب العفارية MSHEIREB PROPERTIES				0 þ 🔖 🗅
Tasks       Corecret       Requiring Attention       Requiring	Supplier Portal Search Orders	٩			
Orders         Manage Orders         Manage Schedules         Advanced Schedules         Advanced Schedules         Manage Agreements         Consigned Inventory         Review Consumption Advances         Invoices and Psyments         Vew Invoices         Vew Phyments         Vew Phyments         Vew Phyments         Vew Phyments	Tasks				0
	Orders  Anaage Orders  Anaage Schedules in Spreadsheet  Arevenets  Consigned Inventory  Review Consumption Advices  Trucies and Payments  Versite Invoices  Versite Invoices	Requiring Attention	Recent Activity Last 30 Days No data available	Transaction Reports Last 30 Days No data available	

Step 4: Purchase Order page will open.

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Acknowledge View PDF Actions V Retresh Done								
Main # General Sold-to Legal Entity Bill-to BU Order Status	Msheireb Properties WLL Msheireb Properties WLL MP/2024/PO/10154 Pending Supplier Acknowledgment	Supplier Supplier Site Supplier Contact Additional Contact Email	Demo Supplier Main Office: Demo User1	Ordered 20,000 00 QAR Description Supply and installation of PC Source Agreement Negotiation				
Creation Date	05-Jun-2024	Ship-to Location	Project office - MHoD	Supplier Order				
Required Acknowledgmen Acknowledgment Due Datu Payment Term	t Document 9 08-Jun-2024 5 Net 30	Shipping Method Freight Terms FOB	None	Pay on receipt Confirming order				

**Step 5**: Click **View PDF** → Document will be downloaded to view **PO Details**.

مشدرب العقارية MŠHEIREB PROPERTIES	مشرب الافغاريا Ashereb rroférties							
Acknowledge Document (Ms	cknowledge Document (Msheireb Standard Purchase Order): MP/2024/PO/10154							
Main General								
Sold-to Legal Entity	Msheireb Properties WLL	Supplier	Demo Supplier	Ordered	20.000.00.045			
Order	MP/2024/PO/10154	Supplier Site	Main Office	Description	Supply and Installation of PC			
Status Buyer Creation Date	Pending Supplier Acknowledgment Mayores, Rosalie A 05-Jun-2024	Supplier Contact additional Contact Email Bill-to Location	Demo User1 Doha	Source Agreement Supplier Order				
		Ship-to Location	Project office - MHoD	Communication Method	None			
Terms Notes and Attachments								
Required Acknowledgmer	nt Document	Payment Terms	Net 30		<ul> <li>Pay on receipt</li> </ul>			
Acknowledgment Due Dat	e 08-Jun-2024	Shipping Method		-	Confirming order			

Step 6: Click Acknowledge

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heireb Standard Purchase Order: MP/2024/PO/10154 🕜 Ref						
eneral						
Sold-to Legal Entity	Msheireb Properties WLL	Supplier	Demo Supplier	Ordered 20.000.00 QAR		
Bill-to BU	Msheireb Properties WLL	Supplier Site	Main Office	Description Supply and Installation of PC		
Order	MP/2024/PO/10154	Supplier Contact	Demo User1	second and a supply and instantion of the		
Status	Pending Supplier Acknowledgment	Additional Contact Email		Source Agreement		
Buyer	Rosalie Mayores	Bill-to Location	Doha	Negotiation		
Creation Date	05-Jun-2024	Ship-to Location	Project office - MHoD	Supplier Order		
ns Notes and Attachments						
Required Acknowledgmer	nt Document	Shipping Method				
Acknowledgment Due Dat	te 08-Jun-2024	Freight Terms	None	<ul> <li>Pay on receipt</li> </ul>		
Payment Term	s Net 30	FOB	None	Confirming order		



Step 7: Acknowledge Document page will open  $\rightarrow$  Enter the Acknowledge Note .

مشيرب العقارية MSHEIREB PROPERTIES	مشرب الافغاري ISHEIRE RROPERTIES								
Acknowledge Document (Ms	Acknowledge Document (Msheireb Standard Purchase Order): MP/2024/PO/10154								
Main	Main								
∡ General	✓ General								
Sold-to Legal Entity	Msheireb Properties WLL	Supplier	Demo Supplier	Ordered	20.000.00 QAR				
Order	MP/2024/PO/10154	Supplier Site	Main Office	Description	Supply and Installation of PC				
Status	Pending Supplier Acknowledgment	Supplier Contact	Demo User1	Source Agreement					
Buyer	Mayores, Rosalie	Additional Contact Email		dom or the restriction					
Creation Date	05-Jun-2024	Bill-to Location	Doha	Supplier Order					
		Ship-to Location	Project office - MHoD	Communication Method	None				
Terms Notes and Attachments	Terms Notes and Attachments								
Required Acknowledgmen	nt Document	Payment Terms	Net 30		Pay on receipt				
Acknowledgment Due Dat	a 08-Jun-2024	Shipping Method			Confirming order				
A alumente demonst blot	Admoutedand	Freight Terms	None		-				
Acknowledgment Not	Acknowledged	FOB	None						

## Step 8: Click Accept.

مشیری العقاریة MSHEIREB PROPERTIES Acknowledge Document (Ms	کشترین الافکان ISHEREB RROFERTIES 😴 cknowledge Document (Msheireb Standard Purchase Order): MP/2024/PO/10154							
Main d General								
Sold-to Legal Entity Order Status Buyer Creation Date	Mshelreb Properties WLL MP/2024/PO/10154 Pending Suppler Acknowledgment Mayores, Rosalle 05-Jun-2024	Supplier Supplier Site Supplier Contact Additional Contact Email Bill-to Location Ship-to Location	Demo Supplier Main Office Demo User1 Doha Project office - MHoD	Ordered Description Source Agreement Supplier Order Communication Method	20,000 00 GAR Suppy and Installation of PC None			
Required Acknowledgmen Acknowledgment Due Dat Acknowledgment Not	t Document 9 08-Jun-2024 8 Acknowledged	Payment Terms Shipping Method Freight Terms FOB	Net 30 None None	-	- Pay on receipt - Confirming order			

Step 9: Click OK.

مشررت الافارين									
cknowledge Document (Msheireb Standard Purchase Order): MP/2024/PO/10154									
Main	Main								
✓ General									
Sold-to Legal Entity Order Status Buyer Creation Date Terms Notes and Attachments	Msheleb Properties WLL MP/2024/POI/10154 Pending Supplier Acknowledgment Mayores, Rosalie 05-Jun-2024	Supplier Demo Supplier           Remotes Har Alam Office           Warning         X           The document will be accepted. Do you want to continue? (PO-2055013)           OK         Cancel           Ship-to Location         Project office - MHoD	Ordered Description Source Agreement Supplier Order Communication Method	20.000.00 QAR Supply and installation of PC					
Required Acknowledgmer Acknowledgment Due Dat Acknowledgment Not	nt Document 6 G6-Jun-2024 8 Acknowledged	Payment Terms Net 30 Shipping Method Freight Terms None FOB None							

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