

Bank of England

Oracle Procurement
S2C08 Supplier Portal
Reviewing PO Status



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Amber Operational

Introduction

Learner Guidance

This step-by-step guide has been designed to help provide you with the confidence and system skills required to fulfil your role.

Objectives

After completing this exercise workbook, you will be able to:

- Review PO Status

Note

Please remember that every effort has been taken to make the service and training documents as accurate and up to date as possible, but software, hardware and their related information do change, therefore the documents are living documents, and will be subject to updates over time to match system changes.

Remember to always check for any current releases of software, such as patches or new versions.

The images within these training documents may differ slightly from the actual Oracle screens used as it is possible to save custom searches and amend page layouts (adding, removing, reordering columns of data).

Please also note that where screen shots show the word “Negotiation”, users will see the word “Tender” in their Oracle screens.

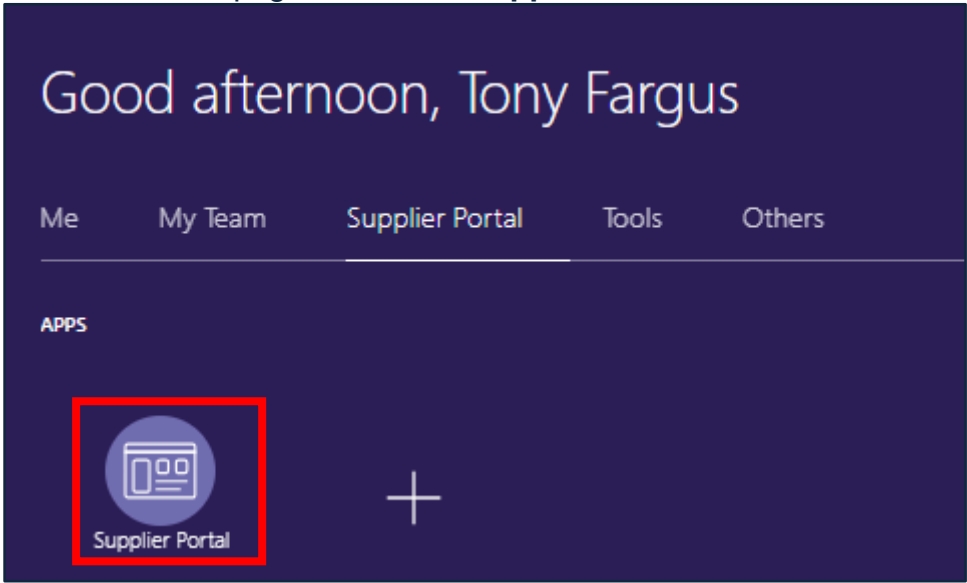
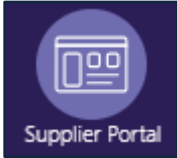
Reviewing PO Status

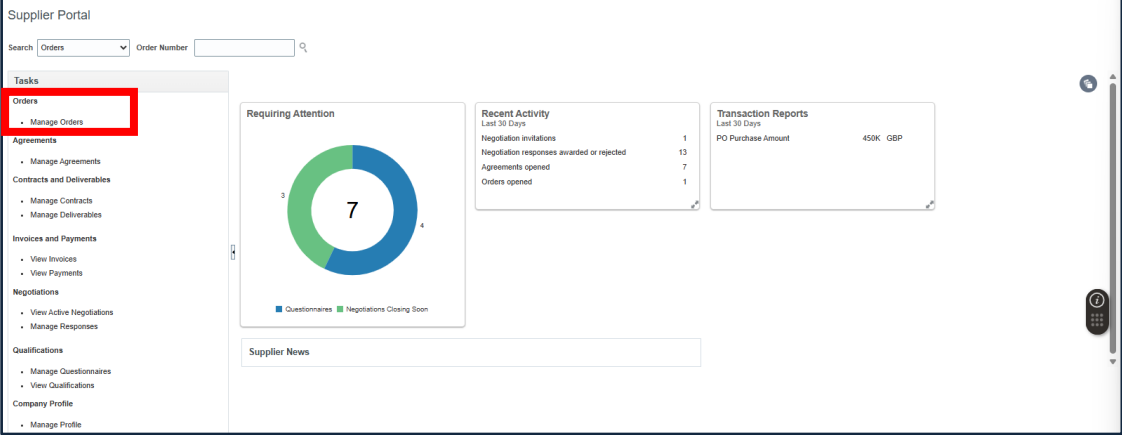
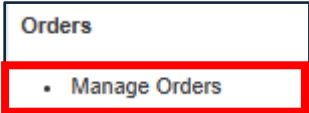
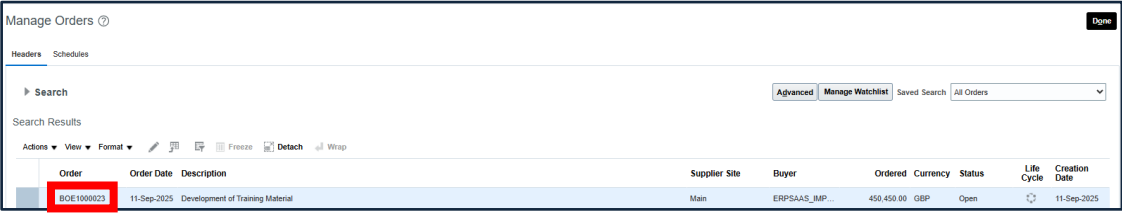
Introduction

Suppliers can view all Purchase Orders that have been approved. The transactions against these orders can be reviewed to see any amendments, receipts and matched invoices.

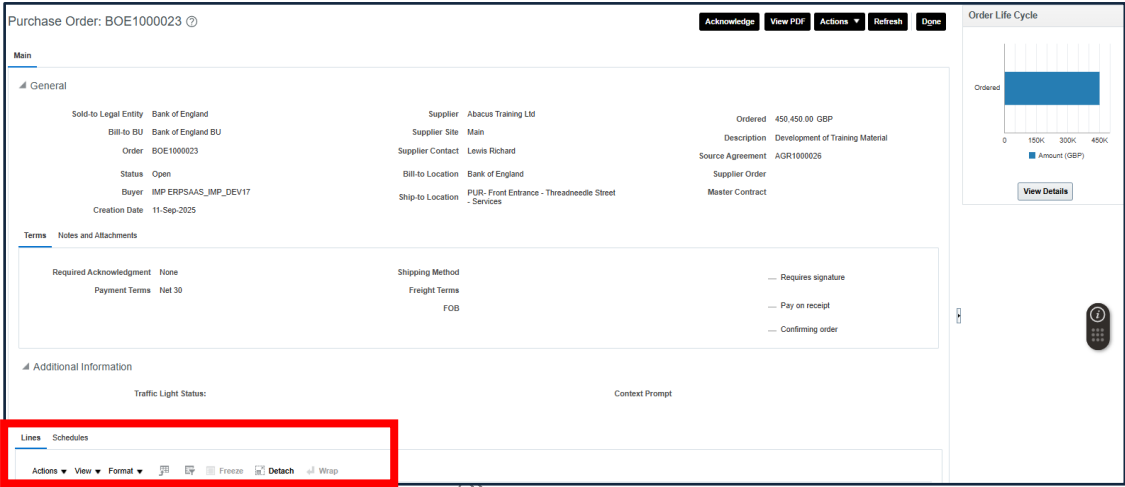
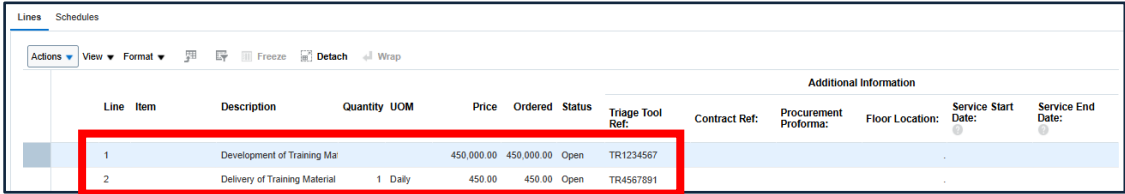
This process looks at how a supplier can view their Purchase Orders and the status of these orders.

Steps

Step	Action	
1.	From the Home page, select the Supplier Portal tab.	
2.	Select the Supplier Portal tile to access the Supplier Portal work area.	

Step	Action	
3.	The Supplier Portal work area is displayed.	
4.	Under Tasks , select Manage Orders at the top left of the page.	
5.	The Manage Orders work area is displayed.	
6.	Enter sufficient criteria to return the desired Purchase Order. Select Search .	
7.	Purchase Orders matching your search criteria are displayed.	
	Note: If the selected order is not returned, adjust the criteria and search again.	

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Step	Action	
	Note: The sections below the life cycle graph will list processed receipts and invoices containing links to view the data.	
12.	Select Done .	
13.	You are returned to the Purchase Order. At the bottom of the page individual lines can be viewed.	
14.	You can review the Purchase Order Lines .	
15.	Select the Home icon to return to the Home page.	

Change History

Date	Version	Notes
11/09/25	v1 – File created	Initial version created for internal review
22/09/25	v2 - Internal QA Updates / Submitted for first review	Updates made following internal QA. Submitted for SME review
25/09/25	v3 – 1 st Edit / Submitted for second review	File created with no SME review undertaken
	v4 – 2 nd Edit if required	
	v5 – Final version	

Business Sign off

Date	Final version	Signed off by