Bank of England

Oracle Procurement

S2C08 Supplier Portal

Reviewing Purchasing Documents

Contents

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 Purchasing Documents

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).

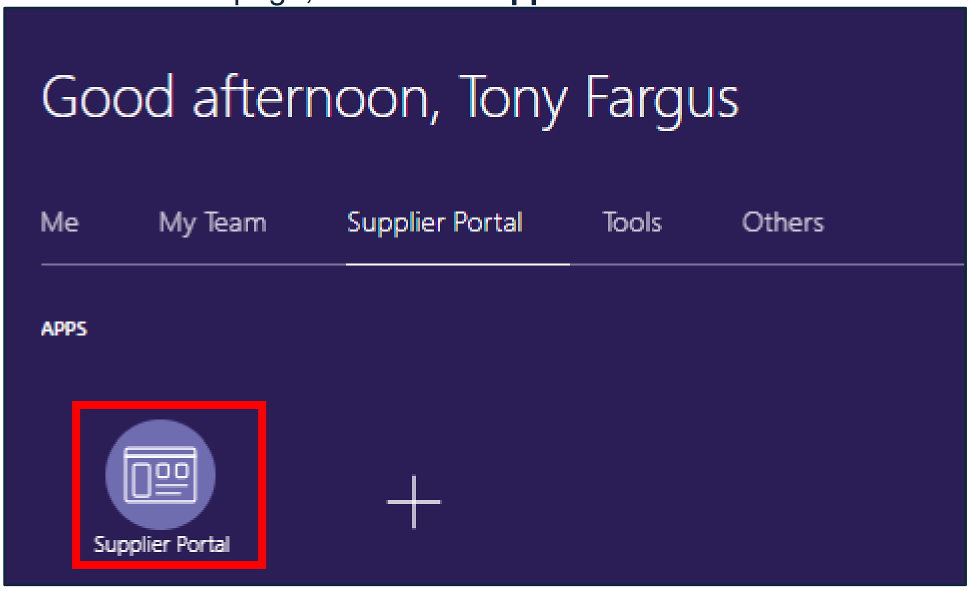
Please also note that where screen shots show the word “Negotiation”, users will see the word “Tender” in their Oracle screens.

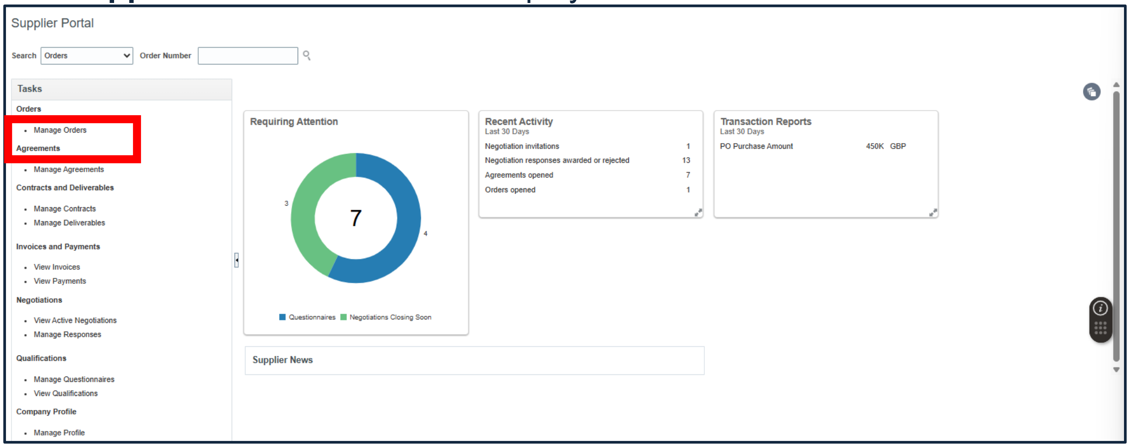
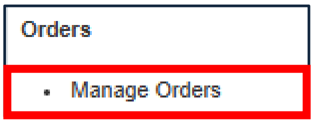
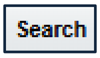
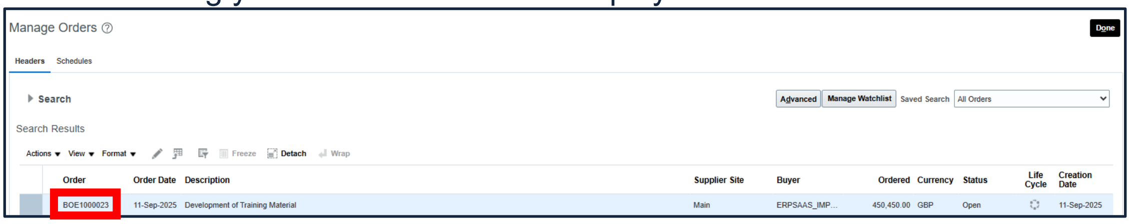
Reviewing Purchasing Documents

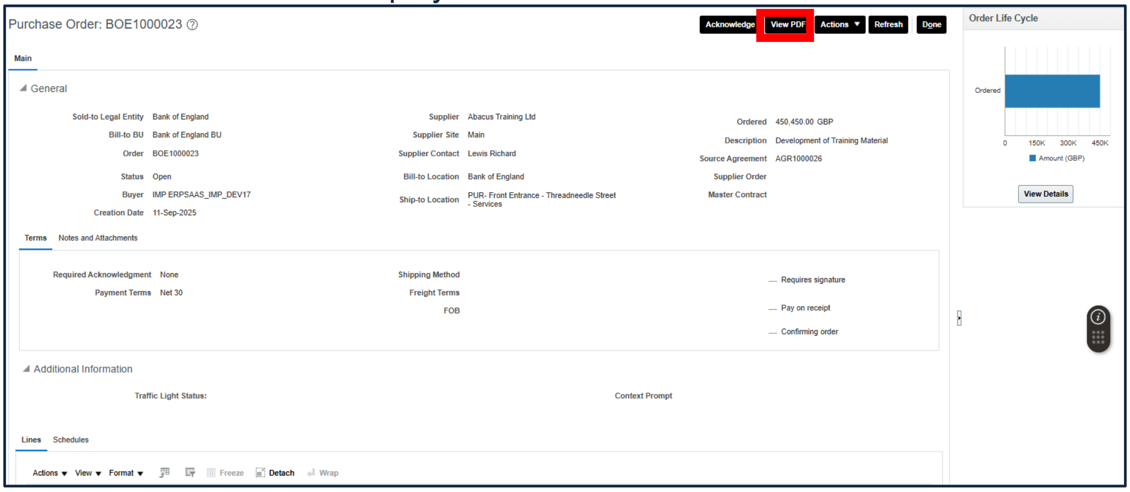
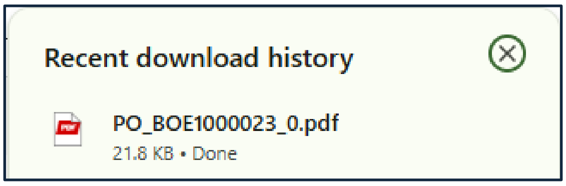
Introduction

Suppliers can view all Purchase Orders that have been approved. The Orders have supporting documents that are available for review.

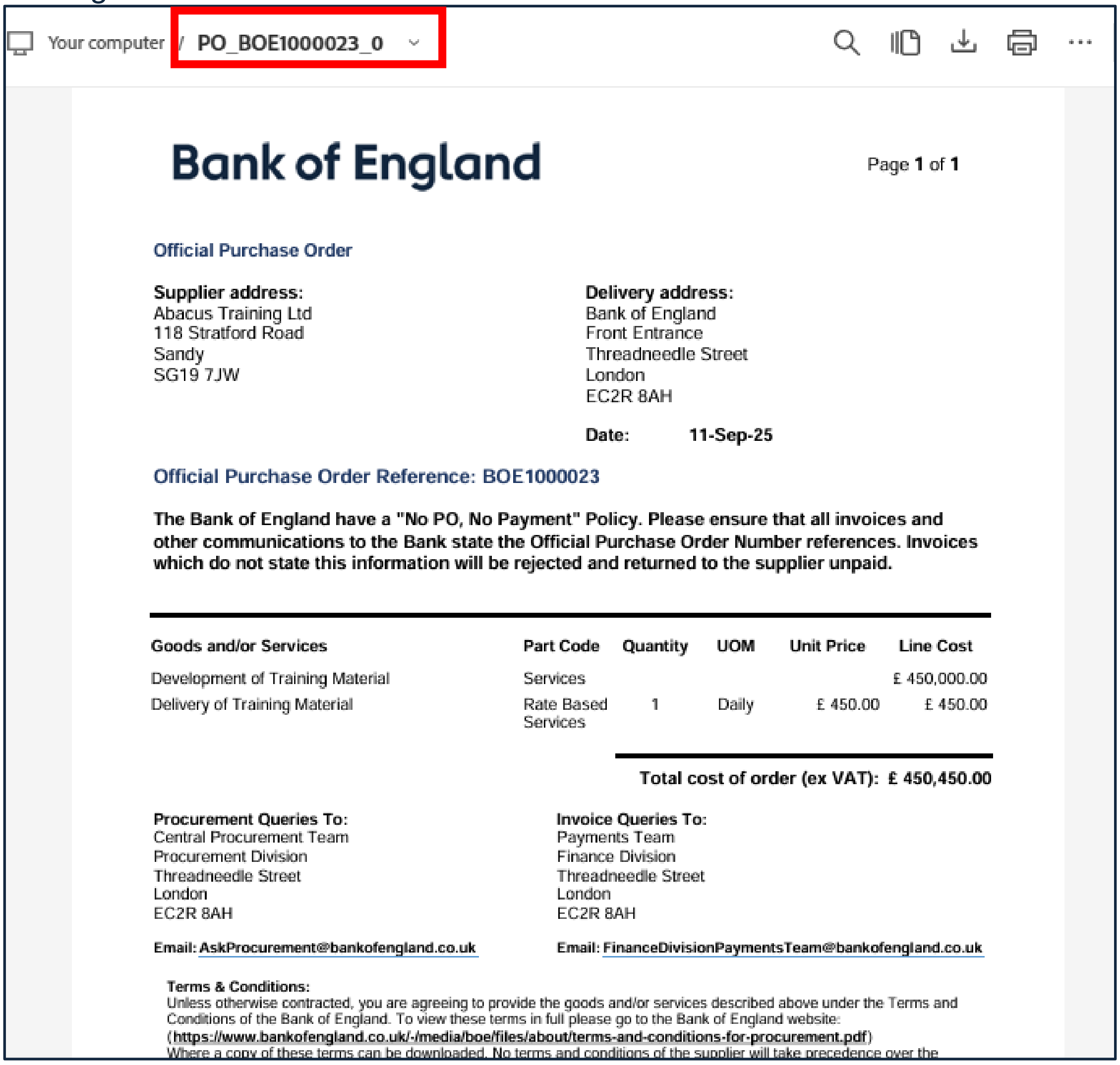
Steps

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 of the Tasks list.	
5.	The **Manage Orders** page is displayed. 	
6.	Enter sufficient criteria to return the desired Purchase Order. Select **Search**.	
7.	Orders meeting your search criteria are displayed. 	
	Note: If the required order is not found, adjust the search criteria and search again.	

Step	Action	
8.	Select the **Order** number hyperlink.	
9.	The **Purchase Order** is displayed. 	
10.	Select **View PDF**.	
11.	A file will be downloaded for you. You should locate the file on your system. Select the file hyperlink.	

Step	Action	
12.	The **Purchase Order** document is now displayed. When you have finished viewing the document close the browser.	



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Official Purchase Order

Supplier address:
Abacus Training Ltd
118 Stratford Road
Sandy
SG19 7JW

Delivery address:
Bank of England
Front Entrance
Threadneedle Street
London
EC2R 8AH

Date: **11-Sep-25**

Official Purchase Order Reference: BOE1000023

The Bank of England have a "No PO, No Payment" Policy. Please ensure that all invoices and other communications to the Bank state the Official Purchase Order Number references. Invoices which do not state this information will be rejected and returned to the supplier unpaid.

Goods and/or Services	Part Code	Quantity	UOM	Unit Price	Line Cost
Development of Training Material	Services				£ 450,000.00
Delivery of Training Material	Rate Based Services	1	Daily	£ 450.00	£ 450.00

Total cost of order (ex VAT): £ 450,450.00

Procurement Queries To:
Central Procurement Team
Procurement Division
Threadneedle Street
London
EC2R 8AH

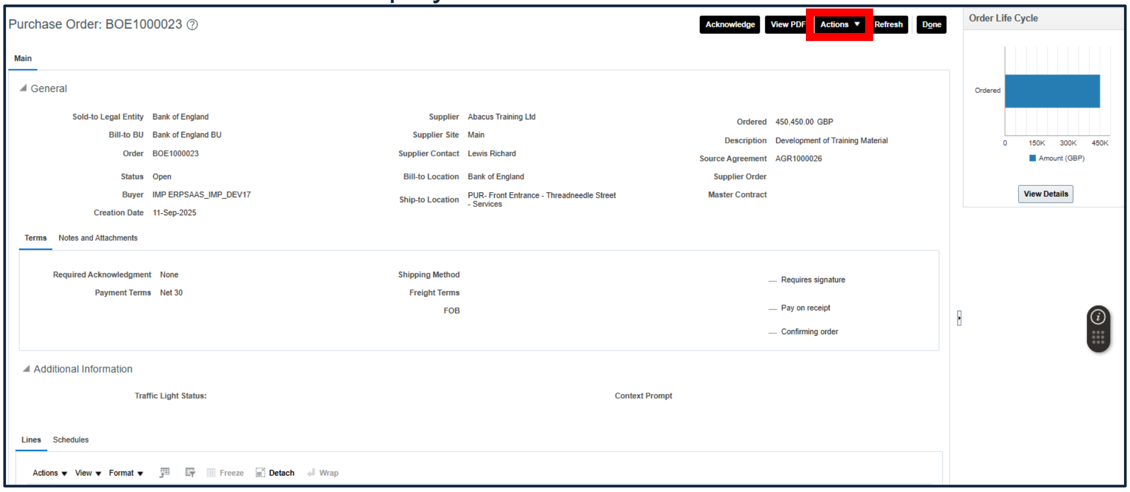
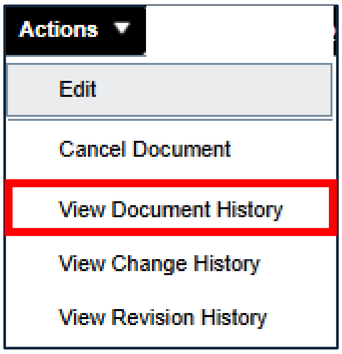
Email: AskProcurement@bankofengland.co.uk

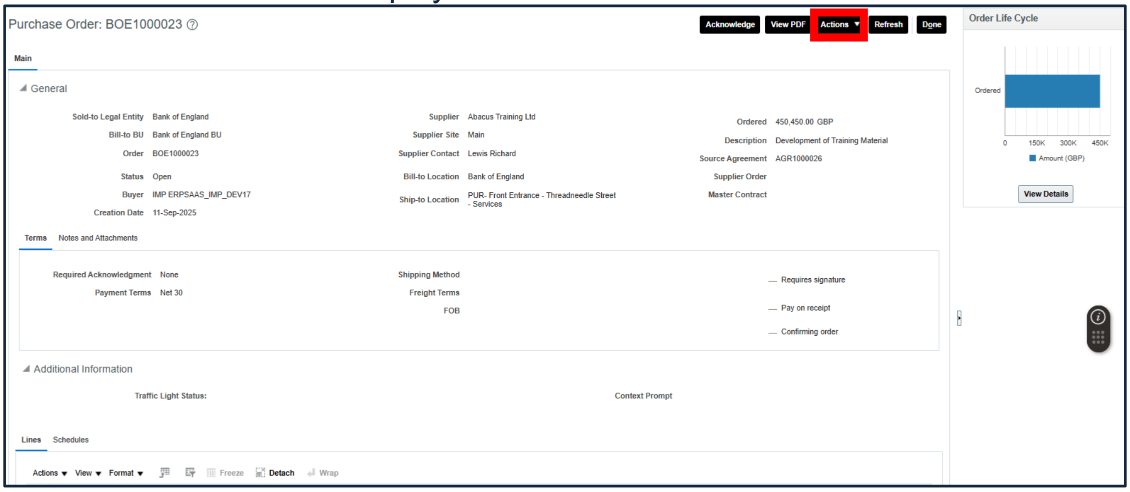
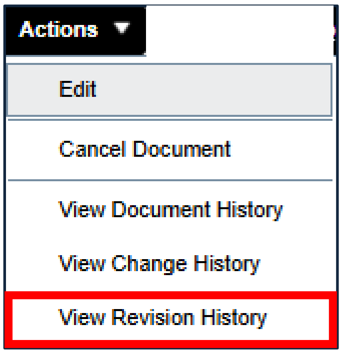
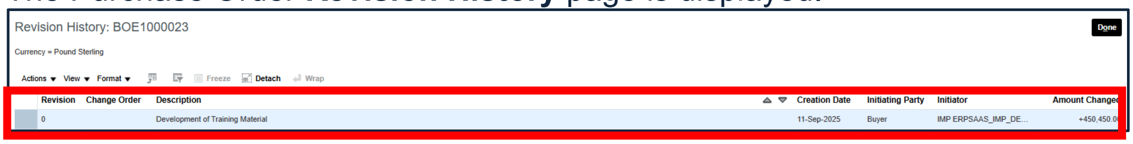
Invoice Queries To:
Payments Team
Finance Division
Threadneedle Street
London
EC2R 8AH

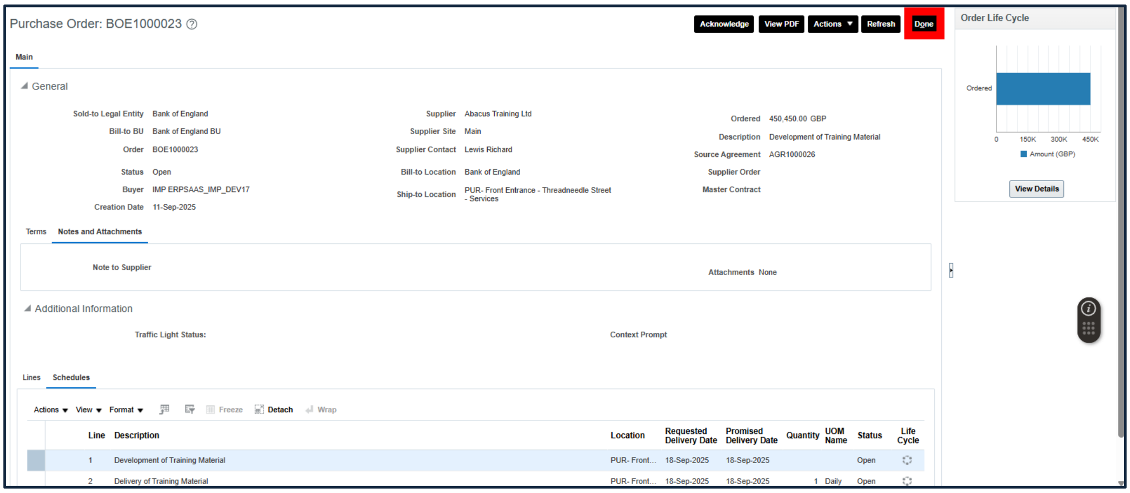
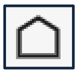
Email: FinanceDivisionPaymentsTeam@bankofengland.co.uk

Terms & Conditions:
Unless otherwise contracted, you are agreeing to provide the goods and/or services described above under the Terms and Conditions of the Bank of England. To view these terms in full please go to the Bank of England website:
(https://www.bankofengland.co.uk/-/media/boe/files/about/terms-and-conditions-for-procurement.pdf)
Where a copy of these terms can be downloaded. No terms and conditions of the supplier will take precedence over the

	Note: The image above is a sample from a test system and may look different when the system is live.	

Step	Action	
13.	The **Purchase Order** is displayed.  	
14.	Select the **Actions** drop-down.	
15.	Select **View Document History** from the menu.	
16.	The Purchase Order **Document History** page is displayed.  	
	Note: The document history shows the creation date of the Purchase Order.	
17.	Select **Done**.	

Step	Action	
18.	The **Purchase Order** is displayed.  	
19.	Select the **Actions** drop-down.	
20.	Select **View Revision History**.	
21.	The Purchase Order **Revision History** page is displayed.  	
	Note: If revisions have been made to the Purchase Order, they are shown here. There have been no revisions to the Purchase Order shown above.	
22.	Select **Done**.	

Step	Action	
23.	You are returned to the **Purchase Order**. 	
24.	Select **Done**.	
25.	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
19/09/25	v2 - Internal QA Updates / Submitted for first review	Updates made following internal QA. Submitted for SME review.
23/09/25	v3 – 1st Edit / Submitted for second review	File created with no SME review undertaken
	v4 – 2nd Edit if required	
	v5 – Final version	

Business Sign off

Date	Final version	Signed off by