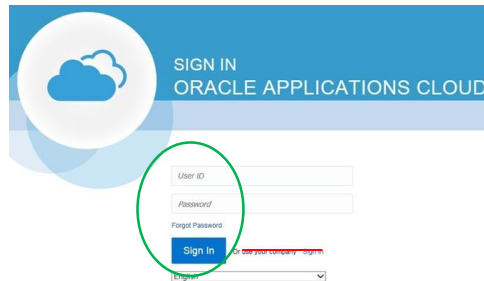


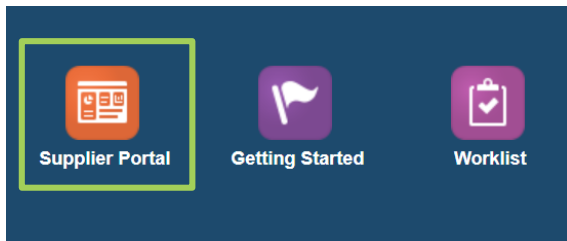
How to Review Purchase Order and Request Change

Sign in the [Oracle Cloud home page](#)

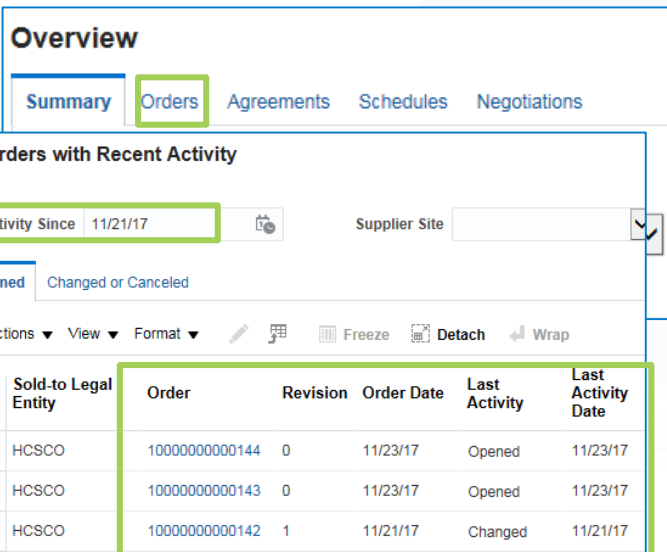
Use the **Company's Sign-In**
(circled in green)



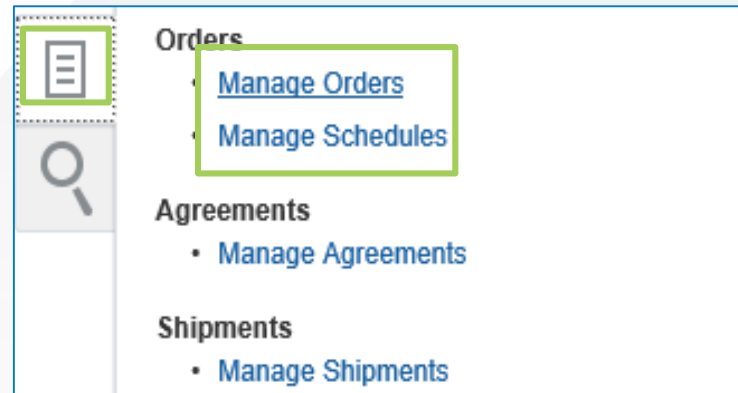
1 From the **Oracle Cloud ERP** home page, select the **“Supplier Portal”** icon



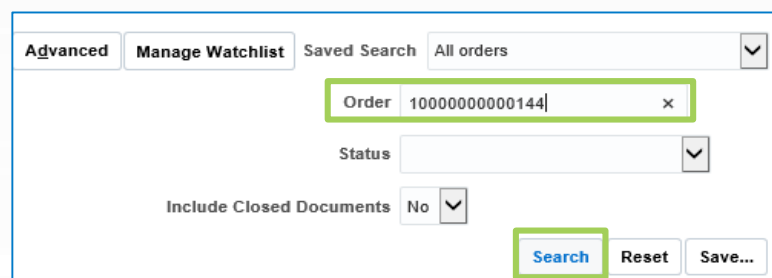
2 See the full list of Purchase Orders on the **Overview** page. Select the **“Orders”** tab. Then select **“Activity Since”** date to determine how far back you want to see. Then click **“Refresh”**



3 If you would like to search for a specific Purchase Order, select **“Manage Orders”** from the **“Task List”**

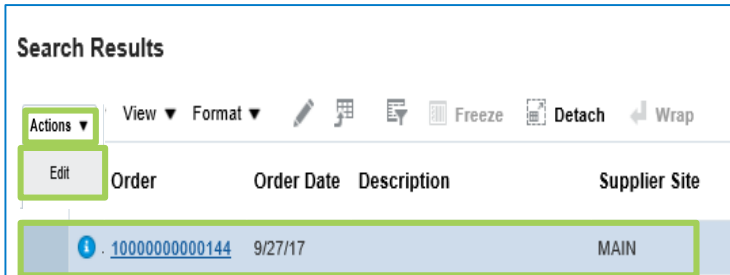


4 Enter the **Purchase Order** number and select **“Search”**



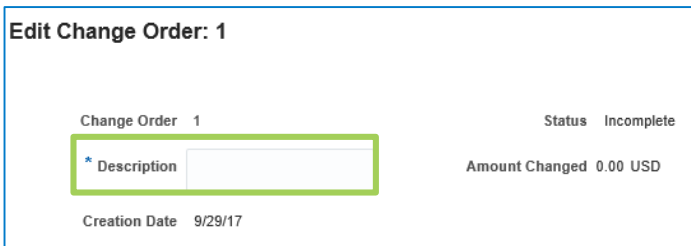
How to Review Purchase Order and Request Change

5 Select the desired purchase order and click **Actions > Edit**

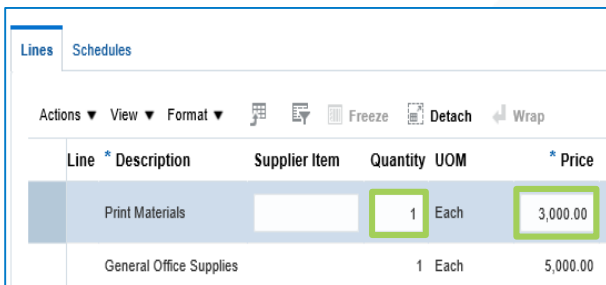


Note: If a warning message pops up, select **“Yes”** to continue

6 Enter the type of change in the **Description** field

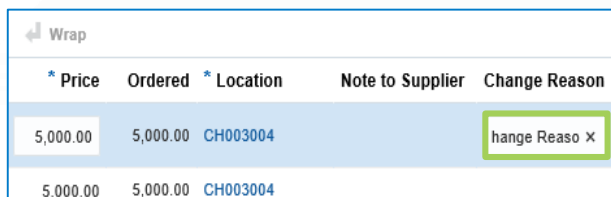


7 In the **“Lines”** tab, make revisions to **Price** and/or **Quantity**

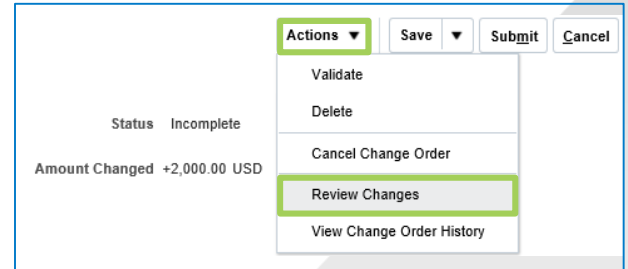


Note: You may need to scroll to the right

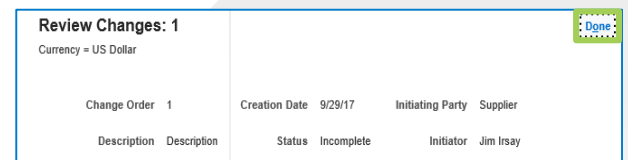
8 Enter the **Change Reason**



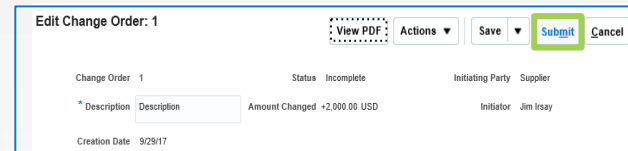
9 Scroll up and select **“Actions”** and then select **“Review Changes”**



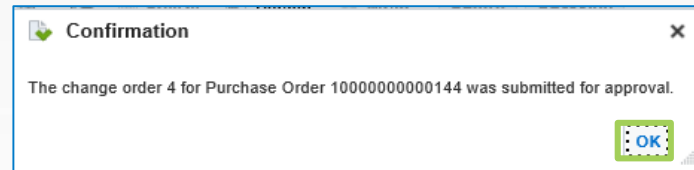
10 After reviewing all changes, select **“Done”**



11 Click on **“Submit”**



12 Select **“OK”** to confirm change order submission



Note: Once you select OK, this change is submitted for approval. Once approved, you will be notified. You can check the status of this Order any time by selecting **Tasks > Manage Orders**

13 Select **“Done”**

