

HCSCO

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ORACLE – SUPPLIER PORTAL

How to Review Purchase Order and Request Change

Sign in the Oracle Cloud home page



Opened

Changed

11/21/17

11/21/17

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ORACLE – SUPPLIER PORTAL

How to Review Purchase Order and Request Change

Scroll up and select "Actions" and then Select the desired purchase order and click 9 Actions > Edit select "Review Changes" Save 🔻 Actions v Submit <u>C</u>ancel Validate Search Results Delete Status Incomplete 囲 🔄 🐺 🔟 Freeze 📓 Detach 🚽 Wrap View View View Cancel Change Order Actions 🔻 Amount Changed +2.000.00 USD Review Changes Fdit Order Order Date Description Supplier Site View Change Order History 1000000000144 9/27/17 MAIN After reviewing all changes, select "Done" 10 **Note:** If a warning message pops up, select "Yes" **Review Changes: 1** D<u>o</u>ne to continue Currency = US Dollar Change Order 1 Initiating Party Supplier Creation Date 9/29/17 Enter the type of change in the **Description** Description Description Status Incomplete Initiator Jim Irsav field 11 Click on "Submit" Edit Change Order: 1 Edit Change Order: 1 View PDF Actions 🔻 Save v Submit Cance Change Order 1 Status Incomplete Change Order 1 Status Incomplete * Description Amount Changed 0.00 USD Description Description Amount Changed +2,000.00 USD Creation Date 9/29/17 Creation Date 9/29/17 Select "OK" to confirm change order submission 12 In the "Lines" tab, make revisions to Price and/or Quantity Confirmation × The change order 4 for Purchase Order 1000000000144 was submitted for approval Lines Schedules ок 📱 🐺 🖩 Freeze 📄 Detach Actions 🔻 View 🔻 Format 🔻 🚽 Wrap Quantity UOM * Price Note: Once you select OK, this change is submitted for Line * Description Supplier Item approval. Once approved, you will be notified. You can Print Materials Each 3,000.00 check the status of this Order any time by selecting Tasks > Manage Orders General Office Supplies 1 Each 5.000.00 **Note:** You may need to scroll to the right Select "Done" 13 Purchase Order: 10000000000144 View PDF Actions **•** Done Enter the Change Reason Main Wrap General Ordered * Location Note to Supplier Change Reason * Price Procurement Indianapolis Ordered 8,000 HCSCO BU Supplier BU Colts Requisitioning BU 5,000.00 5.000.00 CH003004 hange Reaso × MAIN 0.00 HCSCO BU Supplier Site Total Tax Sold-to Legal Supplier 8,000 USD 5.000.00 CH003004 HCSCO Jim Irsay Total 5 000 00

Chicago Purchasing Hotline: 312-653-6513 E-Mail: ChiPurchDept@bcbsil.com 2

Entity

Contact