Supplier Acknowledgement of Purchasing Documents and Invoices

Step by Step:

1. Log in to Oracle.
2. From the Navigator, under *Supplier Portal*, select *Supplier Portal*.
3. From *Supplier Portal*, select *Manage Orders* for order acknowledgement.
4. Search and open *Order* for purchase order acknowledgement.

5. Select **Acknowledge** for order acknowledgement. The supplier can edit orders by selecting **Actions** and then **Edit**.
6. From Supplier Portal, select **Manage Agreements** for agreement acknowledgement.

   ![Suppliers Portal Page](image)

7. Search and open **Agreement** to acknowledge.

   ![Search for Agreement](image)

8. Select **Acknowledge** for agreement acknowledgement. The supplier can edit agreements by selecting **Actions** and then **Edit**.

   ![Acknowledge Action](image)
9. From Supplier Portal, select **Requiring Attention**, **Invoices** or **Invitations** or select **View Invoices** on the left menu.
10. From the View Invoices page, select Invoice Number to check the details and status.

11. From the invoice details page, review status and payment details.