

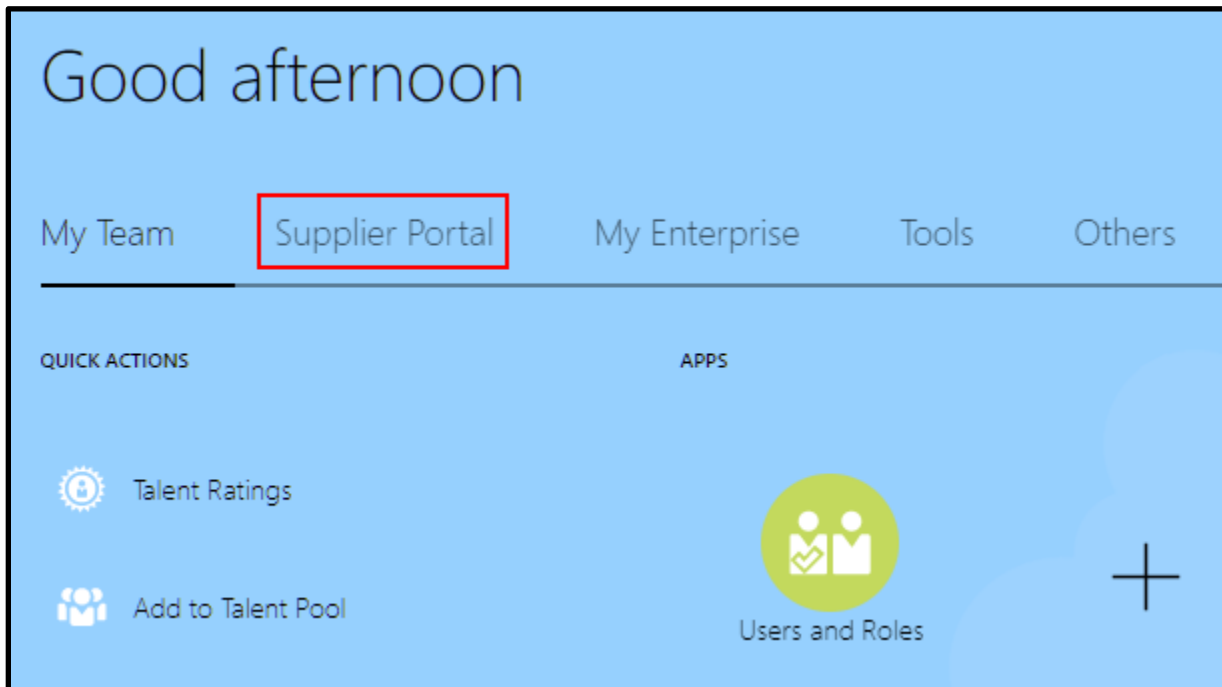
School District of Philadelphia Supplier Portal Manage Orders

Guidelines

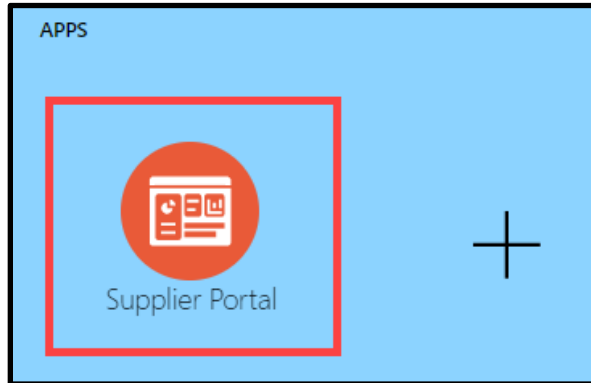
Managing Orders allows you to see which Purchase Orders you still have available with SDP as well as the status of those orders. It also allows you insight into the individual Invoices that make up an order and will allow you to download a digital copy of the Purchase Order for your records.

Navigation

1. While on the Springboard, click the **Supplier Portal** tab.



2. While on the Springboard, click the **Supplier Portal icon**.



3. When the Supplier Portal has loaded, click on the **Manage Orders link** in the Tasks Pane on



the left hand side of the screen.

- The Manage Orders Search Page will load. Select "SDP_BU" in the **Bill-to BU** drop down, then click the **Search** button.

Manage Orders Done

Headers Schedules

Search Advanced Manage Watchlist Saved Search All Orders

Sold-to Legal Entity Order

Bill-to BU Status

Supplier Site Include Closed Documents No

Search Reset Save...

Search Results

- The Search Results will display your Purchase Orders. Click on the blue **Order** hyperlink to open the Purchase Order for which you're searching.

Headers Schedules

Search Advanced Manage Watchlist Saved Search All Orders

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
PUR16615	11/03/2020		Office	Johnson, Raeleen	1,168,898.95	USD	Open		11/02/2020
PUR16614	11/03/2020		Office	Johnson, Raeleen	418,671.90	USD	Open		11/02/2020
PUR14087	09/25/2020		Office	Branin, Venecia	100,000.00	USD	Open		09/24/2020

Columns Hidden 24

6. The Purchase Order will display.

Purchase Order: PUR16615 Acknowledge View PDF Actions Done

Main

▲ General

Sold-to Legal Entity	The School District of Philadelphia	Supplier	Devine Brothers Inc	Ordered	1,168,898.95 USD
Bill-to BU	SDP_BU	Supplier Site	Office	Description	
Order	PUR16615	Supplier Contact		Source Agreement	
Status	Open ?	Bill-to Location	School District of Philadelphia (REMT)	Supplier Order	

- a. You **DO NOT** need to acknowledge PO's within the System.
- b. You can click the **View PDF button** to download a copy of the Purchase Order for your records.
- c. You **SHOULD NOT** initiate changes via the **Actions drop down**. Instead reach out to the person listed as the Buyer on the Purchase Order in question or to purchasing@philasd.org.
- d. Click the **View Details button** to see the Life Cycle information for your Purchase Order.



- i. If a Purchase order is missing the "Received" bar, this indicates that the school or office needs to enter the receipt in Oracle. You can reach out directly to the name and email listed on the purchase order to request that they do so.
- ii. If a Purchase order is missing the "Invoiced" bar, this indicates that an invoice needs to be uploaded to Oracle. See the stepper on Creating an Invoice for more guidance. .