![CLP 中電]

HOW TO DOWNLOAD A PURCHASE ORDER (PO) IN THE CLP SUPPLIER PORTAL

Overview

The purpose of this System Guide is to detail how suppliers can download a PO in the CLP Supplier Portal.
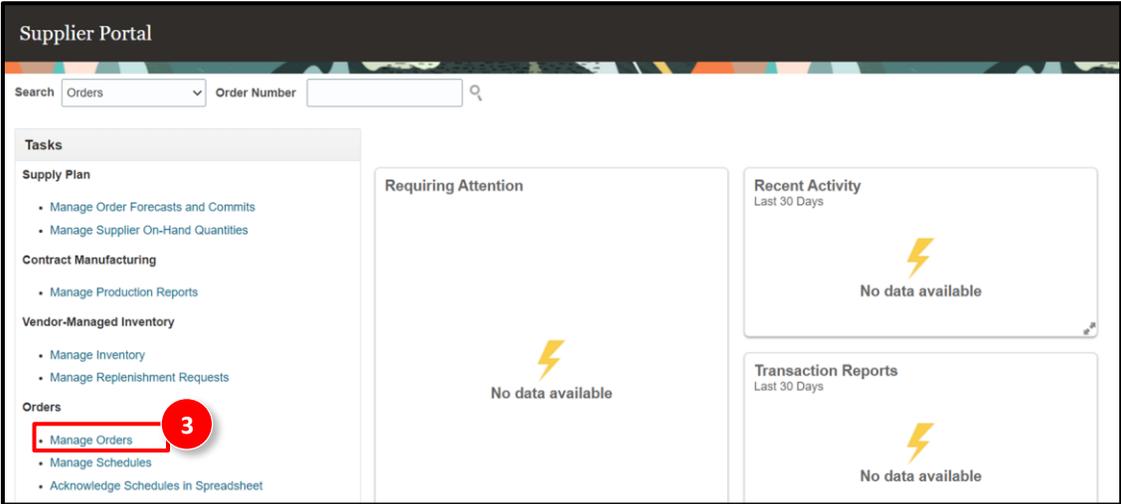
Manage Orders

1. Sign into Oracle Cloud, and then click the **Supplier Portal** tab to display the **APPS** section.

2. The **APPS** section is displayed. Click the **Supplier Portal** tile.
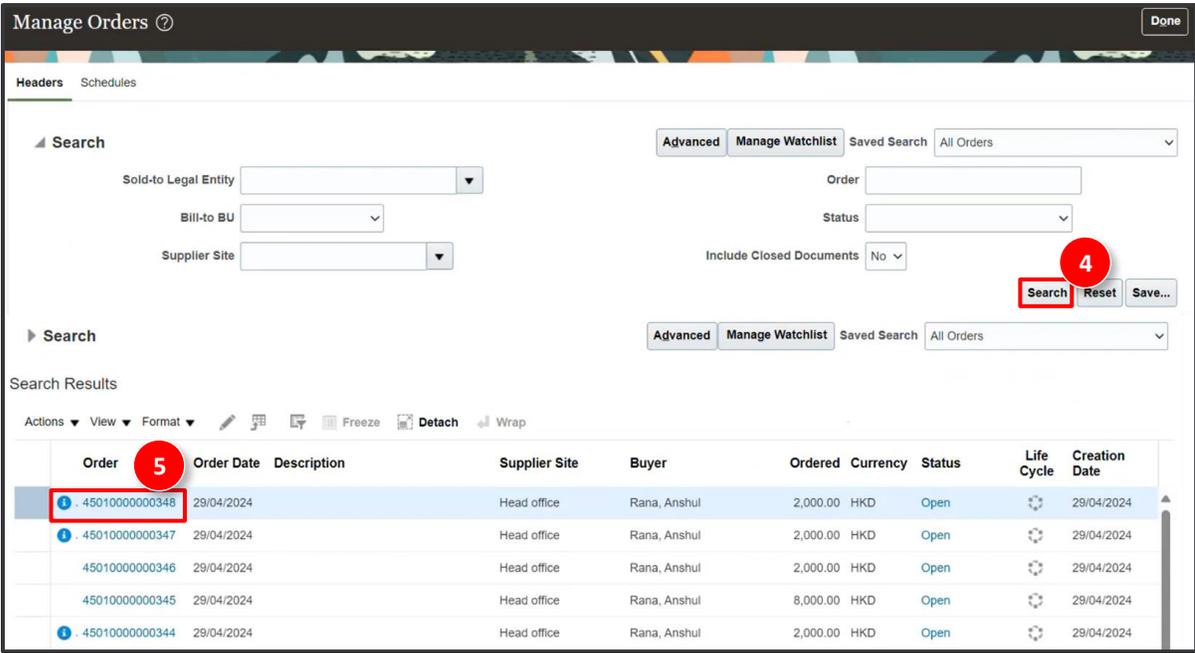
3. The **Supplier Portal** screen is displayed. In the **Orders** section, click the **Manage Orders** option.
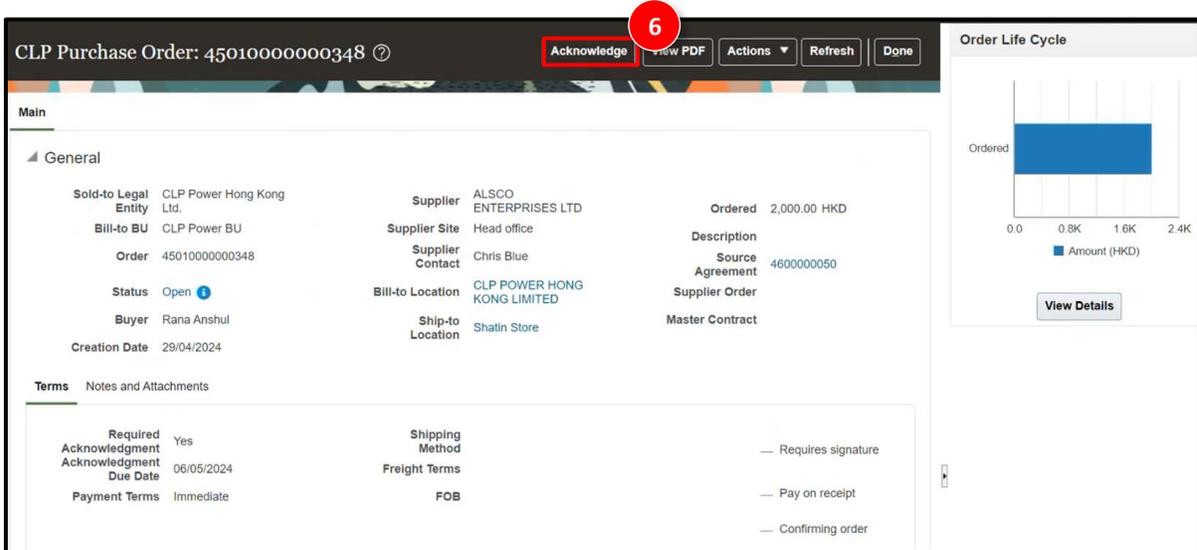

4. The **Manage Orders** page is displayed. Click the **Search** button.

5. The **Search Results** are displayed. Click the PO link with a pending acknowledgement to open the PO.

6. The **CLP Purchase Order: 45010000000348** page is displayed. Review the PO details and click the **Acknowledge** button.

7. The **Acknowledgement Revision** popup window is displayed. In the **Acknowledgement Note** field, enter the required information and click the **Accept** button.
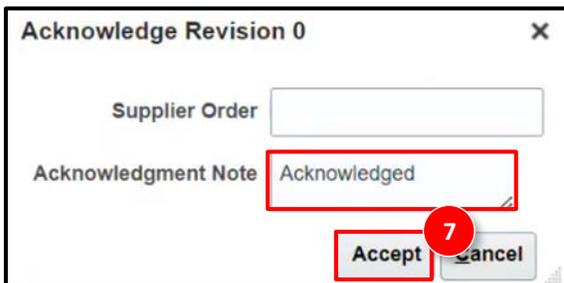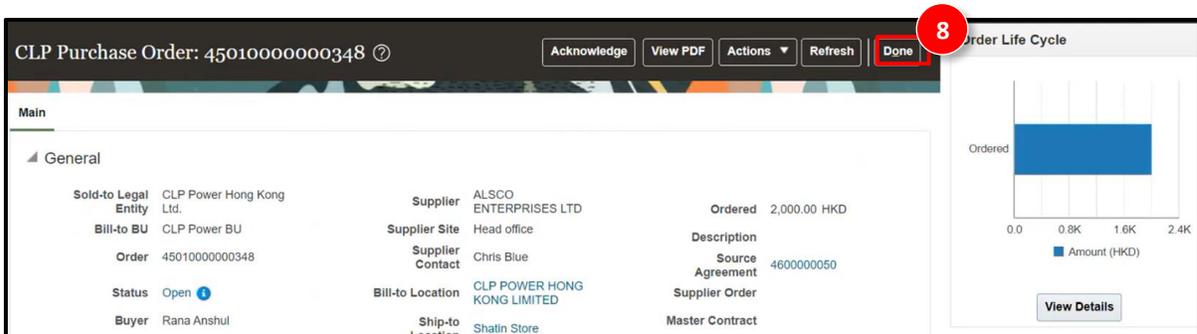

8. The **CLP Purchase Order: 45010000000348** page is displayed. Click the **Done** button.
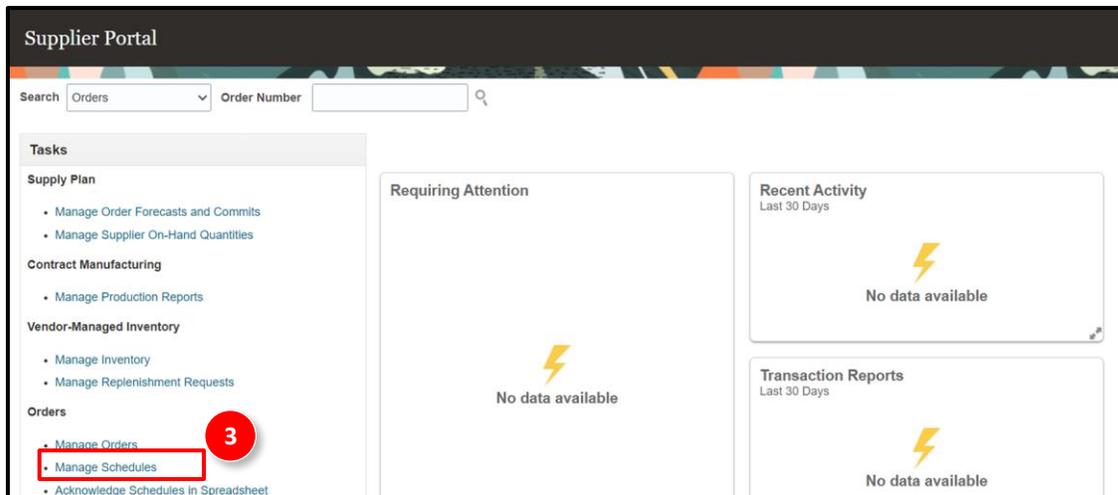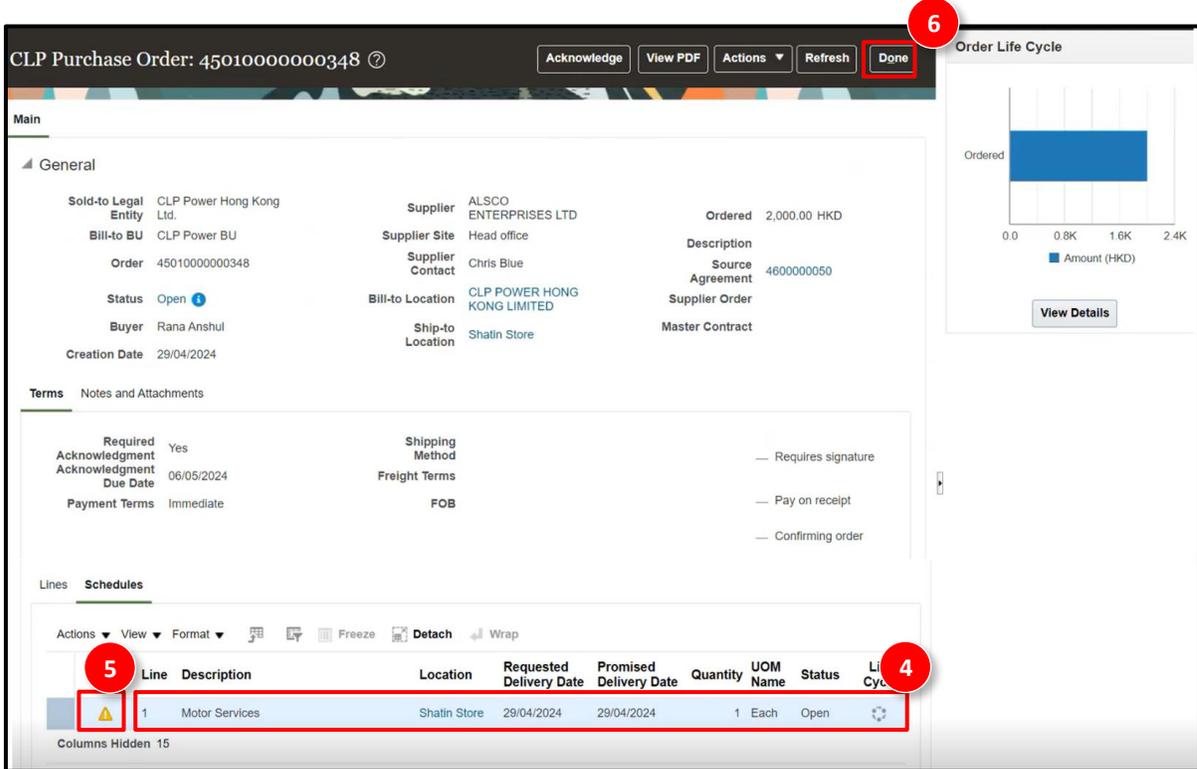
Manage Schedules

1. Sign into Oracle Cloud, and then click the **Supplier Portal** tab to display the **APPS** section.

2. The **APPS** section is displayed. Click the **Supplier Portal** tile.

3. The **Supplier Portal** screen is displayed. In the **Orders** section, click the **Manage Schedules** option.

4. The **CLP Purchase Order: 45010000000348** page is displayed. In the **Schedules** tab, view the schedule information of the PO.

5. The warning sign on the schedule line indicates that the **Requested Delivery Date** has passed, and the schedule is **overdue**. This alert will help you to quickly identify orders that require immediate attention to ensure timely fulfillment and avoid delays.

6. Click the **Done** button.

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