



## ERP .Supplier Guidelines:

Supplier Portal – Manage Order.

# SUPPLIER PORTAL

- **Supplier Portal :**  
Manage Order.

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# LOGIN



SIGN IN  
ORACLE APPLICATIONS CLOUD

supplier\_user|

Enter Username

.....

Enter Password

[Forgot Password](#)

Sign In

English

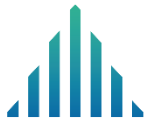
ORACLE

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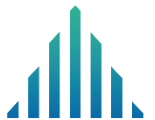
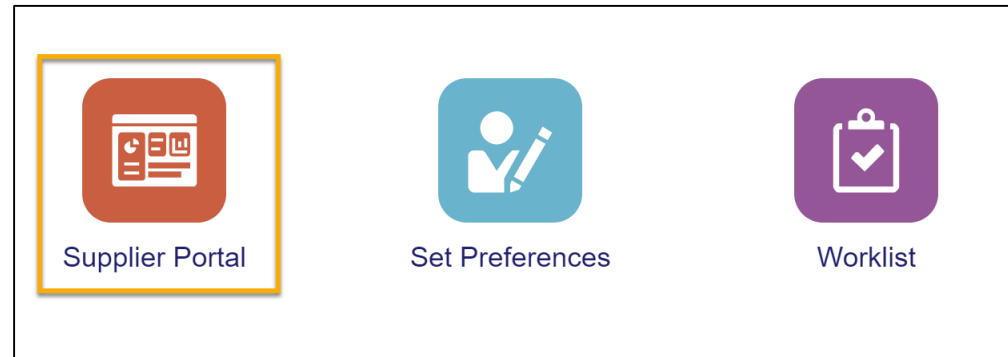
**Note:**  
You can choose the  
desired language.

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# OPEN THE “SUPPLIER PORTAL” FUNCTION



# TRACKING YOUR PURCHASE ORDERS

**Supplier Portal**

Search: Orders Number

**Tasks**

- Orders
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Progress
- Negotiations
  - View Active Negotiations
  - Manage Responses
- Qualifications
  - Manage Questionnaires
  - View Qualifications
- Company Profile
  - Manage Profile

**Requiring Attention**

57

57

Schedules Overdue or Due Today

**Recent Activity**  
Last 30 Days

Orders changed or canceled	1
Orders opened	4

**Transaction Reports**  
Last 30 Days

No data available

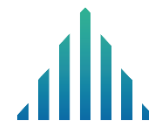
View orders and manage them

View overdue PO's (By Line)

View changed or canceled Order

View Orders lines

View Opened PO



# TRACKING YOUR PURCHASE ORDERS

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

Enter PO number here

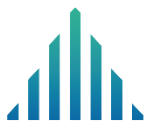
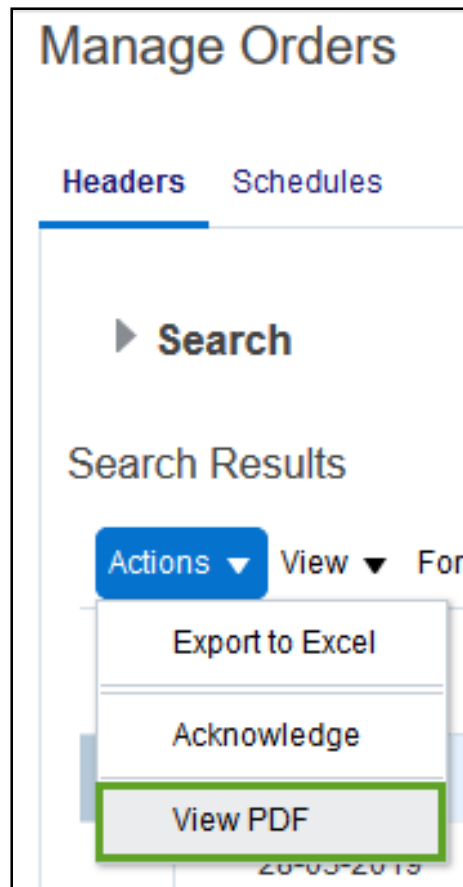
Search Results

Actions View Format Freeze Detach Wrap

Order Date	Supplier Site	Supplier Contact	Buyer	Ordered	Currency	Status	Life Cycle	Change Order	Change Order Date	Creation Date	Acknowledgment Due Date	Supplier
No search conducted.												

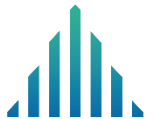


# TO VIEW PURCHASE ORDER PDF - SELECT PO - PRESS ACTION THEN PRESS VIEW PDF



# SUPPORT EMAILS

[vmp@nhc.sa](mailto:vmp@nhc.sa) .





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