



Oracle Fusion: Check PO Status

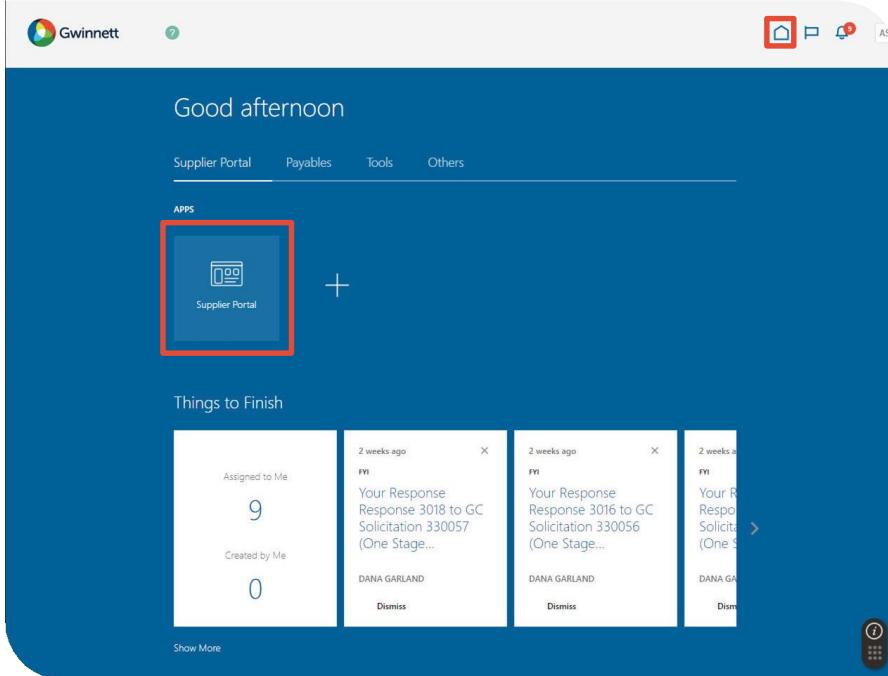
Supplier Standard Operating Guide

Comprehensive step-by-step instructions designed to support accurate and efficient task completion within Oracle Fusion Cloud Application Software.

Step 1

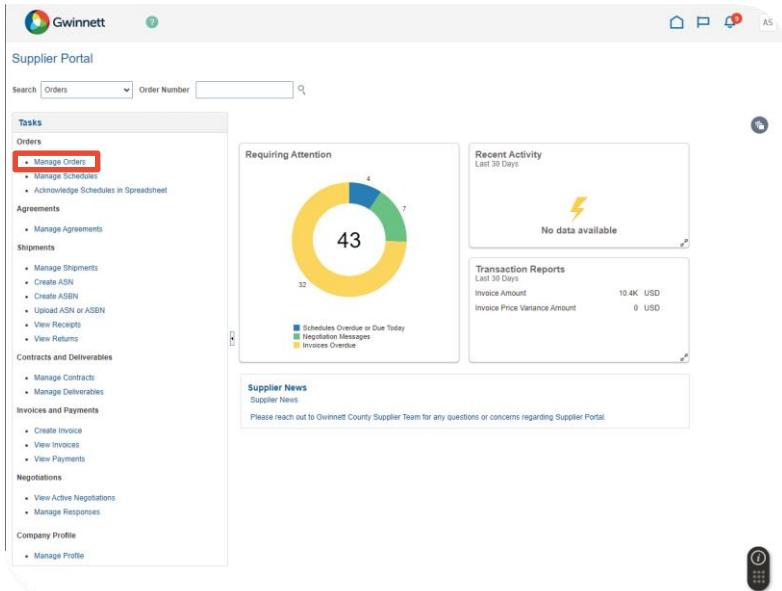
From the Oracle homepage, click Supplier Portal.

If the Oracle homepage isn't displayed, click the home icon on the top-right corner.



Step 2

From the tasks list, click on “Manage Orders”.

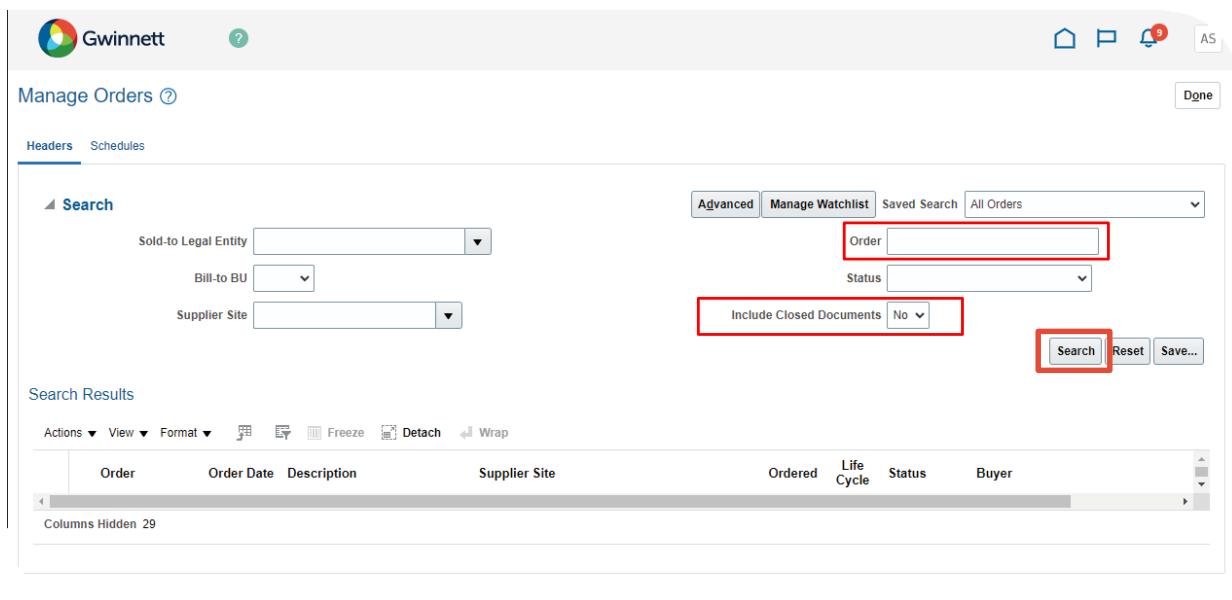


Step 3

By default, clicking “Search” will only show open PO’s.

If you know the exact PO number you are checking, type it in the “Order” field.

To show all PO’s regardless of status, change “Include Closed Documents” to “Yes”.



Manage Orders

Headers Schedules

Search

Sold-to Legal Entity: [dropdown]

Bill-to BU: [dropdown]

Supplier Site: [dropdown]

Advanced Manage Watchlist Saved Search All Orders

Order: [input field highlighted with red box]

Status: [dropdown]

Include Closed Documents: [dropdown set to No, highlighted with red box]

Search Reset Save...

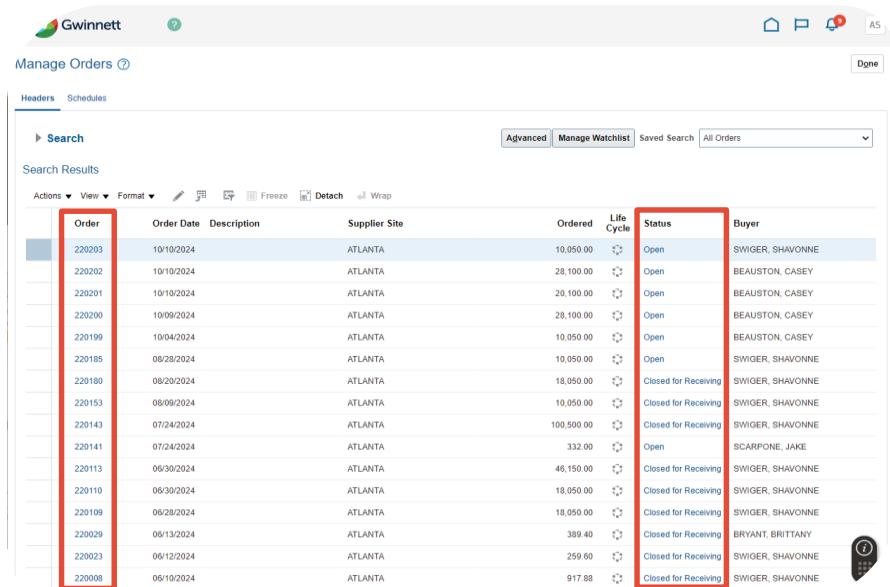
Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Ordered	Life Cycle	Status	Buyer
220203	10/10/2024	ATLANTA		10,050.00	Open	Open	SWIGER, SHAVONNE
220202	10/10/2024	ATLANTA		28,100.00	Open	Open	BEAUSTON, CASEY
220201	10/10/2024	ATLANTA		20,100.00	Open	Open	BEAUSTON, CASEY
220200	10/09/2024	ATLANTA		28,100.00	Open	Open	BEAUSTON, CASEY
220199	10/04/2024	ATLANTA		10,050.00	Open	Open	BEAUSTON, CASEY
220185	08/28/2024	ATLANTA		10,050.00	Open	Open	SWIGER, SHAVONNE
220180	08/20/2024	ATLANTA		18,050.00	Closed for Receiving	Closed for Receiving	SWIGER, SHAVONNE
220153	08/09/2024	ATLANTA		10,050.00	Closed for Receiving	Closed for Receiving	SWIGER, SHAVONNE
220143	07/24/2024	ATLANTA		100,500.00	Closed for Receiving	Closed for Receiving	SWIGER, SHAVONNE
220141	07/24/2024	ATLANTA		332.00	Closed for Receiving	Closed for Receiving	SCARPONE, JAKE
220113	06/30/2024	ATLANTA		46,150.00	Closed for Receiving	Closed for Receiving	SWIGER, SHAVONNE
220110	06/30/2024	ATLANTA		18,050.00	Closed for Receiving	Closed for Receiving	SWIGER, SHAVONNE
220109	06/28/2024	ATLANTA		18,050.00	Closed for Receiving	Closed for Receiving	SWIGER, SHAVONNE
220029	06/13/2024	ATLANTA		389.40	Closed for Receiving	Closed for Receiving	BRYANT, BRITTANY
220023	06/12/2024	ATLANTA		259.60	Closed for Receiving	Closed for Receiving	SWIGER, SHAVONNE
220008	06/10/2024	ATLANTA		917.88	Closed for Receiving	Closed for Receiving	SWIGER, SHAVONNE

Step 4

All PO’s and basic details are displayed here. Click on the PO number to see more details.



Manage Orders

Headers Schedules

Search

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Ordered	Life Cycle	Status	Buyer
220203	10/10/2024	ATLANTA		10,050.00	Open	Open	SWIGER, SHAVONNE
220202	10/10/2024	ATLANTA		28,100.00	Open	Open	BEAUSTON, CASEY
220201	10/10/2024	ATLANTA		20,100.00	Open	Open	BEAUSTON, CASEY
220200	10/09/2024	ATLANTA		28,100.00	Open	Open	BEAUSTON, CASEY
220199	10/04/2024	ATLANTA		10,050.00	Open	Open	BEAUSTON, CASEY
220185	08/28/2024	ATLANTA		10,050.00	Open	Open	SWIGER, SHAVONNE
220180	08/20/2024	ATLANTA		18,050.00	Closed for Receiving	Closed for Receiving	SWIGER, SHAVONNE
220153	08/09/2024	ATLANTA		10,050.00	Closed for Receiving	Closed for Receiving	SWIGER, SHAVONNE
220143	07/24/2024	ATLANTA		100,500.00	Closed for Receiving	Closed for Receiving	SWIGER, SHAVONNE
220141	07/24/2024	ATLANTA		332.00	Closed for Receiving	Closed for Receiving	SCARPONE, JAKE
220113	06/30/2024	ATLANTA		46,150.00	Closed for Receiving	Closed for Receiving	SWIGER, SHAVONNE
220110	06/30/2024	ATLANTA		18,050.00	Closed for Receiving	Closed for Receiving	SWIGER, SHAVONNE
220109	06/28/2024	ATLANTA		18,050.00	Closed for Receiving	Closed for Receiving	SWIGER, SHAVONNE
220029	06/13/2024	ATLANTA		389.40	Closed for Receiving	Closed for Receiving	BRYANT, BRITTANY
220023	06/12/2024	ATLANTA		259.60	Closed for Receiving	Closed for Receiving	SWIGER, SHAVONNE
220008	06/10/2024	ATLANTA		917.88	Closed for Receiving	Closed for Receiving	SWIGER, SHAVONNE

Common Invoice Statuses

Open

Has not been fully received by the requester in Oracle.

On Hold

Can be modified but is blocked from invoicing, returns, and future approvals until the hold is lifted.

Closed for Receiving

The PO or line item has been fully received but remains open for invoicing or matching.

Closed for Invoicing

Has been fully invoiced but remains open for pending receipt processing.

Closed

No receiving or invoicing is allowed, except for credit invoices.

Finally Closed

Fully closed; it cannot be modified, received, returned, or invoiced.

Canceled

The PO cannot be modified.

Pending Change Approval

Awaiting approval after a change order; invoicing allowed if quantities or amounts remain.

Step 5

Review the PO status. Click “Done” when finished.

To view Life Cycle Tracking information, click “View Details”.

Once done viewing the details and status of your PO, click “Done”.

The screenshot shows the Oracle Purchase Order (PO) screen for Purchase Order: 220143. The 'Done' button in the top right corner is highlighted with a red box. The screen includes sections for General, Terms, and Additional Information. A chart titled 'Order Life Cycle' shows the status of the order: Ordered, Received, and Delivered. The 'View Details' button for the chart is also highlighted with a red box.

Line	Item	Description	Quantity	UOM	Price	Ordered	Status
1	Industrial Drill		10	Each	10,050.00	100,500.00	Closed for...

