



# Oracle Fusion: Check PO Status

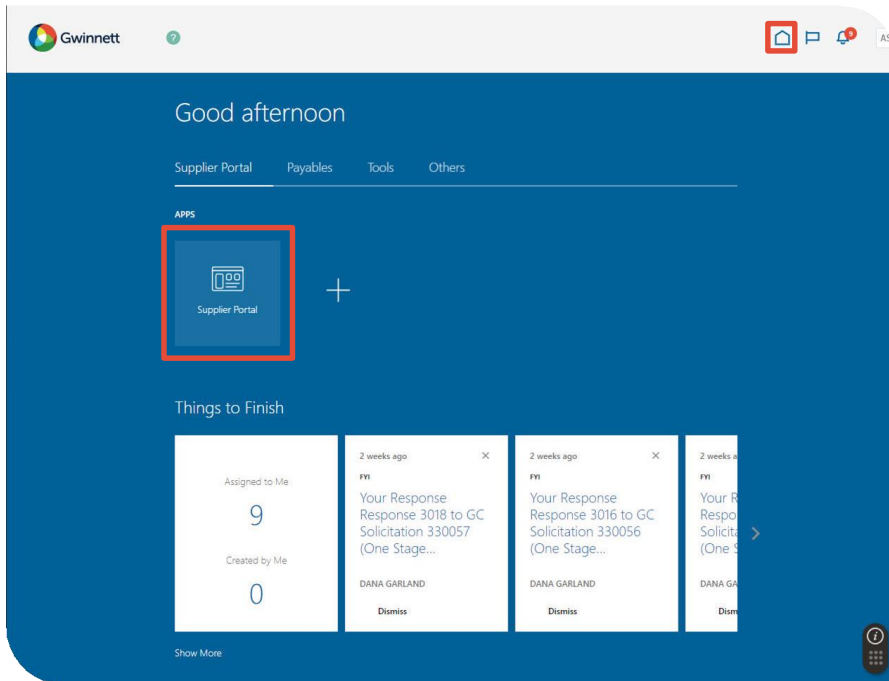
## Supplier Standard Operating Guide

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

# Step 1

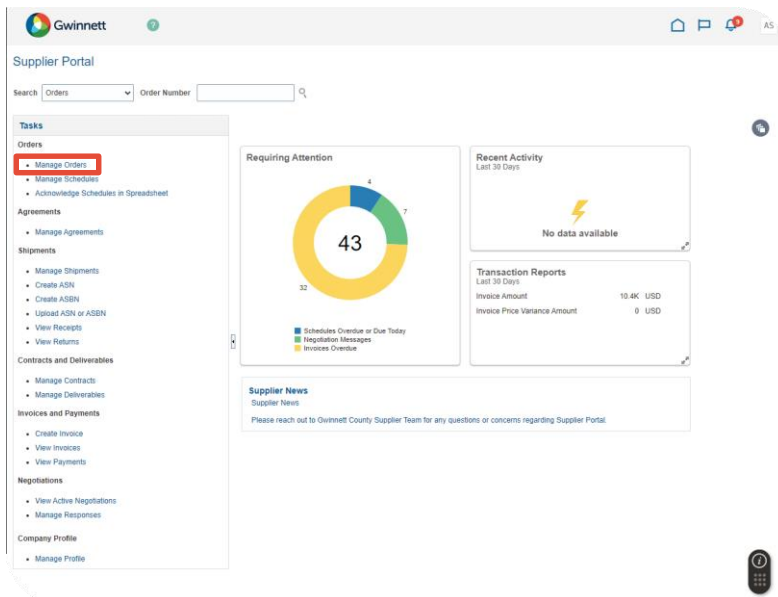
**From the Oracle homepage, click Supplier Portal.**

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

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Order

Status

Include Closed Documents No

Search Reset Save...

Search Results

Columns Hidden 29

## Step 4

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

Manage Orders

Search

Search Results

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	Open	Open	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.

## Closed

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

## On Hold

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

## Finally Closed

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

## Closed for Receiving

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

## Canceled

The PO cannot be modified.

## Closed for Invoicing

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

## 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”.

**Purchase Order: 220143**

**General**

Sold-to Legal Entity: Gwinnett County Board of Commissioners  
Bill-to BU: GC BU  
Order: 220143  
Status: Closed for Receiving  
Buyer: SHAVONNE SWIGER  
Creation Date: 07/24/2024

Supplier: ABC 123 Supplies  
Supplier Site: ATLANTA  
Supplier Contact: Angel Saucedo  
Additional Contact Email: Gwinnett Justice and Administration Center  
Bill-to Location: DETENTION CENTER  
Ship-to Location: DETENTION CENTER

Ordered: 100,500.00 USD  
Description: Industrial Drill  
Source Agreement: 450026  
Supplier Order: Master Contract

**Order Life Cycle**

Ordered: 100K  
Received: 40K  
Delivered: 0K

**View Details**

**Terms**

Required Acknowledgment: None  
Payment Terms: Net 30  
Shipping Method: Manual  
Freight Terms: None  
FOB: Destination

**Additional Information**

Context Prompt

**Lines**

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

Columns Hidden: 16

