

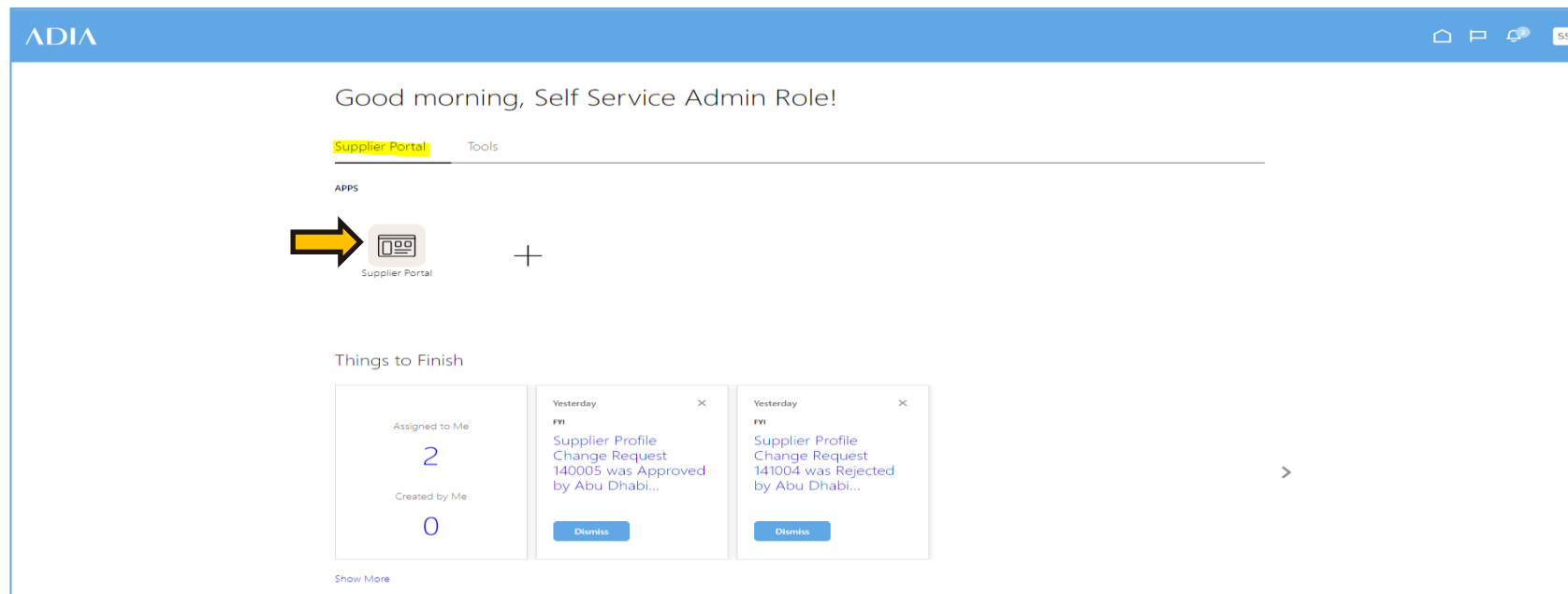
Manage Orders

ADIA

Login

1. To access the **Supplier Portal**, open a web browser such as Chrome and click on the URL <https://fa-evrp-saasfaprod1.fa.ocs.oraclecloud.com> received from ADIA.
2. To access the supplier portal menu, click on the “Supplier Portal” tile.

Note: *The Menu will be depending on the access provided.*

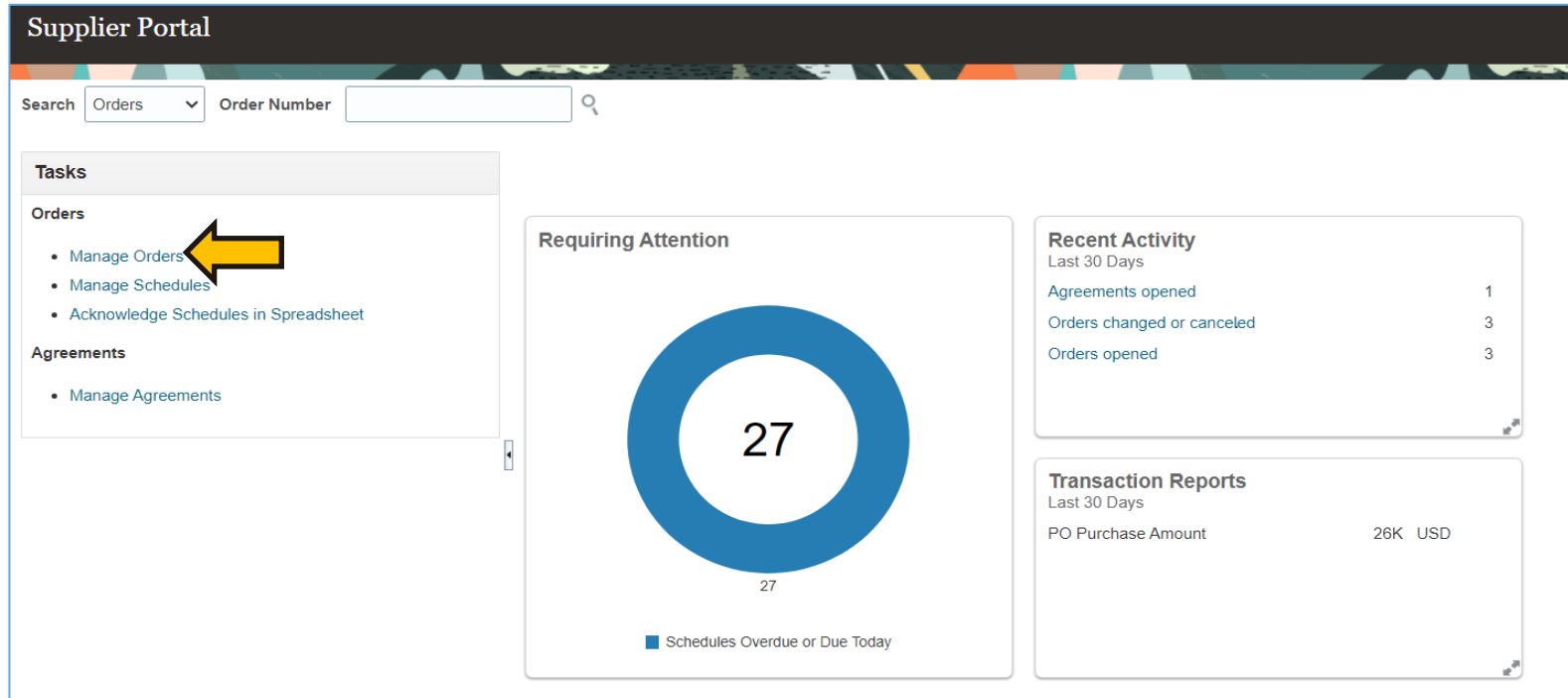


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Figure 1

Manage Orders/Agreements

1. Click “Manage Orders” under Orders. Similarly to view the agreements click on Manage Agreements.



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Figure 2

2. Fill in the search parameters and click “Search” button.
3. Search result will be visible in the table below.
4. To view PO details click on the Order link.

The screenshot shows the 'Manage Orders' interface. At the top, there are tabs for 'Advanced', 'Manage Watchlist', and 'Saved Search'. Below these are search filters: 'Bill-to BU', 'Supplier Site', 'Order' (with 'PO91000483' entered), 'Status', and 'Include Closed Documents' (set to 'No'). A yellow arrow points to the 'Search' button. Below the filters is a 'Search Results' section with a table of results.

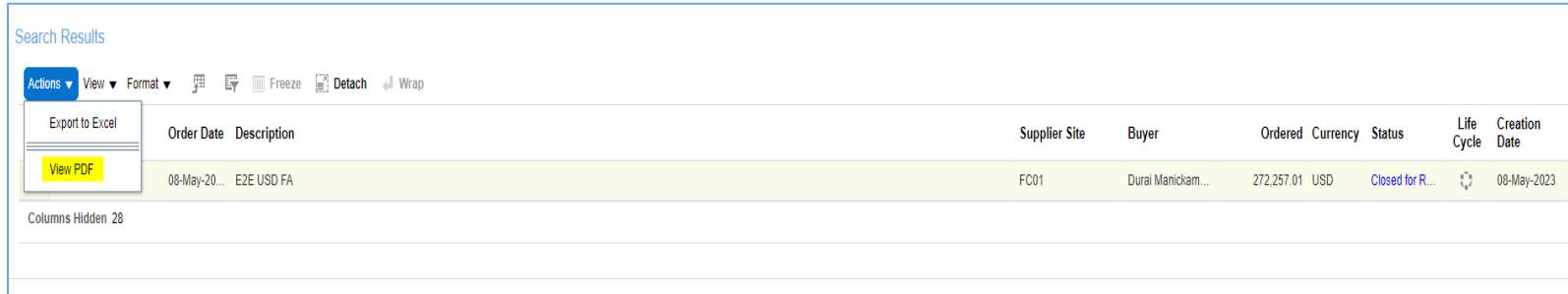
Sold-to Legal Entity	Order	Order Date	Description	Supplier Site	Supplier Contact	Buyer	Ordered	Credit	Discount	Currency	Status	Life Cycle	Change Order	Change Order Date	Creation Date	Acknowledgment Due Date
Abu Dhabi Invest...	PO91000483	08-May-20...	E2E USD FA	FC01			272,257.01		0.00	USD	Closed for R...				08-May-2023	

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Figure 4

To View PO PDF

1. Select the Purchase order from searched list and click on 'Actions.'
2. Click on View PDF option to download the PO PDF



Search Results

Actions View Format Freeze Detach Wrap

Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
08-May-20...	E2E USD FA	FC01	Durai Manickam...	272,257.01	USD	Closed for R...		08-May-2023

Columns Hidden: 28

Figure 5

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3. Respective document get downloaded to view the details.

The screenshot displays the 'Manage Orders' application interface. At the top, there are tabs for 'Headers' and 'Schedules'. Below this is a search section with various filters: 'Bill-to BU', 'Supplier Site', 'Order' (set to PO91000483), 'Status', and 'Include Closed Documents' (set to No). There are also buttons for 'Advanced', 'Manage Watchlist', 'Saved Search', and a dropdown for 'All Orders'. Search, Reset, and Save... buttons are located to the right of the filters.

The 'Search Results' section features a toolbar with options like 'View', 'Format', 'Freeze', 'Detach', and 'Wrap'. Below the toolbar is a table with the following data:

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
PO91000483	08-May-20...	E2E USD FA	FC01	Durai Manickam...	272,257.01	USD	Closed for R...		08-May-2023

Below the table, there is a 'Columns Hidden 28' indicator. At the bottom of the interface, a document download bar shows a file named 'PO_300000007211....pdf' with a download icon and a 'Show all' button.

Figure 6