



Cleveland Clinic

Using Oracle: Supplier Acknowledgment

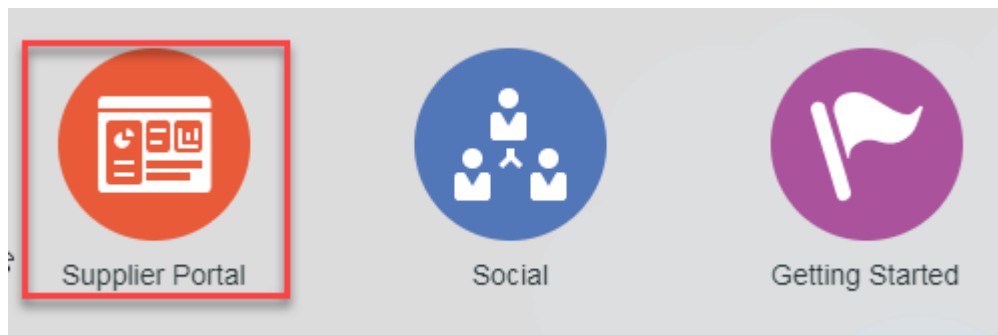
User Guide

[GLOBAL BUSINESS TRANSFORMATION](#)

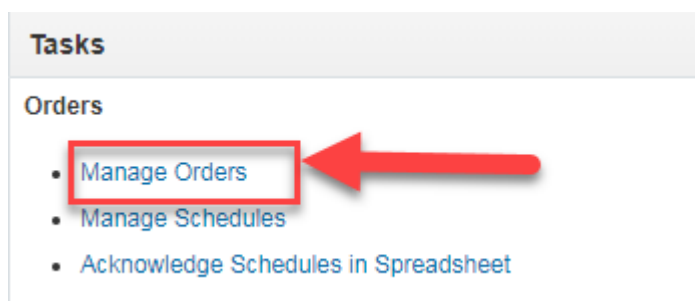
July 8, 2020

Purpose: The purpose of this document is to provide CCF Suppliers training the process for entering an acknowledgment in supplier portal.

1. Login to **Supplier Portal** and click the “**Supplier Portal**” icon.



2. In **Orders** select “**Manage Orders**”.



3. Enter “**Purchase Order**” number or “**Status**” and select “**Search**”.

Search

Advanced Manage Watchlist Saved Search All Orders

Sold-to Legal Entity

Bill-to BU

Supplier Site

Order

Status

Include Closed Documents No

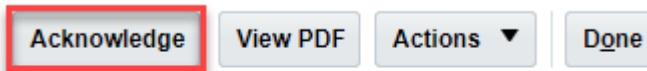
Search Reset Save

4. Select the “**Purchase Order**” you want to Acknowledge.

Search Results

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status
CCL20004746	6/23/20		DmcContr-01	Ikhinmwin, Lewis	1,099.00	GBP	Open

5. Select the **"Acknowledge"** button displayed on the upper right corner.



6. In the **Terms** section select **"Acknowledge Response"** dropdown and select **"Accept"**.

Note: Acknowledgment Note (Optional Step).

Terms Notes and Attachments

Required Acknowledgment Document and Schedule

Acknowledgment Due Date 8/20/20

Acknowledgment Response **Accept** ▼

Acknowledgment Note **Talked with Barb K. needed immediately.**

7. In the **Lines** section under **Response** select **"Accept"** from the dropdown.

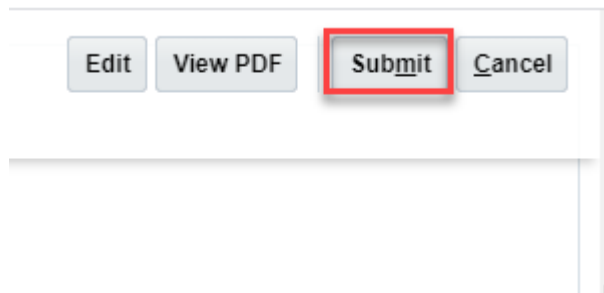
Schedules

Actions ▼ View ▼ Format ▼ Freeze Detach Wrap Accept Reject Response All ▼									
Line	Description	Supplier Item	Quantity	UOM	Price	Requested Delivery Date	Promised Delivery Date	Response	Rejection Reason
1	Test item ack		10	EA	100.00	8/20/20	8/20/20	Accept ▼	

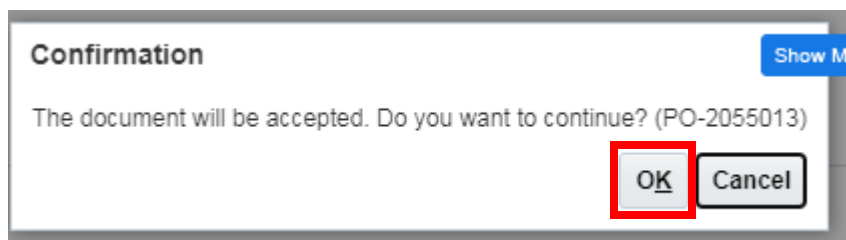
Rows Selected 1 Columns Hidden 7

Note: If rejecting-the field will become available to enter a Rejection Reason.

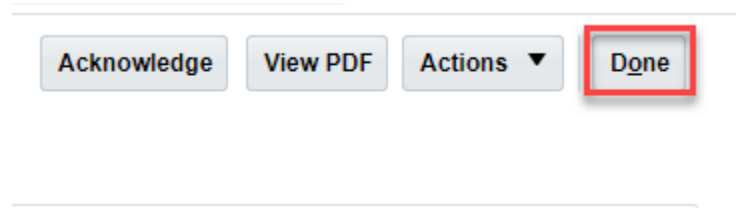
8. Select **“Submit”** to send the response to the Buyer.



9. Select **“OK”** confirming document will be accepted.



10. Select **“Done”**.



11. Select **“Done”**.

