

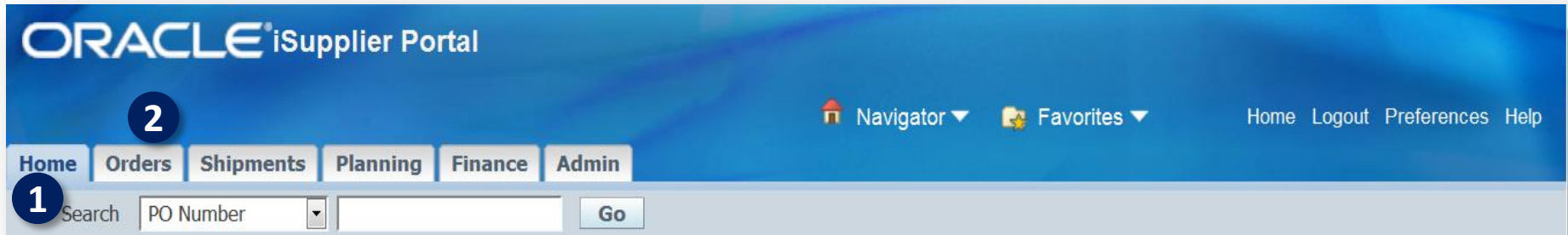
***SEARCH FOR  
AN ORDER***



**Prerequisite:** have a connection to iSupplier Portal

## Access 1 : via quick search bar

- In the drop-down menu, select **PO Number** and enter the number in the space provided.
- Click **Go**.



## Access 2 : via the tab “Orders”

- Direct access to all of your orders by clicking on the **Orders** tab.

All your orders are listed, select one for further details.

By clicking on **Export** data are automatically exported to a document in .CSV format that you can save and convert into an Excel document.

The screenshot shows the Oracle iSupplier Portal interface. At the top, there is a navigation bar with 'ORACLE iSupplier Portal' and user options like 'Home', 'Logout', 'Preferences', and 'Help'. Below this is a secondary navigation bar with tabs for 'Home', 'Orders', 'Shipments', 'Planning', 'Finance', and 'Admin'. The main content area is titled 'Purchase Orders' and includes a 'Multiple PO Change' button and a highlighted 'Export' button. A 'Views' section shows a dropdown menu set to 'All Purchase Orders' and a 'Go' button. An 'Advanced Search' button is also highlighted. Below the search options are buttons for 'Acknowledge', 'Request Changes', and 'View Change History'. A table of purchase orders is displayed with columns for 'Select', 'PO Number', 'Rev', 'Operating Unit', 'Document Type', 'Description', 'Order Date', 'Buyer', 'Currency', 'Amount', 'Status', 'Acknowledge By', and 'Attachments'. The table contains six rows of data.

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	<a href="#">4080104572</a>	<a href="#">0</a>	408_OU	Standard PO		07-Jul-2015 15:49:22	<a href="#">Ramirez Burillo, Ines Maria</a>	EUR	2,000.00	Accepted	26-Jul-2015 06:00:00	
<input type="radio"/>	<a href="#">4080104571</a>	<a href="#">1</a>	408_OU	Standard PO		07-Jul-2015 15:47:35	<a href="#">Ramirez Burillo, Ines Maria</a>	EUR	2,000.00	Requires Acknowledgment	26-Jul-2015 06:00:00	
<input type="radio"/>	<a href="#">4080104570</a>	<a href="#">0</a>	408_OU	Standard PO		07-Jul-2015 15:42:22	<a href="#">Ramirez Burillo, Ines Maria</a>	EUR	2,000.00	Requires Acknowledgment	28-Jul-2015 06:00:00	
<input type="radio"/>	<a href="#">4080104568</a>	<a href="#">0</a>	408_OU	Standard PO		07-Jul-2015 15:33:48	<a href="#">Ramirez Burillo, Ines Maria</a>	EUR	2,000.00	Requires Acknowledgment	20-Jul-2015 06:00:00	
<input type="radio"/>	<a href="#">4080104561</a>	<a href="#">0</a>	408_OU	Standard PO	100 OFFICE	23-Jun-2015 22:43:20	<a href="#">Ramirez Burillo, Ines Maria</a>	EUR	20,000.00	Partially Acknowledged	26-Aug-2015 06:00:00	
<input type="radio"/>	<a href="#">4080104120</a>	<a href="#">0</a>	408_OU	Standard PO		29-Apr-2015 16:05:17	<a href="#">Saura Vinssac, Jose</a>	EUR	3,974.00	Closed		
<input type="radio"/>	<a href="#">4090140734</a>	<a href="#">0</a>	409_OU	Standard PO	F295438	28-Apr-2015 14:35:42	<a href="#">Mollard, William</a>	EUR	1,252,065.00	Open		

Click the **Advanced Search** button and search for an order from the:

- Purchase Order Number
- Document Type
- Order Date
- Buyer