# School District of Philadelphia Supplier Portal Manage Orders

Guidelines

Managing Orders allows you to see which Purchase Orders you still have available with SDP as well as the status of those orders. It also allows you insight into the individual Invoices that make up an order and will allow you to download a digital copy of the Purchase Order for your records.

Navigation

1. While on the Springboard, click the **Supplier Portal tab**.
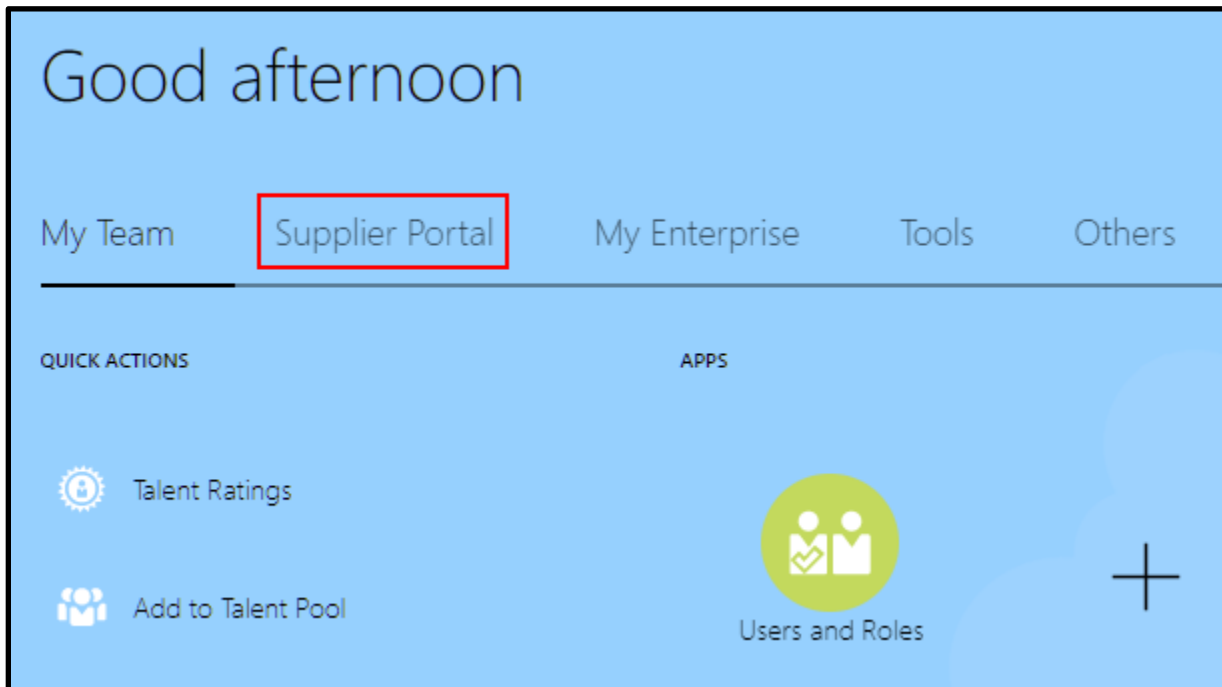
2. While on the Springboard, click the ***Supplier Portal* icon**.
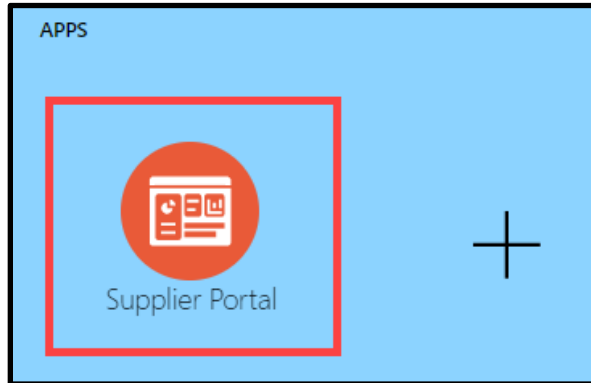
3. When the Supplier Portal has loaded, click on the ***Manage Orders* link** in the Tasks Pane on

the left hand side of the screen.

4. The Manage Orders Search Page will load. Select "SDP_BU" in the **Bill-to BU drop down**, then click the **Search button**.

5. The Search Results will display your Purchase Orders. Click on the blue **Order hyperlink** to open the Purchase Order for which you're searching.

6. The Purchase Order will display.

Purchase Order: PUR16615			Acknowledge	View PDF	Actions ▼	Done

Main

▲ General

Sold-to Legal Entity	The School District of Philadelphia	Supplier	Devine Brothers Inc	Ordered	1,168,898.95 USD
Bill-to BU	SDP_BU	Supplier Site	Office	Description	
Order	PUR16615	Supplier Contact		Source Agreement	
Status	Open ⓘ	Bill-to Location	School District of Philadelphia (REMT)	Supplier Order	

a. You ***DO NOT*** need to acknowledge PO's within the System.

b. You can click the ***View PDF* button** to download a copy of the Purchase Order for your records.

c. You ***SHOULD NOT*** initiate changes via the ***Actions* drop down**.Instead reach out to the person listed as the Buyer on the Purchase Order in question or to purchasing@philasd.org.

d. Click the ***View Details* button** to see the Life Cycle information for your Purchase Order.

Order Life Cycle

i. If a Purchase order is missing the "Received" bar, this indicates that the school or office needs to enter the receipt in Oracle. You can reach out directly to the name and email listed on the purchase order to request that they do so.

ii. If a Purchase order is missing the "Invoiced" bar, this indicates that an invoice needs to be uploaded to Oracle. See the stepper on Creating an Invoice for more guidance. .