



## دليل المستخدم لبوابة المشتريات

الإدارة العامة للتسويق والاتصال المؤسسي

تسجيل الدخول على النظام (المستخدم الحالي)

A man and a woman are riding bicycles on a paved path in a park. The man is on the left, wearing a dark t-shirt and light-colored pants, riding a mountain bike. The woman is on the right, wearing a light-colored polo shirt and light-colored pants, riding a city bike with a basket. Both are wearing helmets and smiling. The entire image is overlaid with a semi-transparent blue filter. The text "Manage Order" is centered in white, bold, sans-serif font.

**Manage Order**

# LOGIN

SIGN IN  
ORACLE APPLICATIONS CLOUD

supplier\_user|

.....

Enter Username

Enter Password

Forgot Password

Sign In

English

ORACLE

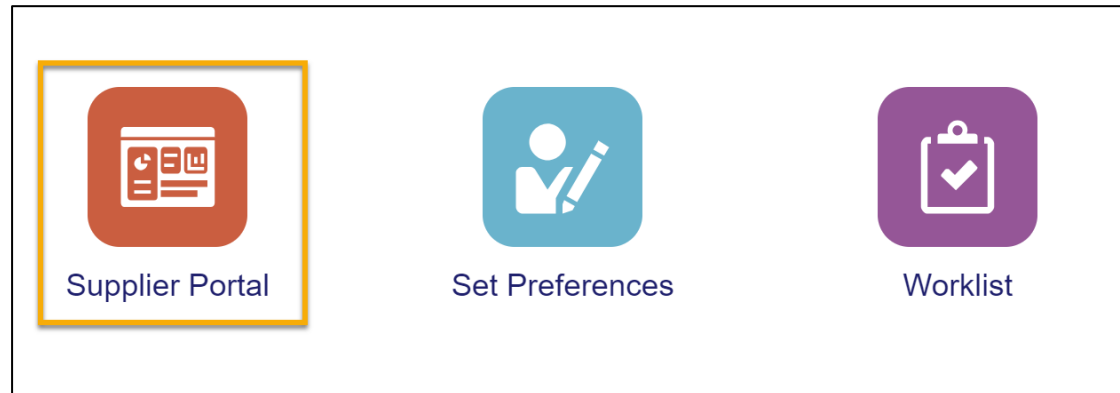
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## Note:

You can choose the desired language.



Open the “supplier portal” function



# Tracking your Purchase Order

The screenshot shows the Supplier Portal interface for the National Housing Company (NHC). The page is titled "Supplier Portal" and includes a search bar for "Orders" and a "Number" field. A left sidebar lists various tasks under categories: Orders, Negotiations, Qualifications, and Company Profile. The main content area features a "Requiring Attention" section with a donut chart showing 57 items, a "Recent Activity" table, and a "Transaction Reports" section.

**Tasks**

- Orders
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in S
- Negotiations
  - View Active Negotiations
  - Manage Responses
- Qualifications
  - Manage Questionnaires
  - View Qualifications
- Company Profile
  - Manage Profile

**Requiring Attention**

57

Schedules Overdue or Due Today

**Recent Activity**  
Last 30 Days

Orders changed or canceled	1
Orders opened	4

**Transaction Reports**  
Last 30 Days

No data available

**Callouts:**

- View orders and manage them (points to Manage Orders)
- View Orders lines (points to Manage Schedules)
- View overdue PO's (By Line) (points to the 57 in the donut chart)
- View changed or canceled Order (points to the 1 in Recent Activity)
- View Opened PO (points to the 4 in Recent Activity)



## Tracking your Purchase Order

Manage Orders Done

Headers Schedules

**Search**

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order

Status

Include Closed Documents No

Enter PO number here

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Order Date	Supplier Site	Supplier Contact	Buyer	Ordered	Currency	Status	Life Cycle	Change Order	Change Order Date	Creation Date	Acknowledgment Due Date	Supplier
No search conducted.												





To view purchase order PDF – select PO – press action then press view PDF

**Manage Orders**

Headers Schedules

► **Search**

Search Results

Actions ▼ View ▼ For

- Export to Excel
- Acknowledge
- View PDF**

20-03-2019



## Support Email

[Vmp@nhc.sa](mailto:Vmp@nhc.sa)







# Thank You

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