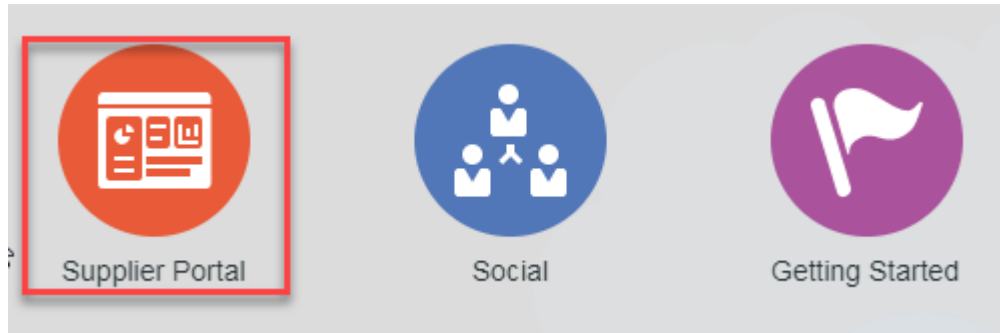**Using Oracle: Supplier Acknowledgment**

User Guide

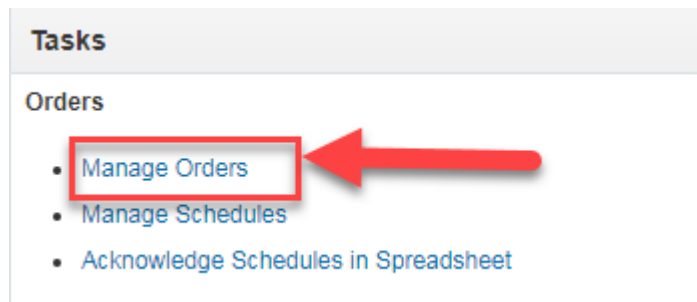GLOBAL BUSINESS TRANSFORMATION

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**".

4. Select the "**Purchase Order**" you want to Acknowledge.

5. Select the "**Acknowledge**" button displayed on the upper right corner.
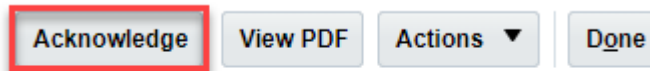
6. In the **Terms** section select "**Acknowledge Response" dropdown** and select "**Accept**".

   Note: Acknowledgment Note (Optional Step).

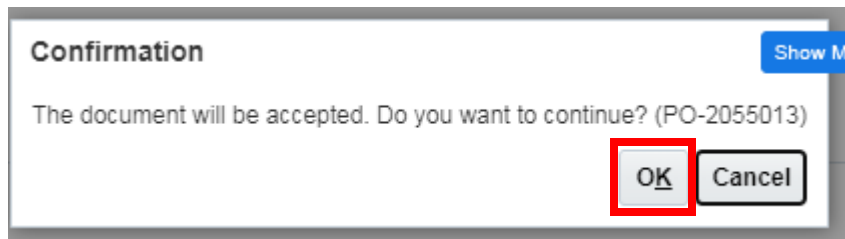7. In the **Lines** section under **Response** select "**Accept**" from the dropdown.

Note: If rejecting-the field will become available to enter a Rejection Reason.
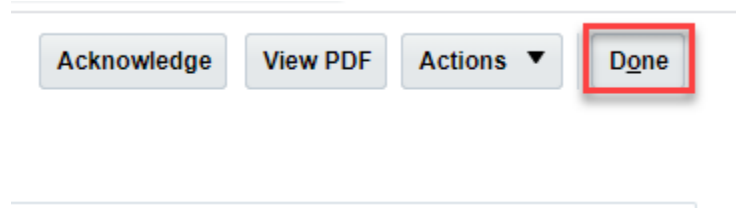
8. Select "**Submit**" to send the response to the Buyer.
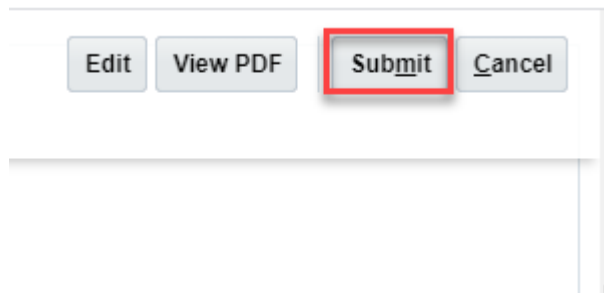
9. Select "**OK**" confirming document will be accepted.

10. Select "**Done**".

11. Select "**Done**".