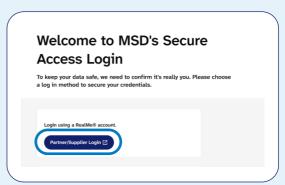
View purchase orders

Step 1

Log into the **Supplier/ Partner portal**



Step 2

After logging in, click on the **Supplier Portal** tile – you will then have access to the Supplier/Partner portal home page and task bar.



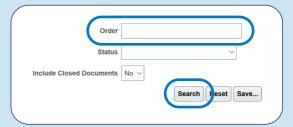
Step 3

From the task menu, select **Manage Orders**.



Step 4

This will take you to the **Manage Orders** landing page. To locate a specific purchase order, enter the corresponding purchase order number into the search field titled Order, then click Search.



Steps continue on the next page

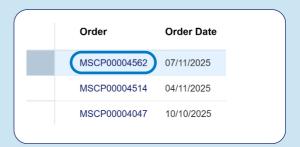
Step 5

To access all purchase orders linked to your partner profile, leave all search text boxes empty and click **Search**.



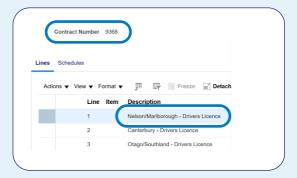
Step 6

A list of purchase orders linked to your partner profile will be displayed.



Step 7

To view purchase order details, click the relevant purchase order number. This opens the purchase order landing page where you can access contract and purchase order information.



Other quick reference guides are available at:

Resources to guide you through the changes

