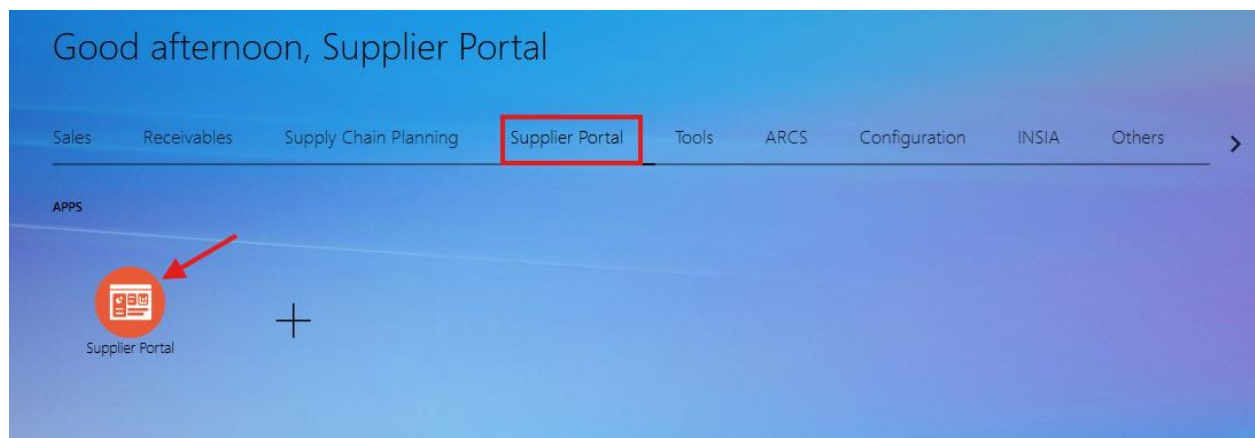




Open Purchase Order Report in Supplier Portal

Please use our supplier portal functionality to view, search, or export your open orders.

1. Log into the supplier portal and on the homepage select Supplier Portal. Some users may need to navigate to the supplier portal tab before seeing the orange icon.



2. Select Manage Orders

Supplier Portal

Search Order Number

Tasks

Supply Plan

- Order Forecasts and Commits

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Shipments

- Advance Shipment Notices
- View Receipts
- View Returns

Consigned Inventory

- Review Consumption Advices

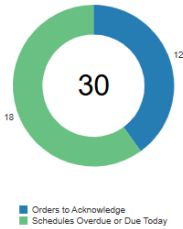
Invoices and Payments

- View Invoices
- View Payments

Company Profile

- View Profile

Requiring Attention



Supplier News

Any forecast provided by Milwaukee Tool is non-binding and is intended only to assist Supplier in managing its operations, and no shipment of Products is authorized except upon issuance of a Purchase Order.

Recent Activity

Last 30 Days

Orders changed or canceled	5
Orders opened	41
Receipts	11

Transaction Reports

Last 30 Days

PO Purchase Amount	100 USD
Invoice Amount	2.21K USD
Invoice Price Variance Amount	2.05K USD

3. Search in Schedules tab for the Sold to Entity, and click search

Manage Orders ?

Done

Headers **Schedules**

Search

Sold-to Legal Entity

Supplier Site

Order

Line Description

Advanced Manage Watchlist Saved Search All Schedules

Supplier Item

Ship-to Location

Status

Search Reset Save...

New users may need to show additional columns to gather all the data required. To do this, go to View > Columns > Show All [OR] Instead of “show all” check the boxes for relevant columns. You can also click and drag to rearrange the columns if needed

Manage Orders ?

Headers Schedules

Search

Search Results

Actions View Format Freeze Detach Wrap

About This Record

Columns

Freeze

Detach

Sort

Reorder Columns...

Query By Example

Milwaukee Elect... 380056090

Milwaukee Elect... 380056089

Show All

Description

Type

Additional Information

Note to Supplier

Received Amount

Invoiced Amount

UN Number

Line Description	Supplier Item	Sche	Ordered Quantity	UOM	Pricing UOM
TERMINAL BLOCK, COPPER+PLASTIC, 304491...	304491...	1	51,280	Each	Each
MAGNET, N45H, W19.35XT2.15XL21, NC 902576...	902576...	1	104,000	Each	Each
TERMINAL BLOCK, COPPER+PLASTIC, 304491...	304491...	1	282,000	Each	Each
SHAFT,MOTOR,OD5.0 X L34.5MM,S45	621255...	1	282,000	Each	Each
ACCESSORY, TERMINAL BLOCK, G2 BL 304491...	304491...	1	144,000	Each	Each
MAGNET WIRE, DIA 0.950MM COPPER	902500...	1	8,400	Kilogram	Kilogram
SHAFT,MOTOR,OD8.0XL85.7MM,40CRN	622561...	1	83,328	Each	Each


4. Use the Export to Excel function to move the data to excel.

Manage Orders ?

Headers Schedules

Search

Search Results

Actions View Format  Freeze Detach Wrap

Export to Excel

	Sold-to Legal Entity	Order	Supplier Site	Line	Line Description	Supplier Item	S
	Milwaukee Elect...	380056739	MACAU	1	TERMINAL BLOCK, COPPER+PLASTIC, 304491...		1
	Milwaukee Elect...	380056351	MACAU	1	MAGNET, N45H, W19.35XT2.15XL21, NC 902576...		1
	Milwaukee Elect...	380056093	MACAU	1	TERMINAL BLOCK, COPPER+PLASTIC, 304491...		1


Users can also use the Query by Example function to search within the Portal for specific PO or Part Numbers

Manage Orders ?

Headers Schedules

Search

Search Results

Actions View Format  Freeze Detach Wrap

	Sold-to Legal Entity	Order	Supplier Site	Line	Line Description	Supplier Item	Sche	Ordered Quantity
	Milwaukee Elect...	380056739	MACAU	1	TERMINAL BLOCK, COPPER+PLASTIC, 304491...		1	51,280
	Milwaukee Elect...	380056351	MACAU	1	MAGNET, N45H, W19.35XT2.15XL21, NC 902576...		1	104,000
	Milwaukee Elect...	380056093	MACAU	1	TERMINAL BLOCK, COPPER+PLASTIC, 304491...		1	282,000
	Milwaukee Elect...	380056092	MACAU	1	SHAFT,MOTOR,OD5.0 X L34.5MM,S45 621255...		1	282,000
	Milwaukee Elect...	380056091	MACAU	1	ACCESSORY, TERMINAL BLOCK, G2 BL 304491...		1	144,000
	Milwaukee Elect...	380056090	MACAU	1	MAGNET WIRE, DIA 0.950MM COPPER 902500...		1	8,400

Any questions for the Supplier Portal please reach out to OracleP2P@MilwaukeeTool.com