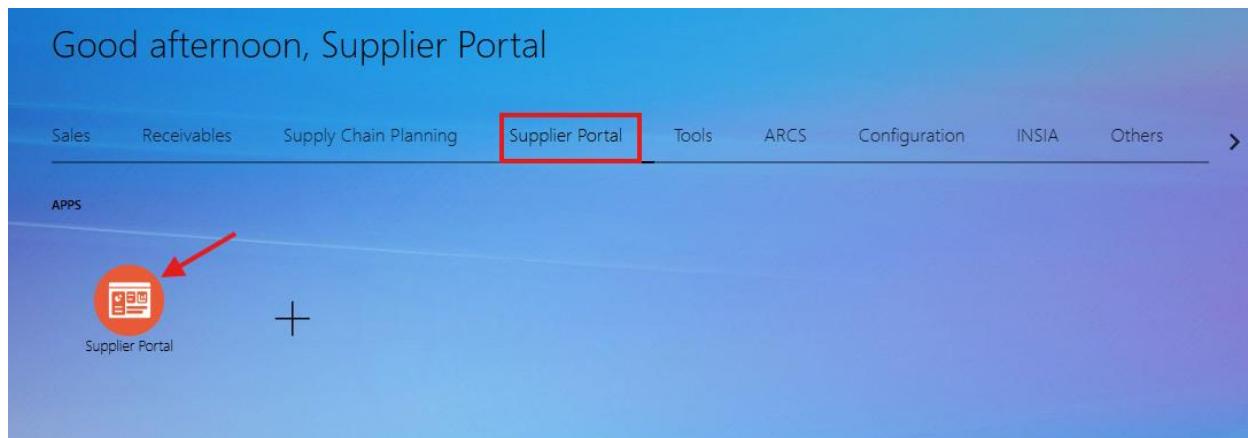




# Open Purchase Order Report in Supplier Portal

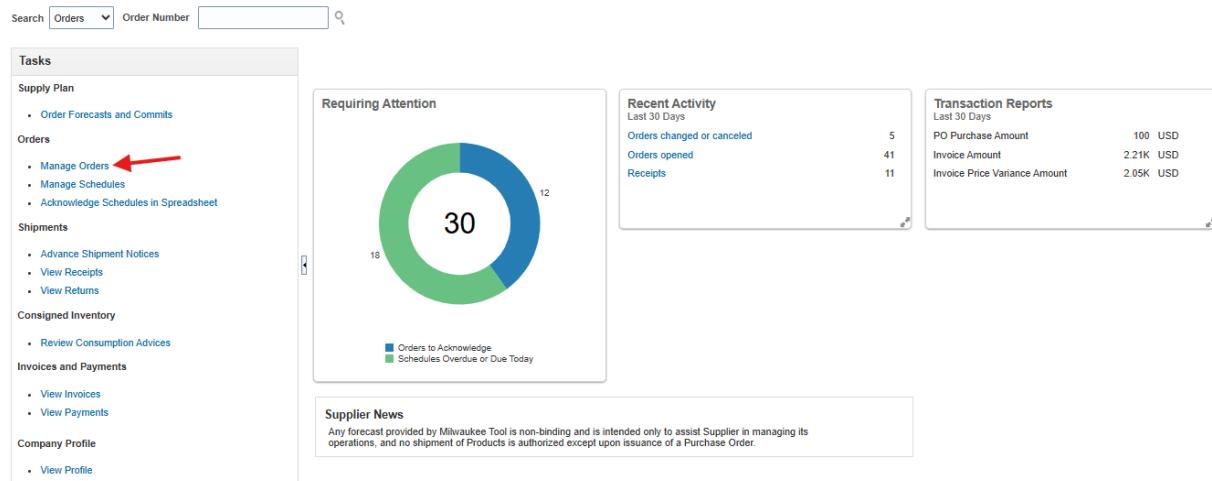
Please use our supplier portal functionality to view, search, or export your open orders.

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.



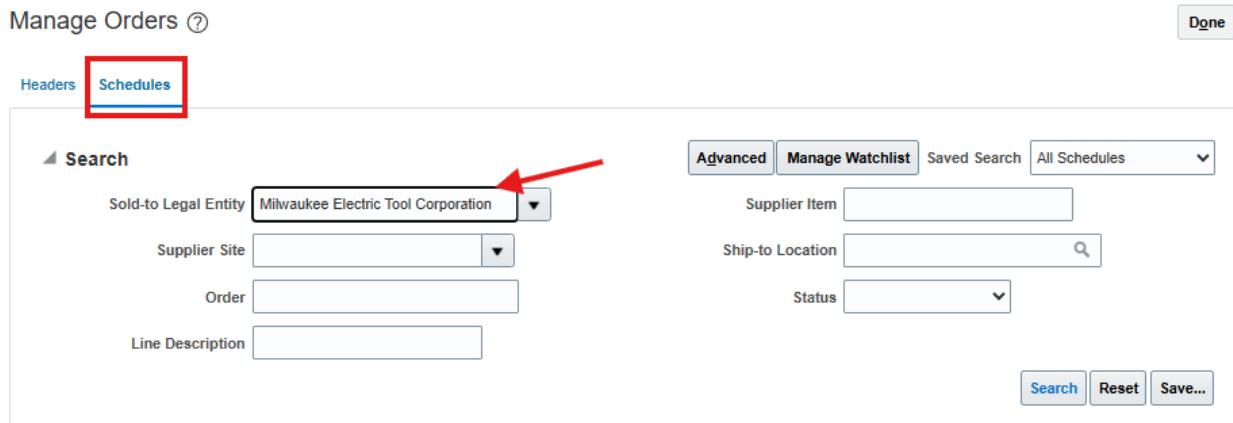
## 2. Select Manage Orders

Supplier Portal



The dashboard includes a search bar for Orders and Order Number, and a navigation menu with sections like Supply Plan, Orders (with 'Manage Orders' highlighted), Shipments, Consigned Inventory, Invoices and Payments, and Company Profile. A 'Requiring Attention' section features a donut chart with values 30, 18, and 12. Another section shows 'Recent Activity' over the last 30 days, and a 'Transaction Reports' section for the same period.

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



The interface shows a 'Manage Orders' header with a 'Done' button. Below it, a 'Headers' tab is followed by a 'Schedules' tab, which is highlighted with a red box and arrow. The search section contains fields for 'Sold-to Legal Entity' (set to 'Milwaukee Electric Tool Corporation'), 'Supplier Site', 'Order', and 'Line Description'. To the right, there are buttons for 'Advanced', 'Manage Watchlist', 'Saved Search', and dropdowns for 'Supplier Item', 'Ship-to Location', and 'Status'. At the bottom are 'Search', 'Reset', and 'Save...' buttons.

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 ②

Headers Schedules

▶ Search

Search Results

Actions **View** Format ▾     

About This Record

**Columns** ▾  

Freeze

Detach

Sort ▾

Reorder Columns...

Query By Example

Milwaukee Elect... 380056090

Milwaukee Elect... 380056089

	Line Description	Supplier Item	Sche	Ordered Quantity	UOM	Pricing UOM
	TERMINAL BLOCK, COPPER+PLASTIC, 304491...	1	51,280	Each	Each	
	MAGNET, N45H, W19.35XT2.15XL21, NC 902576...	1	104,000	Each	Each	
	TERMINAL BLOCK, COPPER+PLASTIC, 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...	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  Wrap

	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  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