

A POLLO

Searching for Material/Service POs and Invoices in Oracle Supplier Portal

Job Aid

Last Updated - 1/24/24



Purpose

This job aid will act as a step-by-step guide on how to search for Material/Service POs, and Invoices using Advanced and Basic searching in Oracle Cloud.

In the Oracle Supplier Portal, our PO numbers are a combination of our Contract Number, Release Number (where applicable) and Contract Payment Authorization number (where applicable.) For example, a material PO could look like 00312546 or 00312546-REL0100, and a contract service PO could look like 00605048 or 00605048 –REL0100 or 00605048–REL0100-CPA01257344 or 00605048-CPA01257344.

Terms and Definitions

Sl. No:	Term	Definition
1.	Purchase Order (PO)	It is a procurement document issued by Constellation for the purpose of procuring both Signature and Non-Signature based Materials.
2.	Purchase Order (Release)	It is a procurement document issued by Constellation to authorize the purchase of goods or services. It represents a commitment of a supplier to deliver specific products or services at agreed-upon terms, including quantities, prices, and delivery dates.
3.	Contract Release	It is a document or transaction that is associated with a master procurement contract. Contract Releases are used to specify details for individual procurements or orders made under the umbrella of a larger contract.
4.	Operator	They are used in fields to perform searches. These operators help users define the conditions under which data should be retrieved or displayed. For example, equals, less than, starts with, contains, etc.
5.	Source Agreement	It is a formal contract or agreement that is established between Constellation and its Suppliers. Source Agreements are used to outline the terms, conditions, and pricing for the procurement of goods or services, typically through a negotiated sourcing event such as a Request for Quotation (RFQ), Request for Proposal (RFP), or Auction.
6.	Oracle "Order"	It refers to a purchase order placed by a buyer organization with a supplier through Oracle's Supplier Portal.
7.	Oracle "Agreement"	It refers to a formal contract or agreement between a buyer organization and a supplier that outlines the terms and conditions of their business relationship.
8.	Invoice Type	It refers to a categorization or classification of invoices based on their nature, purpose, or characteristics. The concept of Invoice Types is used to distinguish between different types of invoices and to apply specific processing rules, accounting treatment, and workflows to each type.
9.	Consumption Advice	It refers to a document or notification provided by a buyer to a supplier to inform them about the actual consumption or usage of goods that were previously ordered or delivered.
10.	Supplier Site	This refers to a specific location or address associated with a supplier within the procurement and supplier management modules.
11.	Inclusive Tax	It refers to a tax calculation method where the tax amount is included in the price of a product or service.



12.	Self-Assessed Tax	It refers to a tax type or category where the responsibility for calculating and remitting the tax to the relevant tax authority lies with the taxpayer or the entity that incurs the tax liability.	
13.	Agreement (vs Source Agreement)	This refers to a formal contract or agreement between a buyer organization and a supplier. The primary distinction between and Agreement and a Source Agreement lies in their purpose and stage in the procurement process. Sourcing agreements are used during the sourcing or negotiation phase to secure favorable terms, while procurement agreements (Agreements) are the formal contracts that govern the actual procurement of goods.	
14.	Contract Payment Authorization (CPA)	Contract Payment Authorization are created to pre-approve invoices for the value of goods and services received. They are created against Non-Signature Contracts. The Contract Payment Authorizations will be integrated as Service POs to Oracle.	

Process – Searching for POs

You can search for POs and invoices using either Basic or Advanced search criteria. We will first talk about Basic Search to search. This search method uses the standard fields provided by Oracle. You will have to know the exact values to fill in the fields to search for the required PO and invoice.

To search for POs and Invoices, first login to Oracle Cloud.

- 1. The Oracle Cloud Home page is displayed.
 - a. Click the Supplier Portal tab.
 - b. Click the Supplier Portal infotile.

ORACLE	
Good afternoon,	
La Supplier Portal Tools Others	
APPS 1b	
Supplier Portal	
	Stringer

 The Supplier Portal page is displayed. To search for a Purchase Order (PO), click the Manage Orders hyperlink under the Orders section of the Tasks list. Note: Create ASN, Create ASBN, Upload ASN or ASBN are not in use and are out of scope for Constellation.



∧ P O L L O

ORACLE		0 P Q	
Supplier Portal			
Search Orders V Order Number	Q		
Tasks Orders		(6
Orders 2 • Manage Orders • Manage Schedules	Requiring Attention	Recent Activity Last 30 Days	
Acknowledge Schedules in Spreadsheet Agreements		No data available	
Manage Agreements Shipments	110	no data available	1
Manage Shipments Create ASN Create ASBN		Transaction Reports Last 30 Days Invoice Amount 1.17K USD	1
Upload ASN or ASBN View Receipts	106	Invoice Price Variance Amount 0 USD	1

- 3. The Manage Orders page is displayed.
 - a. Enter the appropriate value in the required field. For this example, we have entered a Purchase Order number that does not include a release.
 - b. Click the Search button.

Manage Orders ⑦						Dg	one
Headers Schedules							
⊿ Search		Advance	d Manage Watch	list Saved Search	All Orders 3	a	~
Sold-to Legal Entity		•	Order	01401377			
Bill-to BU	~		Status		~		
Supplier Site	•	Include C	osed Documents	No ¥	3b Sear	rch Reset Save.	

Note:

- There are various types of POs, and they can have different parts to the PO number and all these parts are separated by a hyphen, such as:
 - Non-signature Service PO: The 1st 8 digits of the PO would be the non-signature contract (agreement) number. The next 5 digits with the REL prefix is used for the release number of the non-signature contract from Asset Suite. And the last 8 digits with prefix CPA would be the Contract Payment Authorization number from Asset Suite.
 - *Material PO:* The 1st 8 digits would be the Oracle PO number and if in case of a release the next 5 digits with the REL prefix would be the release number (There may or may not be a release number).
 - *Signature service PO:* The 1st 8 digits would be the Oracle signature contract number and if in case of a release, the next 5 digits with the REL prefix would be the release number (There may or may not be a release number).
- The combination of the 1st 8 digits of the PO, the REL number (if any) and the CPA number (if applicable) would be the Oracle PO number while the emailed PO number would only be the 1st 8 digits of the PO.



- You can also search for a Purchase Order that includes a release specifically by following the below steps:
 - i. Click the Advanced button on the Manage Orders page.
 - ii. Select the Order operator as Contains.
 - iii. Enter REL in the Order field.
 - iv. Click the Search button.

Manage Orders ⑦			Done
Headers Schedules			
Headers Schedules			
Advanced Search			Basic Manage Watchlist Saved Search All Orders ✓
Sold-to Legal Entity	Equals \checkmark	•	Order Contains V REL
Bill-to BU	Equals \checkmark	~	Status Equals V
Supplier Site	Equals \checkmark	•	Include Closed Documents Equals V No V
			Search Reset Save Add Fields V Reorder

4. The Search Results are displayed. Click the Order hyperlink for the required PO from the list.

Manage Orders ⑦									Done
Headers Schedules									
Search				Advanced Manage Wat	chlist Sav	ed Search	All Orders		~
Search Results Actions View Format	🔹 🧨 🎵 🖙 🏢 Freeze 😭 Detach	📲 Wrap							
4 Order	Order Date Description		Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
01401377	9/19/23		NX18442-01	Durham, Michae	36.89	USD	Open	0	9/19/23
Columns Hidden 27									



- 5. The Purchase Order page for the selected PO is displayed.
 - a. Review the details of the PO as per your requirement.
 - b. Click the Notes and Attachments tab to view all the documents attached to the PO.
 - c. Click the Upload/View Documents hyperlink.

Material Purchase	Order: 01401377 ⑦			Acknowledge View PDF	Actions V Refresh Don	Order Life Cycle
Main General Sold-to Legal Entity Bill-to BU	R.E. Ginna Nuclear Power Plant LLC	Supplier Supplier Site Supplier Contact	WW GRAINGER INC NX18442-01	Ordered	Actions V Refresh Don 5 36.89 USD	
Status			Nuclear Bill To Location GIN-RE GINNA NUCLEAR POWER PLANT	Source Agreement Supplier Order		View Details
Creation Date Terms Notes and Attacht Note to Supplier	5b			U	pload/View Documents	В
Additional Informati AS Revision Number	ion	Safety Code		Contract Approver		D
Actions View For	mat 🔻 🎵 📴 Free	ze 📰 Detach 🚽 Wrap		Addition	al Information	
Line	Item Description	n Quantity UOM	Price Ordered Stat	us AS PO Line AS S	ubline AUP Burdened	
▲ 100 (∢	0001542397-4 HANGER, P	HPE, CLEVIS 17 EACH	2.17 36.89 Ope	n 0001	•	
Columns Hidden 18						

6. The Manage Attachments page for the PO is displayed. Click the File Name hyperlink to download a printable copy of the PO in PDF format.

ORACLE					
Manage Attachmer	nts - PO-Purchase Orde	r			Done
		Tip - Fi	ie type(s) allowed to upload - jpg, gif, png, 7z, csv		
PC	D Creation Date 01-19-2024 Business Unit Nuclear		PO Number 0140137	7	
Document(s) selected for	Upload	Browse	Select or drop files here.		
Uploaded Document(s)					
Category	File Name 6	Upload Status	Attached By	Attached Date (UTC)	Remove
To Supplier	PO01401377.pdf	*	Asset Suite 9	01-19-2024 23:56:37	\times





We will now use Advanced Search. This search enables you to add additional fields to the search criteria. You can search for the POs even if you do not know the exact value.

1. Navigate to the Manage Orders page, following steps 1 and 2 from the previous section. Click the Advanced button.

Manage Orders ⑦				Done
Headers Schedules				
⊿ Search		Advanced Manage Watchlist	Saved Search All Orders	~
Sold-to Legal Entity	•	Order		
Bill-to BU	~	Status		~
Supplier Site	-	Include Closed Documents	No 🗸	
			s	Search Reset Save

- 2. The additional Search fields are displayed.
 - a. Select the required search criteria, select an appropriate Operator, and enter the required value in the search field. For this example, we have selected the Order field, selected the Order Operator as Starts with and entered 0060 in the field.
 - b. Click the Search button.

Manage	Orders @											D <u>o</u> ne
Headers	Schedules									-		10.00
⊿ Adv	anced Search					Basic Manag	e Watchlist	Saved Search	All Orders			~
	Sold-to Legal Entity	Equals 🗸		•		Orde	Starts with	· · ·	0060			
	Bill-to BU	Equals 🗸	~			Statu	Equals	~			~	
	Supplier Site	Equals 🗸		•	Include	Closed Documents	Equals V	No 🗸				
2	а							Search Re	set Save	Add Fields 🔻	Reord	ter
							<u> </u>	b				

Note: You can add additional search fields by clicking the Add Fields button.

Advanced Search			Basic	Manage Wa	tchlist	Saved Sea	All Or	rders		
Sold-to Legal Entity	Equals V	•		Order	arts with		~			
Bill-to BU	Equals V			Status E	uals		~			~
Supplier Site	Equals ~	-	Include Closed Docu	iments E	uals 🗸 🛛	No v				
						Search	Reset 5	Save A	Add Fields 🔻	Reord
	THE Franze - Deta	ach al Wran					Bill-to Lo	ocation		
	3 대 Preeze 교 Deta	ach 🚽 Wrap	Supplier Site Buyer		Order	ed Cu	Buyer	Order Status		eation ate
Order Or	· · · · · · · · · · · · · · · · · · ·	ach _e l Wrap	Supplier Site Buyer	_	Order	ed Ci	Buyer Change Closed E	Order Status Date	s	ate
Order Or	· · · · · · · · · · · · · · · · · · ·	sch ₄ [®] Wrap	Supplier Site Buyer		Order	ed Ci	Buyer Change Closed E Consigne	Order Status Date ment Terms I	s	ate
Order Or	· · · · · · · · · · · · · · · · · · ·	ach 🚚 Wrap	Supplier Site Buyer		Order	ed Cu	Buyer Change Closed E	Order Status Date ment Terms I i Date	s	ate
Order Or	· · · · · · · · · · · · · · · · · · ·	ach 🚽 Wrap	Supplier Site Buyer		Order	ed Cu	Buyer Change Closed E Consignr Creation	Order Status Date ment Terms I i Date y	s	ate
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3. The Search Results are displayed with a list of all the POs that start with 0060. Click the Order hyperlink for the required PO from the list.

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Order Order Date Description Supplier Site Buyer Ordered Currency Status Life Cycle Creation Date 00000656.REL000F JAF-2023 SUPPLIES FOR BIG & HVAC SUPPORT (WW GRAINGER IN NX1842-03 Troisno, Lori M 8,572.10 USD Open © 92023 00000656.REL000F JAF-2023 JAF-2023 SUPPLIES FOR BIG & HVAC SUPPORT (WW GRAINGER IN NX1842-03 Troisno, Lori M 8,572.10 USD Open © 92023 00000656.REL000F JAF-2021 IMD GRAINGER PO NX1842-03 Troisno, Lori M 12,000.00 USD Open © 92023 00000656.REL000F JAF - VMI FOR 2023 (WW GRAINGER INC) NX1842-03 Troisno, Lori M 12,000.00 USD Open © 92023 00000656.REL000F JAF - 2023 IMD GRAINGER NC NX1842-03 Troisno, Lori M 100.00 USD Open © 92023 000006566.REL000F JAF - 2023 IMD GRAINGER PO NX1842-03 Troisno, Lori M 100.00 USD Open © 92023 000006566.REL000F JAF - 2023 IMD GRAINGER PO </th <th>Advanced</th> <th>Search</th> <th></th> <th></th> <th></th> <th>Basic Mana</th> <th>ge Watchlist</th> <th>Saved Search</th> <th>h All Orders</th> <th></th> <th></th>	Advanced	Search				Basic Mana	ge Watchlist	Saved Search	h All Orders		
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00666656-REL0007 9/20/23 JAF - VMI FOR 2023 (WW GRAINGER INC) NX18442-03 Troiano, Lori M 14,000.00 USD Open 🗘 9/20/23					NX18442-03	Troiano, Lori M	281.60	USD	Closed for R	÷	
-	006066	656-REL0007	9/20/23	JAF - VMI FOR 2023 (WW GRAINGER INC)	NX18442-03 NX18442-03	Troiano, Lori M Troiano, Lori M	281.60	USD USD	Closed for R Open	0 0	9/20/23
01401377 9/19/23 NX18442-01 Durham, Michae 36.89 USD Open 🗘 9/19/23	006066	656-REL0007	9/20/23 9/20/23	JAF - VMI FOR 2023 (WW GRAINGER INC) JAF - GRAINGER MISC MATERIALS FOR EMD 2023	NX18442-03 NX18442-03 NX18442-03	Troiano, Lori M Troiano, Lori M Troiano, Lori M	281.60 12,000.00 897.10	USD USD USD	Closed for R Open Open	0	9/20/23 9/20/23
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4. The Purchase Order page for the selected PO is displayed. Review the details of the PO. Note: For a Service PO the 1st 8 digits of the PO would be the non-signature contract (agreement) number. The next 5 digits with the REL prefix is used for the release number of the non-signature contract from Asset Suite. And the last 8 digits with prefix CPA would be the Contract Payment Authorization number from Asset Suite.

ervice PO: 00606	656-REL00082-CPA01311	748 ⑦		A	cknowledge View	PDF Act	ions V Refresh Done	Order Life	Cycle
lain		.					4		<u>n n n</u> n
General Sold-to Legal Entity Bill-to BU Order Status Buyer Creation Date Terms Notes and Attach	00606656-REL00082- CPA01311748 Open Lori Troiano 9/20/23	Supplier Supplier Site Supplier Contact Bill-to Location Work Location	NX18442- Nuclear B	03 II To Location STELLATION	Desc	ription & I GF sement 00		Ordered	2K 4K 6K 8K 10 Amount (USD)
Note to Supplie	r					Uploa	ud∕View Documents	8	
Additional Informat AS Revision Number	lion	Safety Code			Contract App	over			
Actions ▼ View ▼ For	mat 🕶 🎢 📑 Freeze 📆 🕻	Detach 🚽 Wrap				dditional Ir	formation		
Line	Description		Price	Ordered Status	AS PO Line Number	AS Sublir Unique K	ne ALIE Burdonod		
		EAT EXCHANCED	8,572.10	8,572.10 Open					
A 1	JUNE SUMMARY BILL - \$693 TO TBCLC H	EATEAGHANGER	0,072.10	0,012.10 0001					



- 5. To ensure that the buyer has received the material
 - a. Click the Schedules tab.
 - b. Click the arrow next to the View dropdown list.

es	Schedul	= 5a							
Actio		ew 🔻	Format 👻 🛱 🐺 🏢 Freeze 🛒 Detach	📣 Wrap					
	5b	Line	Description	Location	Requested	Promised	Status	Life	Additional Information
		Line	Description	Location	Delivery Date	Delivery Date	Status	Cycle	AS Schedule Unique Key
	A	1	JUNE SUMMARY BILL - \$693 TO TBCLC HEAT EX	C JAF-CONS	1/1/23	1/1/23	Open	0	

- 6. The dropdown list is displayed.
 - a. Select the Columns option.
 - b. Select the Received Quantity checkbox.





7. The Received Quantity column displays the quantity that has been received by the buyer.

Acti	ons 🔻	View 🔻	Format 👻 🚰 🛛	Freeze 📓 Deta	ach 📣 Wrap						
		Line	Description	Location	Requested	Promised	Status	Life	7	Received	Additional Information
		Line	Description	Location	Delivery Date	Delivery Date	Status	Cycle		Quantity	AS Schedule Unique Key
	Δ	1	JUNE SUMMARY BI	LL - \$693 T(JAF-CONS	1/1/23	1/1/23	Open	0			

You can also search for a schedule to make any updates required to it. Schedules refer to delivery schedules associated with specific purchase orders. These schedules provide detailed information about the promised delivery dates, quantities, and other requirements for products that a supplier is expected to provide to the buyer.

- 1. Navigate to the Manage Orders page.
 - a. Click the Schedules tab.
 - b. Enter the PO number in Order field.
 - c. Click the Search field.

Manage Orders ⑦ Headers Schedules 1a						ne
⊿ Search			nced Manage Watchlist	Saved Search	All Schedules	•
Sold-to Legal Entity		▼ Supplier It				
Supplier Site	•	Ship-to Locat		٩		
Line Description	00606656-REL00082-CPA01311748	Sta	tus	⊻ _1c	Search Reset Save	

2. The Search Results are displayed. Click the Order hyperlink.

Search						A <u>d</u> vanced	Manage Watchlist	Saved Search	All Scheo	lules	~
Search Results											
Actions • View • Format	• / ji 🛱	Freeze	📰 Detach 🚽 Wrap								
Order	Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity UOM	Pricing UOM	Price	Ordered	Currency	Statu
A . 00606656-REL000	ε NX18442-03	1	JUNE SUMMARY BILL - \$693		1				8,572.10	USD	Open
Columns Hidden 48											,



3. The PO page for the selected purchase order is displayed. Scroll to the bottom of the page and click the Schedules tab to view all schedules associated to the PO.

S	chedule	s								
tions	▼ Vie	w 🔻	Format 🔻 🎵 🕎	Freeze 📄 Deta	ach 🚽 Wrap					
		Line	Description	Location	Requested	Promised	Status	Life	Received	Additional Information
		Line	Description	Location	Delivery Date	Delivery Date	United	Cycle	Quantity	AS Schedule Unique Key
	Δ	1	JUNE SUMMARY BILL - \$	693 T(JAF-CONS	1/1/23	1/1/23	Open	0		



System Steps – Searching for Invoices

Searching for invoices on the Supplier Portal is a straightforward process that allows suppliers to access and manage their invoices efficiently. The Supplier Portal provides a user-friendly interface for suppliers to view, search, and interact with their invoices.

- 1. The Oracle Cloud Home page is displayed.
 - c. Click the Supplier Portal tab.
 - d. Click the Supplier Portal infotile.

ORACLE		0 P Ŷ	
0.000	Good afternoon,		
	Supplier Portal Tools Others		
	APPS		
	Supplier Portal		
0000		- Mann	

2. The Supplier Portal page is displayed. Click the View Invoices hyperlink under the Invoices and Payments section of the Tasks list.

Supplier Portal			
Search Orders V Order Number	٩		
Tasks			6
Orders			
Manage Orders	Requiring Attention	Recent Activity Last 30 Days	
Manage Schedules	4	2001 00 000,0	
Acknowledge Schedules in Spreadsheet			
Agreements		7	
Manage Agreements		No data available	
Shipments	110		
Manage Shipments	110	Transaction Reports	
Create ASN		Last 30 Days	
Create ASBN		Invoice Amount 1.17K USD	
Upload ASN or ASBN	106	Invoice Price Variance Amount 0 USD	
View Receipts	100		
View Returns	Schedules Overdue or Due Today III Invoices Overdue		
Consigned Inventory		e*	
Review Consumption Advices			
Invoices and Payments	Supplier News		
	Please visit https://www.constellationenergy.com/our-work/supplie	ers/latest-updates.html for the link to our	
Create Invoice 2 View Invoices	Supplier Code of Conduct.		
View Payments	Please visit https://www.constellationenergy.com/our-work/supplie Invoicing and Payments FAQ page	ers/invoicing-and-payments.num to access our	



- 3. For a Basic Search:
 - a. Enter the required details in any one of the Search fields marked by **. For this example, we have entered the Invoice Number (INV-914).
 - b. Click the Search button.

Note: It is mandatory to populate at least one field marked by **.

View Invoi	ces							D <u>o</u> ne
Search					Advanced	Saved Search	All Invoices	~
		3a				/	At least one is re	equired
	** Invoice Number	INV-914		Consumption Advice				
	** Supplier		•	Invoice Status	~			
	Supplier Site		•	Paid Status	~	_		
	** Purchase Order			Payment Number		3	b	
							Search	Reset

- 4. The Search Results are displayed.
 - a. Click the Invoice Number hyperlink to view the Invoice details.
 - b. You can check the Invoice Status column in the Search Results to look up the status of invoices.

S	Searcl	h Resul	tS Detach						41	D		
	Invoi Num		Invoice Date	Туре	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Ir Amount S		Payment Number	Comments
4	w-9	914	9/14/23	Standard	000000000009	WW GRAINGER INC	NG8025-01	1,449.70 USD	1,449.70 USD In	n proc		



- 5. The Invoice page for the selected invoice is displayed.
 - a. Review the details of the Invoice as per your requirement.
 - b. Click the Done button to return to the View Invoices page.

Note:

- The Ship-To-Location and other Line fields originate from the Identifying PO.
- There are various types of POs, and they can have different parts to the PO number and all these parts are separated by a hyphen, such as:
 - Non-signature Service PO: The 1st 8 digits of the PO would be the non-signature contract (agreement) number. The next 5 digits with the REL prefix is used for the release number of the non-signature contract from Asset Suite. And the last 8 digits with prefix CPA would be the Contract Payment Authorization number from Asset Suite.
 - *Material PO:* The 1st 8 digits would be the Oracle PO number and if in case of a release the next 5 digits with the REL prefix would be the release number (There may or may not be a release number).
 - *Signature service PO:* The 1st 8 digits would be the Oracle signature contract number and if in case of a release, the next 5 digits with the REL prefix would be the release number (There may or may not be a release number).



∧ P O L L O

	Business	Unit N	uclear											
	Legal Entity Na	C	onstellation Energy Ger	neration,		In	voice Amount	1,449.7	0 USD					
	Supplier or P	LI	LC /W GRAINGER INC			U	npaid Amount	1,449.7	0 USD					Standard
			G8025-01			-	nent Currency	USD				D	escription	Upload/View Documents
	Addr Invoice D	ress S P	OMMERCIAL SUPPLY, W JEFFERSON AVENU EORIA, IL 616053948 /14/23	1017 JE,		Tax Co	ontrol Amount							Opidad view Documents
Lines Payr Items	ments													
View 🔻	🕎 🔐 Detach													
Line	Amount	Descri	ption	Quantity	Unit Price	иом	P	urchase	Order	Rec	eipt	Consu Adv	mption /ice	Tax Determinants
						Name	Number	Line	Schedule	Number	Line	Number	Line	Ship-to Location
1	1,449.70	FUSE,	INDICATING, 0.5A,	5	289.94	EACH	0000000	100	1					QDC-CONSTELLATION EN
	Line * Regi	me	* Tax Name	Та	ux Jurisdiction	* Tax	Status	* Rate	Name	Percentage	р	Line	Type	Amour
4	Line * Regin		* Tax Name X STATE		ax Jurisdiction	* Tax Standa		* Rate	Name	Percentage		Line	Туре	Amour
Totals	-								Name	-			Туре	
Totals	1 VERTE								Name	-			Type	
	1 VERTE	X US TA	X STATE	ILI 0.0	LINOIS				Name	-				
Totals	1 VERTE	X US TA	X STATE	ILI	LINOIS				Name	-		<	Items	1,449.70
Totals	1 VERTE	X US TA	X STATE	ILI 0.0	LINOIS				Name	-		<	Items Freight	1,449.70 0.00
Totals	1 VERTE	X US TA	X STATE	ILI 0.0	LINOIS				Name	-		<	Items Freight cellaneous	1,449.70 0.00 0.00
Totals	1 VERTE	X US TA	X STATE	ILI 0.0	LINOIS				Name	-	•	<	Items Freight cellaneous Tax Subtotal	1,449.70 0.00 0.00
Totals	1 VERTE	X US TA	X STATE	ILI 0.0	LINOIS				Name	-	•	Mise us Inclusive Pre-	Items Freight cellaneous Tax Subtotal	1,449.70 0.00 0.00 1,449.70 0.00
Totals	1 VERTE	X US TA	X STATE	ILI 0.0	LINOIS				Name	-	•	Mise as Inclusive Pro Remaining	Items Freight cellaneous Tax Subtotal epayments	1,449,70 0.00 0.00 1,449,70 0.00
Totals	1 VERTE	X US TA	X STATE	ILI 0.0	LINOIS				Name	-	•	 Mise as Inclusive Pre- Remaining Invoice 	Items Freight cellaneous Tax Subtotal epayments ng Amount	1,449.70 0.00 0.00 1,449.70 0.00 0.00
Totals	1 VERTE	X US TA	X STATE	ILI 0.0	LINOIS				Name	-	Les	 Mise as Inclusive Pre- Remaining Invoice 	Items Freight cellaneous Tax Subtotal epayments ing Amount ce Amount ithheid Tax	1,449.70 0.00 0.00 1,449.70 0.00 0.00 1,449.70



Note: The due date of payment of the Invoice can be viewed in the Payments tab of the Invoice. Check for the payment Due Date under the Installments section of the tab.

ayments										
Number	Payment Doc	ument Status	Rec	conciled Payment Date	Paid Ar	nount Address				Remit-to Account
payments.						USD				
						050				
stallment	s					Applied Prep	ayments			
Number	Due Date	Amount (US		Designed Matter		Number	Purchase	Applied Amo	unt (USD)	Description
Number	Due Date	Gross	Unpaid	Payment Method		Number	Order	Тах	Item	Description
1 🕓	10/11/23	131.73	131.73	CHECK	1	No applied prepayn	nents.			
		131.73	131.73							

6. The View Invoices page is displayed. Click the Advanced button.

View Invoices				Done
			6	
✓ Search			Advanced Saved S	earch All Invoices 🗸
				** At least one is required
** Invoice Number		Consumption Advice		
** Supplier	•	Invoice Status	~	
Supplier Site	•	Paid Status	~	
** Purchase Order		Payment Number		
				Search Reset Save

- 7. Additional Search fields are displayed.
 - a. Select the required search criteria, select an appropriate Operator, and enter the required value in the search field. For this example, we have selected the Purchase Order field, selected the Purchase Order Operator as Starts with and entered 0000 in the field.
 - b. Click the Search button.

Note: It is mandatory to populate at least one field marked by **.

View Invoices							Done
Search						Basic Saved Search	All Invoices 🗸 🗸
						** A	t least one is required
** Invoice Number	Starts with	~		Invoice Status	Equals ~	~	
** Supplier	Equals	~	•	Paid Status	Equals ~	~	
7a Supplier Site	Equals	~	•	Payment Number	Equals ~		
** Purchase Order	Starts with	~ 0000		Invoice Amount	Equals ~		
Consumption Advice	Starts with	~		Invoice Date	Equals v m/d/yy	ŝ	
Due Date	Equals v m/d/	y Éo			7b		
						Search Reset Add Fi	elds v Reorder



8. The Search Results are displayed. Click the Invoice Number hyperlink to view the Invoice details.

Search Resu	10									
View 🔻 📰	Detach									
Invoice Number	Invoice Date	Туре	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount		Payment Number	Comme
INV-914	9/14/23	Standard	000000000009	WW GRAINGER INC	NG8025-01	1,449.70 USD	1,449.70 USD	In proc		
VV-913	9/13/23	Standard	000000000000	WW GRAINGER INC	NG8025-01	0.00 USD	0.00 USD	Cancel		

9. The Invoice page for the selected invoice is displayed. Review the details of the Invoice. Note: The below image of an Invoice shows the Summary Tax Lines. The tax here is calculated automatically using fields such as Ship-To-Location, Product, Commodity Code, etc.

	INV-914		_				_						
	Business	Unit Nuclear	and the second second	ACCORD NO.		-							and the second second
	Legal Entity Na	Constellation Energ	gy Generation,		In	voice Amount	1,449.7	70 USD					
	Supplier or P	LLC	1C		Ur	npaid Amount	1,449.7	70 USD				oice Type	Standard
	Supplier				Paym	ent Currency	USD				D	escription	
	Addr	COMMERCIAL SU	PPLY, 1017		Tax Co	ontrol Amount							Upload/View Documents
		PEORIA, IL 616053	3948										
		Date 9/14/23											
ltems	nents												
View 🔻	🔄 📄 Detach												
Line	Amount	Description	Quantity	Unit Price	UOM Name	P	urchase	Order	Rece	eipt	Consu Adv	mption rice	Tax Determinar
						Number	Line	Schedule	Number	Line	Number	Line	Ship-to Location
1	1,449.70	FUSE, INDICATING, 0.5/	A, 5	289.94	EACH	00000000	100	1					QDC-CONSTELLATIO
View 🔻	Line * Regir	me * Tax Na	ame T	ax Jurisdiction	* Tax \$	Status	* Rate	e Name	Percentage	P	Shipping Line	j and Ha	A
	Line * Regir			ax Jurisdiction	* Tax Standa		* Rate	e Name	Percentage				
View View								• Name			Line		
Totals	1 VERTE							e Name			Line		
Totals	1 VERTE							e Name			Line		
×.	1 VERTE		ιL					e Name			Line	Type	A 1,445
Totals	1 VERTE	X US TAX STATE	ιL	LINOIS				e Name			Line	Type Items Freight	A 1,445
Totals	1 VERTE	X US TAX STATE	IL 0.	LINOIS				e Name			Line	Type	A 1,445
Totals	1 VERTE	X US TAX STATE	IL 0.	LINOIS				e Name			Line	Type Items Freight	A 1,445 (
Totals	1 VERTE	X US TAX STATE	IL 0.	LINOIS				e Name			Line	Type Items Freight cellaneous	A 1,448 (((
Totals	1 VERTE	X US TAX STATE	IL 0.	LINOIS				e Name		,	Line	Type Items Freight cellaneous Tax Subtotal	A 1,445
Totals	1 VERTE	X US TAX STATE	IL 0.	LINOIS				e Name		,	Line	Type Items Freight cellaneous Tax Subtotal epayments	A 1,445 (((() () () () () () () () ()
Totals	1 VERTE	X US TAX STATE	IL 0.	LINOIS				e Name		,	Line	Type Items Freight cellaneous Tax Subtotal	A 1,445 () () () () () () () () () (
Totals	1 VERTE	X US TAX STATE	IL 0.	LINOIS				e Name		,	Line Control of the second se	Type Items Freight cellaneous Tax Subtotal epayments	A 1,445 () () () () () () () () () (
Totals	1 VERTE	X US TAX STATE	IL 0.	LINOIS				e Name		,	Line Line Kiso Kiso Kiso Kiso Kiso Kiso Kiso Kis	Type Items Freight Tax Subtotal payments ag Amount	A 1,448 () () () () () () () () () (
Totals	1 VERTE	X US TAX STATE	IL 0.	LINOIS				e Name		Les	Line Line Kissi	Type Items Freight Subtolal payments ing Amount e Amount	A 1,446 () () () () () () () () () (
Totals	1 VERTE	X US TAX STATE	IL 0.	LINOIS				e Name		Les	Line Line Kissing State Stat	Type Items Freight Subtotal ng Amount ng Amount thheid Tax	A 1,445 () () () () () () () () () (
Totals	1 VERTE	X US TAX STATE	IL 0.	LINOIS				e Name		Les	Line Line Kissing State Stat	Type Items Freight Tax Subtotal ang Amount e Amount thheid Tax	A 1,446 () () () () () () () () () (

System Steps – Searching for Agreements



- 1. The Oracle Cloud Home page is displayed.
 - e. Click the Supplier Portal tab.
 - f. Click the Supplier Portal infotile.

ORACLE	0 P \$	
Good afternoon, a Supplier Portal Tools Others		
		a data a

2. The Supplier Portal page is displayed. Click the Manage Agreements hyperlink under the Agreements section of the Tasks list.

Supplier Portal			
Search Orders V Order Number	् ् ्		
Tasks			6
Orders			
Manage Orders	Requiring Attention	Recent Activity Last 30 Days	
Manage Schedules	4		
Acknowledge Schedules in Spreadsheet			
Agreements		7	
Manage Agreements		No data available	
Shipments	110	~	
Manage Shipments	110	Transation Departs	
Create ASN		Transaction Reports Last 30 Days	
Create ASBN		Invoice Amount 1.17K USD	
Upload ASN or ASBN	106	Invoice Price Variance Amount 0 USD	
View Receipts	100		
View Returns	Schedules Overdue or Due Today Invoices Overdue		
Consigned Inventory			
Review Consumption Advices			
Invoices and Payments	Supplier News		
Create Invoice	Please visit <u>https://www.constellationenergy.com/our-work/supplie</u> Supplier Code of Conduct.	ers/latest-updates.html for the link to our	
View Invoices	Please visit https://www.constellationenergy.com/our-work/supplie	ers/involcing-and-payments.html to access our	
View Payments	Invoicing and Payments FAQ page		



- 3. The Manage Agreements page is displayed.
 - a. You can populate any of the fields such as Procurement BU, Status, Supplier Site or Agreement as required. For this example, we have populated the Procurement BU field with Nuclear.
 - b. Click the Search button.

Manage Agre	ements ⑦		Dgne
Headers Lines			
Search			Advanced Manage Watchlist Saved Search All Agreements ~
3a	Procurement BU	Nuclear V	Status 🗸 🗸 🗸
	Supplier Site	•	Include Closed and Expired Documents No 🗸
	Agreement		
			Search Reset Save

4. The Search Results with all the relevant agreements are displayed. Click the Agreement hyperlink of the required transaction.

Search					Advanced	Manage Watchlist	Saved Se	arch All Ag	reements	
ch Results ions ▼ View ▼ Forma	at 🕶 🎵 🖳	Freeze	📰 Detach 🚽 Wrap							
Procurement E	BU Agreement	Agreem Date	^{ent} Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	Start Date
Nuclear	01382991	9/20/23	2023 GRAINGER	NG8025-01	Gagliardi, Gi		7,659.23	USD	Open	1/31/23
Nuclear 4	01345967	9/20/23	2022 GRAINGER CONTRACT	NG8025-01	Gagliardi, Gi		0.00	USD	Open	1/20/22
Nuclear	00606656-REL00	005 9/20/23	JAF - 2021 IMD GRAINGER	NX18442-03	Trolano, Lori M		281.60	USD	Open	1/6/21
Nuclear	00606656-REL00	0 0€ 9/20/23	JAF - GRAINGER MISC MAT	NX18442-03	Troiano, Lori M		0.00	USD	Open	1/1/21
Nuclear	00606656-REL00	DOE 9/20/23	JAF - 2022 GRAINGER MAT	NX18442-03	Troiano, Lori M		0.00	USD	Open	1/1/22
Nuclear	00606656-REL00	0 0€ 9/20/23	JAF - 2022 SAFETY MATERI	NX18442-03	Troiano, Lori M		0.00	USD	Open	1/1/22
Nuclear	00606656-REL00	DOE 9/20/23	JAF - 2022 MATERIALS FOR	NX18442-03	Troiano, Lori M		0.00	USD	Open	1/1/22
Nuclear	00606656-REL00	0 <mark>0€</mark> 9/20/23	JAF - 2022 SUPPLIES FOR	NX18442-03	Troiano, Lori M		0.00	USD	Open	1/1/22
Nuclear	00606656-REL00	DOE 9/20/23	JAF - MATERIALS FOR MSU	NX18442-03	Troiano, Lori M		0.00	USD	Open	1/4/22
Nuclear	00606656-REL00	0 <mark>0€</mark> 9/20/23	JAF - VMI FME MATERIAL (NX18442-03	Troiano, Lori M		0.00	USD	Open	1/4/22
Nuclear	00606656-REL00	007 9/20/23	JAF - VMI FOR 2022 (WW G	NX18442-03	Troiano, Lori M		0.00	USD	Open	1/7/22
Nuclear	00606656-REL00	007 9/20/23	JAF - SECURITY BLANKET	NX18442-03	Trolano, Lori M		0.00	USD	Open	1/10/22
Nuclear	00606656-REL00	008 9/20/23	JAF - GRAINGER MISC MAT	NX18442-03	Troiano, Lori M		897.10	USD	Open	1/11/23
Nuclear	00606656-REL00	007 9/20/23	JAF - J1R25 VMI (VENDOR	NX18442-03	Troiano, Lori M		0.00	USD	Open	7/1/22
Nuclear				NIV19442-02	Troiano, Lori M		0.00	USD	Open	7/27/22
Nuclear	00606656-REL00	007 9/20/23	NMP - 2022 RP - PURCHAS	NA10442-05	fromino, contin				100 A 100 A	



- 5. The Agreement page of the selected agreement is displayed.
 - a. Review the details of the agreement as required.
 - b. You can also click the View PDF button to download and review the details of the agreement, if required.

n	reement: 01345967 (?				
General					
Procurement BU	Nuclear	Supplier	WW GRAINGER INC	Start Date	1/20/22
Agreement	01345967	Supplier Site	NG8025-01	End Date	
Status		Supplier Contact Supplier Agreement		Agreement Amount	0
	Gianna Gagliardi			Minimum Release Amount	
Creation Date	9/20/23	Communication Method	None	Released Amount	0.00 USD
				Description	2022 GRAINGER CONTRACT
Terms Notes and Attachme	nts				
Note to Supplie	r			U	pload/View Documents
Additional Information	1				
AS Revision Number		Safety Code	4	Contract Approver	036756

You have successfully completed the steps to search for POs, Schedules, Invoices and Agreements on the Supplier Portal.