

AVEVA

Supplier Portal Training Guide






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Purpose

This document is intended for suppliers. Please use this training guide to assist you when submitting your supplier registration request and using the Supplier Portal.

Symbols used in this document

	Warning
	Please note
	Useful additional information and supporting documentation for suppliers

Supplier Registration

The **Supplier Registration** online form is used to submit your registration request to become an AVEVA supplier.

Before you begin the registration process, please familiarize yourself with the following documents, which can be accessed via links on the supplier registration home page:



- Supplier registration SOP
- AVEVA's supplier code of conduct
- AVEVA's privacy policy

To begin this process:

1. Enter your email address
2. Click on the **send access code** button

AVEVA

Supplier Registration

Welcome to AVEVA Supplier Portal

Before getting started, please check the [Registration Process Guide](#) to help walk you through the process. Here [Supplier Registration SOP](#)

We also recommend you review [AVEVA's Supplier Code of Conduct](#)

Please read [AVEVA's Privacy Policy](#) to find out how we use your personal data.

When you're ready, please enter your email to verify your identity and be able to start the registration.

If you can't provide all information at once, you can save your progress and complete later. Simply return to this page, enter your email address and carry on where you've left off.

Thank you,
AVEVA Procurement team

Enter your email
Get a one-time access code to start.

Email

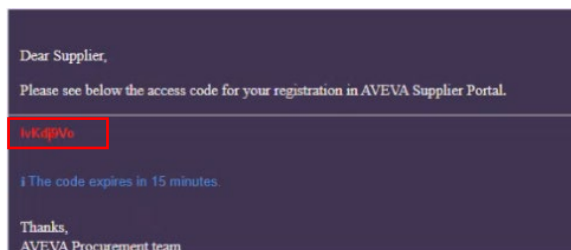
Required

Send Access Code

An access code will be sent to your email address

3. Check your email

An example of an access code is highlighted



4. Copy the **access code**
5. Return to the **supplier registration** home page
6. Paste the **access code**
7. Click on the **Continue** button

AVEVA

Supplier Registration

Welcome to AVEVA Supplier Portal

Before getting started, please check the [Registration Process Guide](#) to help walk you through the process. Here [Supplier Registration SOP](#)

We also recommend you review [AVEVA's Supplier Code of Conduct](#)

When you're ready, please enter your email to verify your identity and be able to start the registration.

If you can't provide all information at once, you can save your progress and complete later. Simply return to this page, enter your email address and carry on where you've left off.

Thank you,
AVEVA Procurement team

Enter your code
Use the code we've sent to email
340increased@rustyload.com.
The code expires in 15 minutes.

Access Code

Continue

[Get a new code](#)

How to register as a new supplier

The supplier registration opens once you enter your access code.

There are six sections which need to be completed as part of the registration process:

- Company Details
- Contacts
- Addresses
- Business Classifications
- Products and Services
- Questionnaire

Company Details

1. Complete the **Company Details** form



As you enter your company details, some fields will become mandatory, this is indicated by the word **required** beneath the relevant field, you must complete these fields.

Field	Data entry
Company	Enter your company name
Website	Enter your company website URL
Country	Select a country
Taxpayer ID	
Tax Registration Number	<p>Enter your company tax registration number</p> <p>Please note: The tax registration number field has a validation rule applied; this is to ensure the number is entered in the correct format</p> <p>In the United Kingdom for example, the format is a two-character country code plus 3, 7 or 10 digit numeric</p>

Field	Data entry
	<p>For example:</p> <ul style="list-style-type: none"> • GB123 • GB1234567 • GB1234567890 <p>This field becomes a required field once a country has been selected from the country field</p>
D-U-N-S Number	
Organizational Type	<p>Individual is displayed by default.</p> <p>You can select alternatives from the drop-down, for example, corporation, government agency, limited company etc.</p>
Supplier Type	This field displays External by default and is not editable
Note to Approver	This is a free text field; you can enter an optional note which will be visible to the Approver when they review your application
Supporting documentation	<p>Attach supporting documentation, such as tax certificates, insurance certificates etc.</p> <p>These documents can be selected from a folder or dragged and dropped into the relevant field</p>

The illustration below shows an example of a completed **Company Details** form.

Supplier Registration

Company Details

Enter Tax Registration Number or D-U-N-S Number or Taxpayer ID to be successfully registered with AVEVA

Company P B Redwood Ltd	Website www.PBRedwood.com	Country United Kingdom ▼
Taxpayer ID	Tax Registration Number GB 135356890	D-U-N-S Number
Organization Type Individual ▼	Supplier Type External	

Note to Approver
Additional insurance document to be added

Make sure you attach all required documents for smooth registration approval.

Attach tax, insurance, and other relevant documents
Required

Drag and Drop
Select or drop files here.

URL	Add URL
-----	---------

Updated just now
Cancel Save **Continue**



Please ensure that all relevant tax registration IDs are provided in the appropriate fields for example **taxpayer ID** and/or **tax registration number** supported by the tax certificates to ensure compliance with local tax laws



You must add supporting documents, this section is mandatory

In the illustration below, the supplier's insurance documentation and tax certificate have been attached.

Make sure you attach all required documents for smooth registration approval.

Attach tax, insurance, and other relevant documents Required

Drag and Drop
Select or drop files here.

<input type="text" value="URL"/>	<input type="button" value="Add URL"/>
----------------------------------	--

PB Redwood Ltd Insurance Documentation.docx	Last updated on 30/10/2024 13.69 KB	
PB Redwood Ltd Tax Certificate.docx	Last updated on 30/10/2024 13.69 KB	

At this point, you can save the page and return at a later date, or you can continue to the next page.

2. Click on the **Continue** button

Contacts

The **Contacts** page is displayed. Enter the contact details of the person any communications should be sent to. Multiple contacts can be entered.

In the illustration below, the email field has been automatically populated with the email address of the person completing the supplier registration form.

3. Enter the **Contact** details

Field	Data entry
First Name	Enter the first name of the contact
Last Name	Enter the last name of the contact
Email	The email address will auto populate with the email address you entered when registering
Job Title	Enter the job title of the contact
Country	Enter the country code
Mobile / Phone	Enter the contact mobile and/or phone number
Is this an administrative contact?	Administrative contacts will receive general communications Select Yes or No
Does this contact need a user account?	A user account will give a contact access to the Supplier Portal. From the Supplier Portal you can perform self-service tasks, such as viewing purchase orders. Select Yes or No
What user roles does this contact need?	Defaults to AVEVA External Supplier Portal

Supplier Registration

Contacts

Contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name Bella	Last Name Roberts	Email bella2694@thegrampians.net
Job Title Manager	Country GB	Mobile +44 7983 451167
Country GB	Phone +44 20 8234 6489	Ext
Country GB	Fax +44	

Is this an administrative contact?
Our communications will be sent to the administrative contact Yes No

Does this contact need a user account?
User accounts will provide online access to supplier transactions and self-service tasks. Yes No

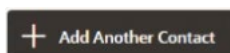
What user roles does this contact need?
Assign at least 1 user role to specify the responsibilities of the contact.

Aveva External Supplier Portal

+ Add Another Contact

Last updated 3 minutes ago Cancel Save **Continue**

4. Click on Add Another Contact button



5. Repeat the process to add as many contacts as required

At this point, you can save the page and return at a later date, or you can continue to the next page.

6. Click on the Continue button

Addresses

The **Addresses** page is displayed. The address name must be entered in a specific format. For example to enter the address name for a supplier called P B Redwood based in Cambridge, UK, the following naming convention must be followed:

Field	Data Entry
First 2 letters Country Code	GB
First 3 letters of the Town or City	CAM
First 5 letters of the Supplier Name	PBRED
2 numbers of a sequence starting from 01	01
Each entry is separated by an underscore. The supplier address name in this example is:	
GB_CAM_PBRED_01	

7. Enter the **Address** details

Supplier Registration

Addresses

Please use the following naming convention for the Address Name field: 1. Two letters of the Country Code, 2. First three letters of the Town/City, 3. First five letters of letters of Supplier name, 4. Two numbers of a sequence starting from 01. Example: AVEVA in Cambridge – GB_CAM_AVEVA_01 For more information, please review the SOP accessing here.

Address 1 🗑️

Address Name Required What's this address used for? Select at least 1 purpose.

Receive Purchase Orders Receive Payments Bid on RFQs

Country/Region: United States

Address Line 1, Address Line 2, City, State, Postal Code, County, Email, Country: US, Phone, Ext, Fax

Which contacts are associated to this address?

Updated just now Cancel Save **Continue**

Field	Data Entry
Address Name	Enter the address name, using the naming convention, for example: GB_CAM_PBRED_01
What's this address used for?	Select: <ul style="list-style-type: none"> • Receive Purchase Orders • Receive Payments • Bid on RFQs At least 1 purpose must be selected
Country/Region	Select a country from the list
Address Lines	Enter your address details
Email	Enter your email address

Field	Data Entry
Country	The country code will default from the country / region selected, for example GB, US etc.
Phone	Enter your phone number and extension
Which contacts are associated to the address?	The contacts set up in the Contacts page will be displayed. Select those contacts which are associated to the address

In the illustration below, two contacts have been created in the Supplier Portal. Both contacts have been selected and associated to the address.

To add another address:

8. Click on the **Add Another Address** button



9. Repeat the process to add as many addresses as required



Please ensure you use a unique address name in for each new address. For example, GB_CAM_PBRED_01 was used for the first address. If you are adding a new address for your London office, you would create a new address name, e.g., GB_CAM_PBRED_02.

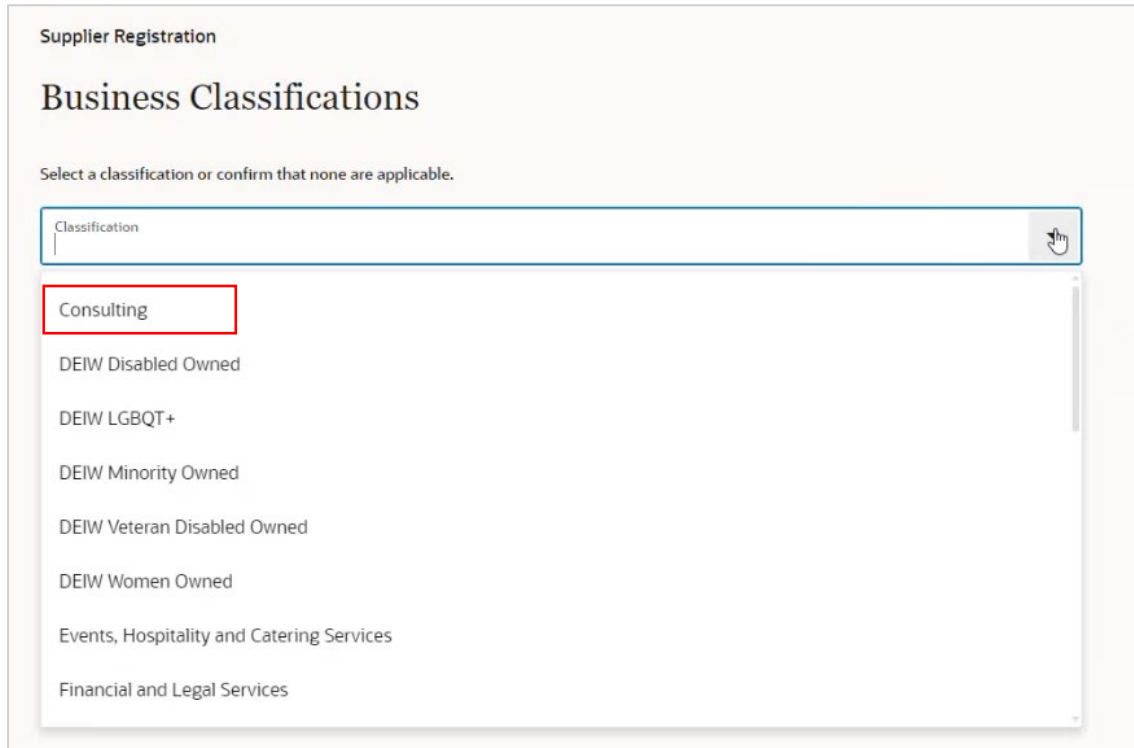
At this point, you can save the page and return at a later date, or you can continue to the next page.

10. Click on the **Continue** button

Business Classifications

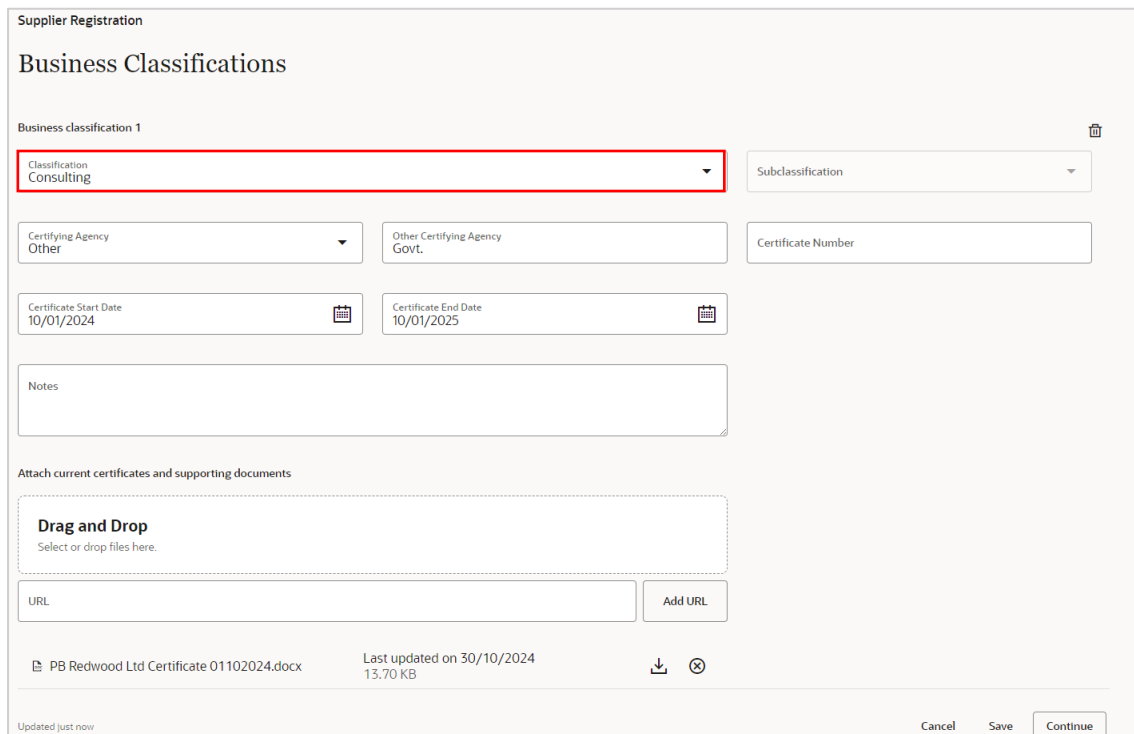
The **Business Classifications** page is displayed.

11. Click on the drop-down menu and select a classification



The screenshot shows the 'Supplier Registration' page with the 'Business Classifications' section. A dropdown menu is open, showing a list of classification options. The 'Consulting' option is highlighted with a red box. The other options listed are: DEIW Disabled Owned, DEIW LGBTQ+, DEIW Minority Owned, DEIW Veteran Disabled Owned, DEIW Women Owned, Events, Hospitality and Catering Services, and Financial and Legal Services.

In the illustration below, Consulting has been selected.



The screenshot shows the 'Supplier Registration' page with the 'Business Classifications' section. The 'Business classification 1' dropdown menu is set to 'Consulting'. The 'Subclassification' dropdown menu is empty. The 'Certifying Agency' dropdown menu is set to 'Other'. The 'Other Certifying Agency' field is set to 'GOVL.'. The 'Certificate Number' field is empty. The 'Certificate Start Date' is set to '10/01/2024' and the 'Certificate End Date' is set to '10/01/2025'. The 'Notes' field is empty. The 'Attach current certificates and supporting documents' section shows a 'Drag and Drop' area with the text 'Select or drop files here.' and an 'Add URL' button. The 'URL' field is empty. The file list shows 'PB Redwood Ltd Certificate 01102024.docx' with a size of '13.70 KB' and a last updated date of '30/10/2024'. The 'Updated just now' status is shown at the bottom left. The 'Cancel', 'Save', and 'Continue' buttons are at the bottom right.

Field	Data Entry
Classification	The classification will default from the previous screen
Certifying Agency	Select Other
Other Certifying Agency	Enter the certifying agency, for example Govt.
Certification Number	Enter the certification number if you know it and attach the certificate and any supporting documentation in the Drag and Drop area
Certificate Start Date	Enter the certificate start and end dates
Certificate End Date	
Notes	The Notes field is a free text field. Any notes will be seen by the approver
Drag and Drop	Attach any supporting documentation, for example certificates

In the illustration below P B Redwood Ltd.'s certificate has been attached.

Attach current certificates and supporting documents

Drag and Drop
Select or drop files here.

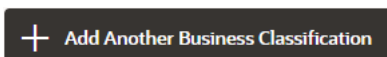
PB Redwood Ltd Certificate 01102024.docx

Last updated on 30/10/2024
13.70 KB

+ Add Another Business Classification

To add another business classification:

12. Click on the **Add Another Business Classification** button.



13. Repeat the process to add as many business classifications as required.

At this point, you can save the page and return at a later date, or you can continue to the next page.

14. Click on the **Continue** button.

Products and Services

The Products and Services page allows you to select the services your company offers. You may select more than one service from the list.

Supplier Registration

Products and Services

Search by category or description

Category	Description
<input type="checkbox"/> ▶ Accounting	
<input type="checkbox"/> ▶ Analytics and Reports	
<input type="checkbox"/> ▶ Audio Visual	
<input type="checkbox"/> ▶ Audit / Risk	
<input type="checkbox"/> ▶ Banking Services	
<input type="checkbox"/> ▶ Branding	
<input type="checkbox"/> ▶ Cleaning Services	
<input type="checkbox"/> ▶ Communications	
<input type="checkbox"/> ▶ Conferences	
<input type="checkbox"/> ▶ Consulting	
<input type="checkbox"/> ▶ Debt Collection	
<input type="checkbox"/> ▶ Employee Benefits	

Updated just now

Cancel Save **Submit**

Use the search option to search by category or description for the services your company offers or select from the Category list.

More than one category can be selected.

15. Click on the Category you wish to include

In the illustration below, two services have been selected:

- Accounting
- Consulting

You can:

- View the selected services
- Clear the selected services

2 selected View Selected Clear Selected

Supplier Registration

Products and Services

Search by category or description

2 selected View Selected Clear Selected

Category	Description
<input checked="" type="checkbox"/> ▶ Accounting	
<input type="checkbox"/> ▶ Analytics and Reports	
<input type="checkbox"/> ▶ Audio Visual	
<input type="checkbox"/> ▶ Audit / Risk	
<input type="checkbox"/> ▶ Banking Services	
<input type="checkbox"/> ▶ Branding	
<input type="checkbox"/> ▶ Cleaning Services	
<input type="checkbox"/> ▶ Communications	
<input type="checkbox"/> ▶ Conferences	
<input checked="" type="checkbox"/> ▶ Consulting	
<input type="checkbox"/> ▶ Debt Collection	

At this point, you can save the page and return at a later date, or you can continue to the next page.

16. Click on the **Continue** button

Questionnaire

The final section you will need to complete is the Questionnaire. You will be asked questions about your company, for example the size of your organization and compliance questions. The questionnaire has three sections which you must complete:

- Company Information
- Trade Compliance
- Bank Details



Please ensure you provide as much information as possible, this will ensure your registration request is processed quickly. Please pay particular attention to the mandatory fields, which are indicated by the word **Required** beneath the relevant field. You cannot submit your request until all mandatory fields are completed.

Tax Registration Number

Required

Once a section of the questionnaire is completed a is displayed. A partially completed section is shown as . In the illustration below the Company Information and Trade Compliance sections have been completed and the Bank Details section is in progress.

Questionnaire

Registration: Kindly fill below details. You may also refer attached SOP to fill the best details as you should for smooth approval of your on-boarding

Company Info Trade Compliance Bank Details

When you have completed all six sections of the registration:

- Company Details
- Contacts
- Addresses
- Business Classifications
- Products and Services
- Questionnaire

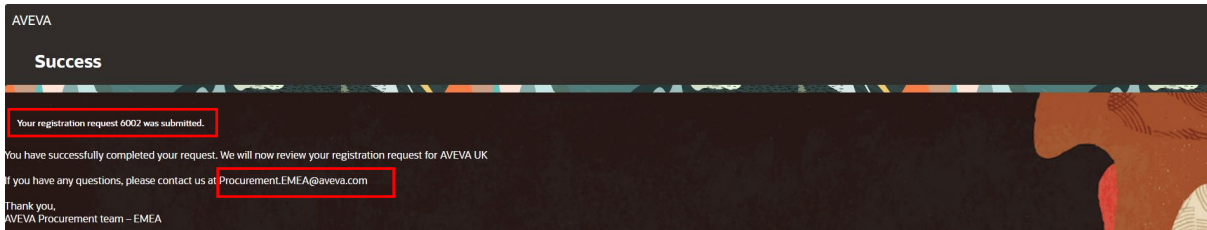
you can submit the Supplier Registration or save and submit later.

17. Click on the **Submit** button

A confirmation page is displayed confirming the successful submission of your request. A registration request number is automatically generated and displayed on the page in addition to the contact details of the relevant procurement team, should you have any questions.



Make a note of the registration request number. It will be used in all correspondence with the procurement team. You will need to include the registration number when checking the status of your registration request.

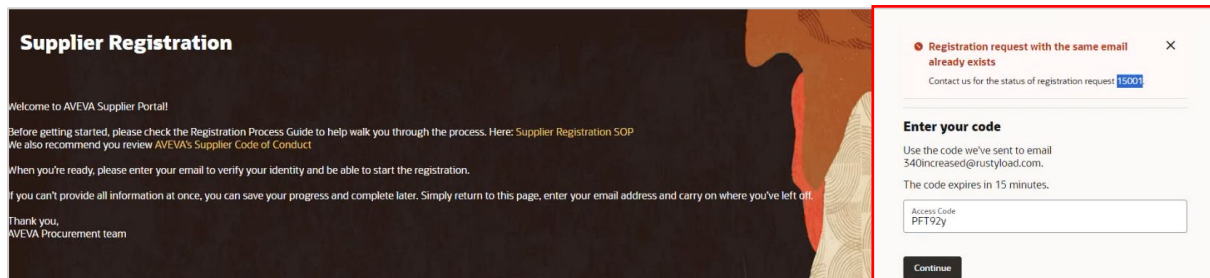


Once you submit the registration request, it is routed to the relevant procurement team for approval.



If you commence another supplier registration request while one is already being processed, you will receive the following error message:

In the example below, the user is informed that a supplier registration request with the request number 15001 is already being processed and that they should contact the Procurement team for a status update.



Approval of a supplier request

The procurement team will receive a notification of the supplier registration request. The notification will include copies of the supporting documentation attached to the supplier registration application.

Action Required: Supplier Registration Request 6002 for P B Redwood Ltd

AP AVEVA Supplier Registration Approval - <procurement@aveva.com>
To: bella2694@thegrampians.net

CAUTION - This message originated outside AVEVA

Access this task in the [Workspace Application](#) or take direct action using the links in this email:
Actions: [Approve](#) | [Reject](#) | [Request More Info](#)
 Access this task in the workspace application to send a reason for rejection to the requester.

Supplier Registration Request 6002 for P B Redwood Ltd

Details

Assignee: Daniela Berizbella	Registration Request: 6002	Approval Status: Pending Approval
Assigned Date: 10/30/24	Requested By: bella2694@thegrampians.net	Business Relationship: Prospective
Task Number: 5829638	Request Date: 10/30/24	Source: External
	Inviting Procurement BU: GB BU	Note to Approver: Additional insurance document to be added

Company Details

Company: P B Redwood Ltd	D-U-N-S Number
Supplier Type: External	Tax Country: United Kingdom
Tax Organization Type: Individual	Taxpayer ID
Corporate Web Site: www.PBRedwood.com	Tax Registration Number: *****

Attachments

Type	Category	File Name or URL	Title	Description	Attached By	Attached Date
File	From Supplier	PB Redwood Ltd Insurance Documentation.docx	PB Redwood Ltd Insurance Documentation.docx		anonymous	10/30/24 1:12 PM
File	From Supplier	PB Redwood Ltd Tax Certificate.docx	PB Redwood Ltd Tax Certificate.docx		anonymous	10/30/24 1:12 PM

The procurement team will review the supplier registration request. They have three options:

- Request Resubmit
- Reject
- Approve

Request Resubmit: The procurement team may require some additional information; in this instance you will receive an email notification asking you to resubmit your application. The email will include the reason why you are being asked to resubmit.

Reject: The procurement team may reject your request. For example, it is a duplicate request, or the request did not meet our criteria; in this instance you will receive an email notification with a brief description of the reason.

Approved: Once the request has been reviewed and approved by the procurement team you will receive an email.

The illustration below is an example of an approval notification:

Supplier Registration Request 6002 Was Approved

AP procurement@aveva.com
To: bella2694@thegrampians.net; Fiona Bole

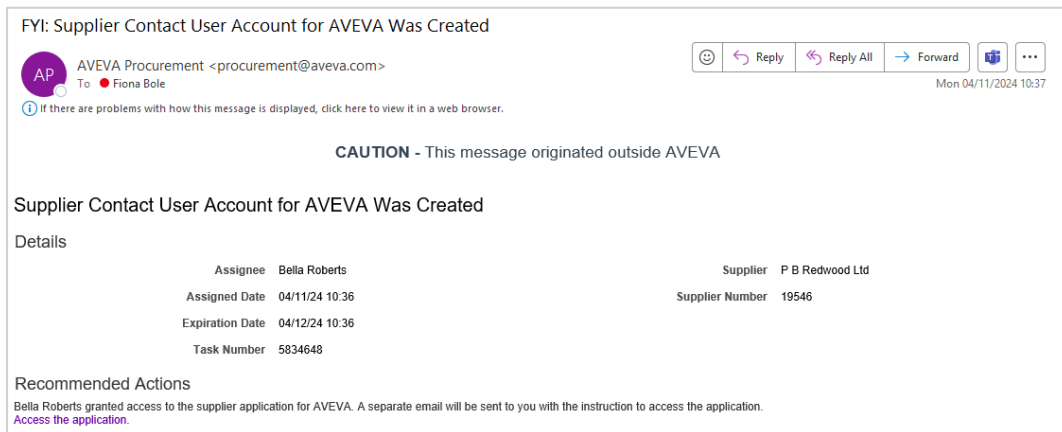
CAUTION - This message originated outside AVEVA

AVEVA (GB BU)
Your Supplier Registration Request has been Approved

Request Number	6002
Request Date	30 October 2024
Requested By	bella2694@thegrampians.net
Company	P B Redwood Ltd

User account information will be sent in a separate email.

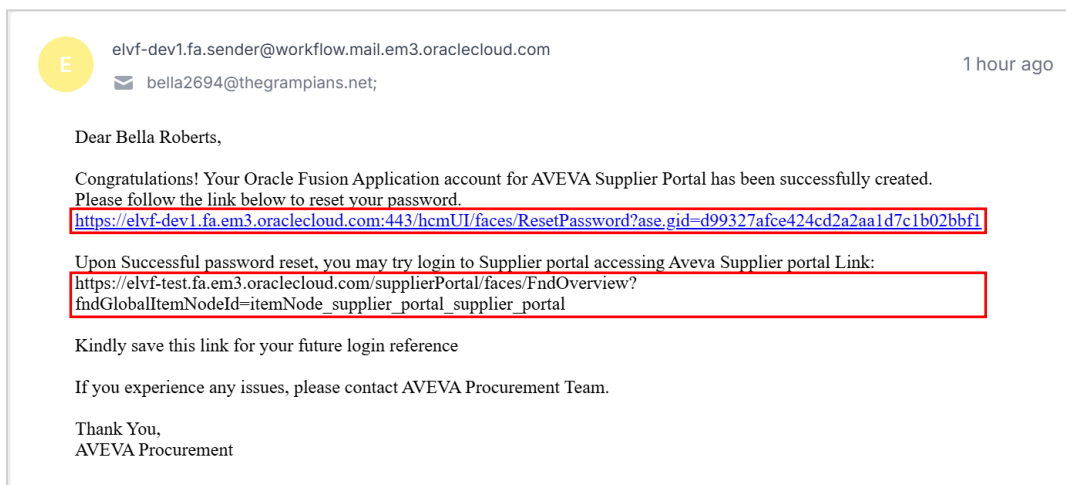
If your application is approved, you will receive an FYI notification informing you that your supplier account has been created.



You will also receive a notification with a hyperlink asking you to reset your password. Once you reset your password you will be able to log in to the Supplier Portal. Your AVEVA Supplier Portal link is included in the email.

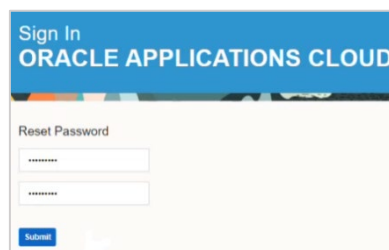
To access the AVEVA Supplier Portal:

1. Click on the hyperlink in the email



The Oracle application cloud page is displayed. You will be asked to reset your password before you can proceed.

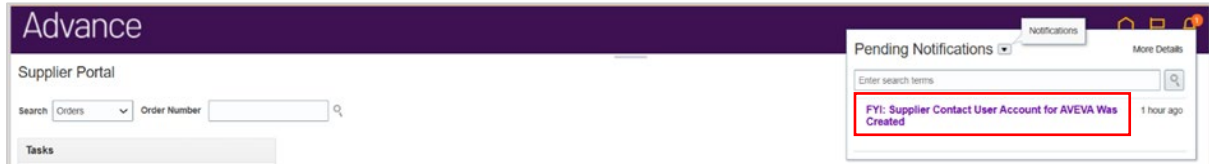
2. Enter a new password
3. Confirm the password
4. Click on **Submit**



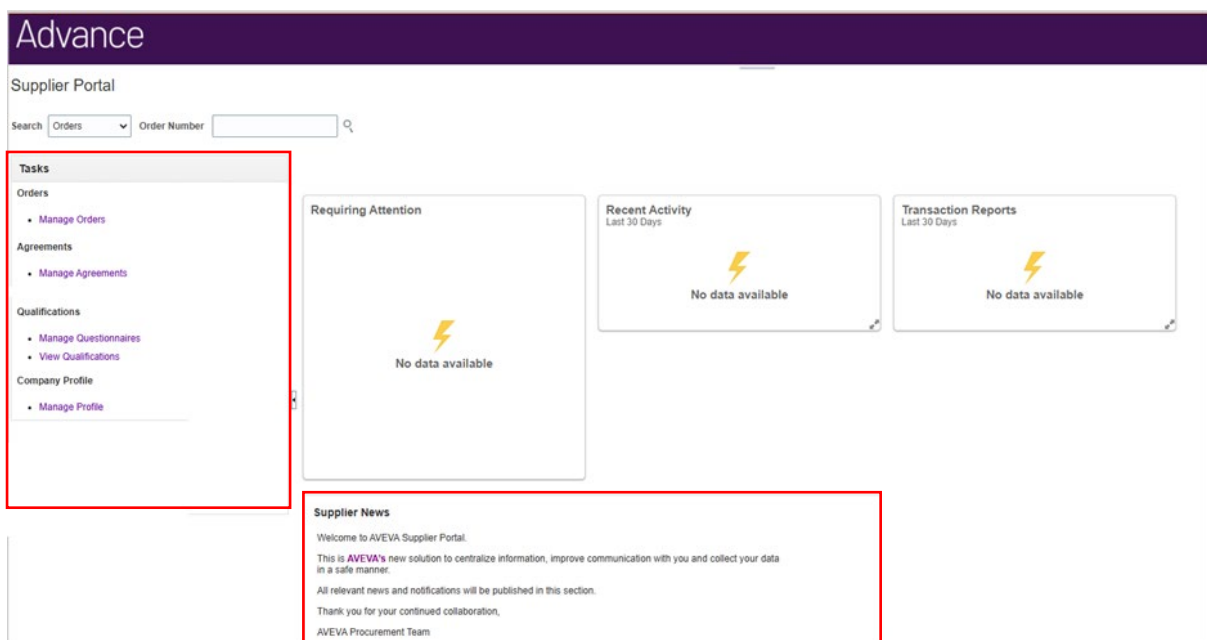
The Supplier Portal

Prospective supplier

The Supplier Portal home page is displayed. You will receive a FYI notification in Oracle informing you that the supplier account has been created. At this stage you are a **Prospective Supplier**.



The Supplier Portal home page displays a list of tasks and supplier news.



Tasks

The **Tasks** menu is divided into the following sections:

Orders	The first two tasks are not available until a supplier request has progressed from Prospective Supplier to Spend Authorized . It is at the Spend Authorized stage that AVEVA can begin to transact with a supplier.
Agreements	
Qualifications	You may be required to complete a questionnaire as part of the qualification process. The qualification process assesses whether a supplier will be promoted from a Prospective Supplier to a Spend Authorized supplier. You will receive a notification if the procurement team wants you to complete a questionnaire.
Company Profile	At any stage you can review the company details which were entered when the Supplier Registration form was completed

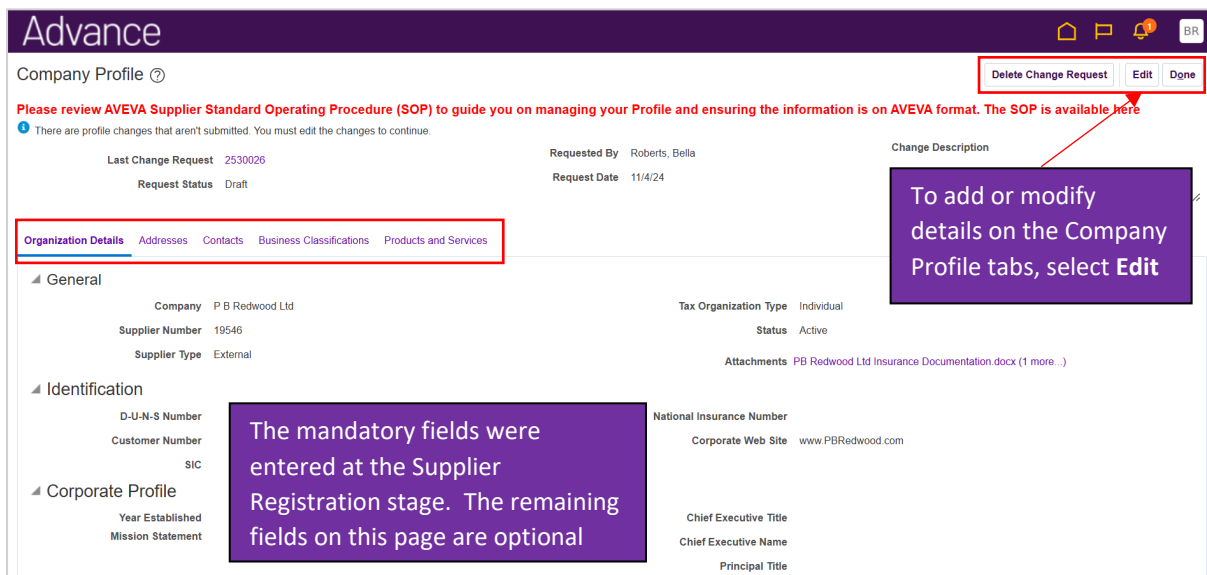
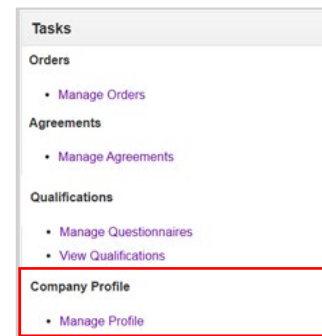
View and Edit Company Profile Details

To view the company details which were entered at the supplier registration stage and to add additional information:

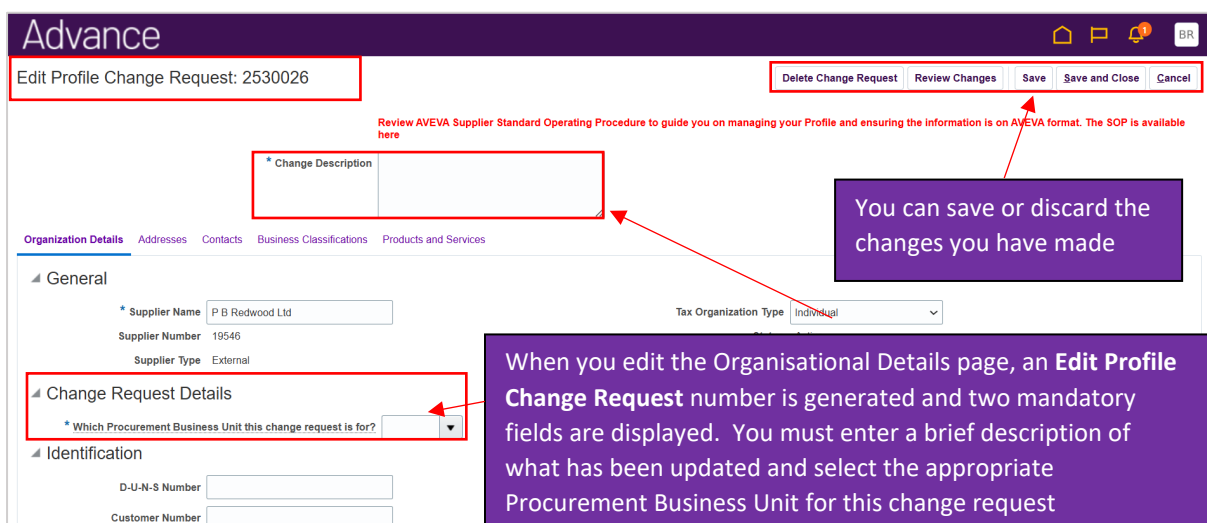
1. Click on **Manage Profile**

The Organization Details page is displayed, there are five tabs:

- Organization Details
- Addresses
- Contacts
- Business Classifications
- Products and Services



2. Click on the **Edit** button



3. Amend or add information, as appropriate

To view the Address page:

4. Click on the **Addresses** tab

The address name is displayed in the format:

Field	Data Entry
First 2 letters Country Code	GB
First 3 letters of the Town or City	CAM
First 5 letters of the Supplier Name	PBRED
2 numbers of a sequence starting from 01	01
Each entry is separated by an underscore. The supplier address name in this example is:	
GB_CAM_PBRED_01	

Company Profile

Please review AVEVA Supplier Standard Operating Procedure (SOP) to guide you on managing your Profile and ensuring the information is on AVEVA format. The SOP is available here

Last Change Request: 2530026
Request Status: Draft

Requested By: Roberts, Bella
Request Date: 11/4/24

Change Description

To add or modify details on the page, select Edit

Address Name	Address	Phone	Address Purpose	Status
GB_CAM_PBRED_01	Redwood House, 20 Madingley Road, CAMBRIDGE, Cambridgeshire, CB3 0HR, UNITED KINGDOM		Ordering, Remit to	Active

To view the Contacts page:

5. Click on the **Contact** tab

Company Profile

Please review AVEVA Supplier Standard Operating Procedure (SOP) to guide you on managing your Profile and ensuring the information is on AVEVA format. The SOP is available here

Last Change Request: 2530026
Request Status: Draft

In this illustration, two contacts have been requested. One of the users requires a User Account, which will enable them to login to the Supplier Portal

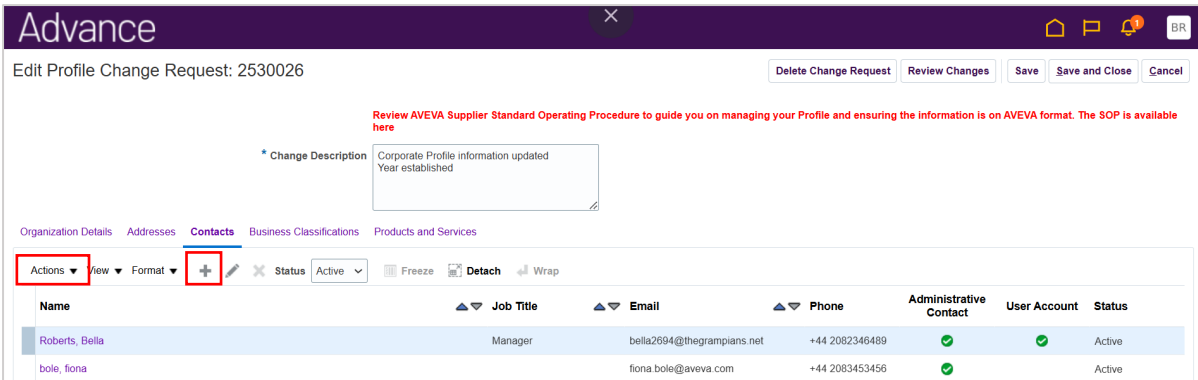
Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Roberts, Bella	Manager	bella2694@thegramplans.net	+44 2082346489	✓	✓	Active
bole, fiona		fiona.bole@aveva.com	+44 2083453456	✓		Active

To add a new contact:

6. Click on **Actions**

Actions

- Create
- Edit
- Delete



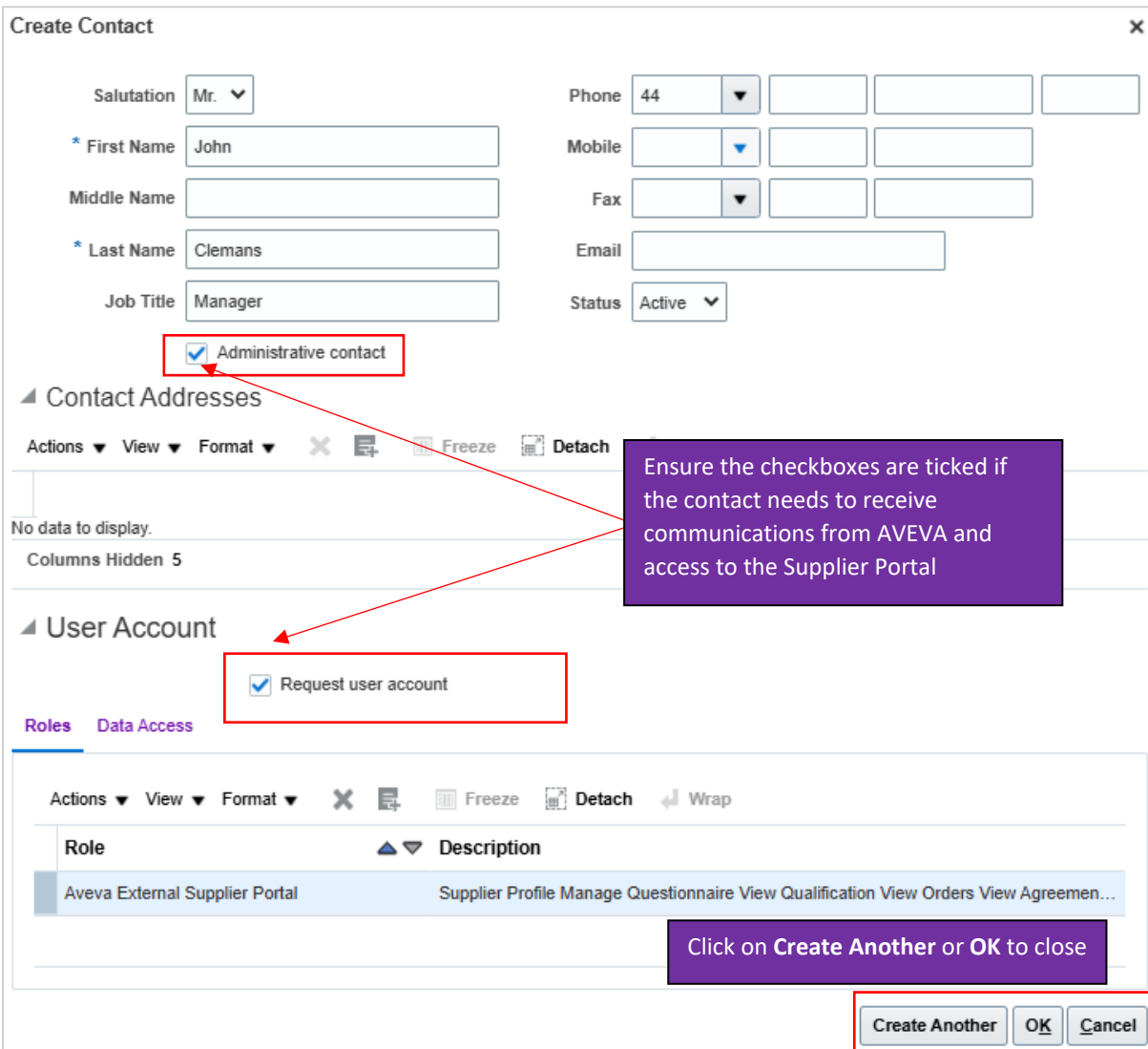
7. Add the **Contact** details

If the contact needs to receive general communications:

8. Check the **Administrative contact** field

If the contact needs to have access to the Supplier Portal:

9. Check the **Request user account** field



10. Click on the **OK** button



If you request a user account for the contact you are adding, the request will be sent for approval. Other changes to the company profile details, such as your address details or corporate profile will not require approval at the **Prospective Supplier** stage.



It is important to ensure that the address data is entered accurately and follows the required format. Incorrect or incomplete address information can lead to delays or failures in payment processing. **We strongly recommend reviewing and updating your address details carefully to avoid any disruptions in your payments.**

Once a supplier is **Spend Approved**, any amendments will be subject to approval.

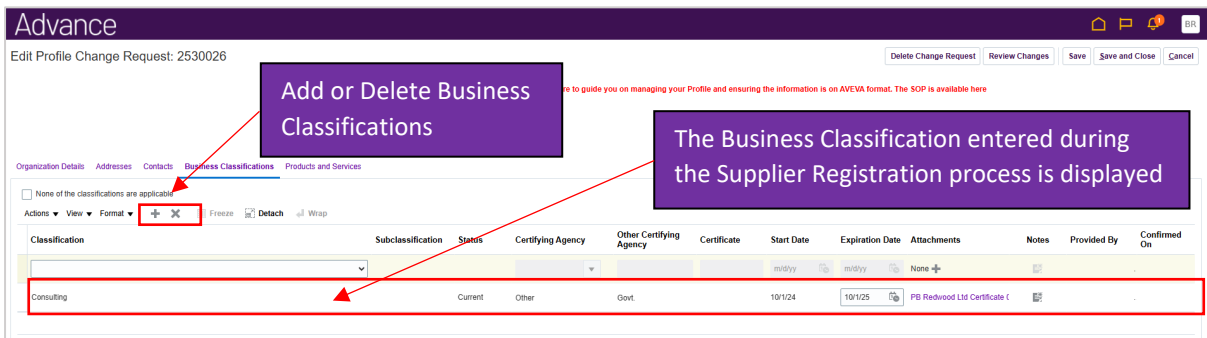
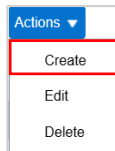
To open the Business Classifications page:

11. Click on the **Business Classifications** tab

View the business classifications entered during the supplier registration process.

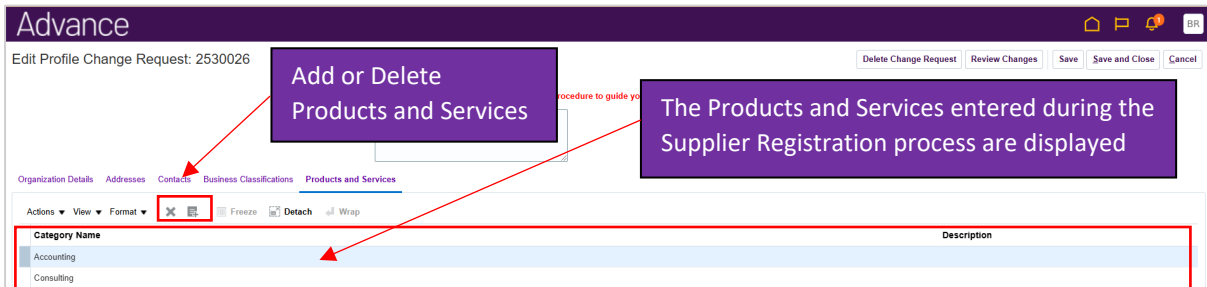
To add additional information:

12. Click on **Create** in **Actions** +



You can **Save** or **Save and Close** at any point. If you want to review or amend products and services:

13. Click on the **Products and Services** tab



When you have completed amending the Supplier Profile information:

14. Click **Save** or **Save and Close**

A confirmation is displayed:




15. Click on the **OK** button
16. Click on the **Done** button


You can return to the Supplier Profile and view or amend the information at any time.

The supplier onboarding process is complete when your status as a supplier has progressed from **Prospective Supplier** to **Spend Authorized**. This means AVEVA can begin transacting with you and begin raising purchase requisitions and purchase orders.

You will receive an email notification informing you that your onboarding has been successful and that you are listed as a Spend Authorized Supplier.

Welcome to AVEVA as Spend Authorized

 procurement@aveva.com
To:  bella2694@thegrampians.net;  Fiona Bole

 Supplier Portal - PLACEHOLDER DOCUMENT - Example Only - Aug2024.pdf
138 KB

CAUTION - This message originated outside AVEVA

Dear Supplier,

AVEVA welcomes you to be part of our pool of Suppliers. Your onboarding has been successful, and you are now listed as Spend Authorized in our organization.

For more details on the activities, you can now perform on the **AVEVA Supplier Portal**, please refer to the attached document and link to AVEVA Supplier portal: [Supplier Portal](#)

Should you have any questions or need assistance, please do not hesitate to contact us at our Procurement Desk. You may find region specific contacts in our attachment.

Thank you,
AVEVA Procurement team

The Supplier Portal

Spend Authorized Supplier

A Spend Authorized Supplier will be able to see recent activity when accessing the Supplier Portal home page.

In addition to the information you can view at the Prospective Supplier stage, you can see the status of your purchase orders from the **Tasks** menu and the info tiles.

The screenshot shows the 'Advance Supplier Portal' interface. A sidebar on the left contains a 'Tasks' menu with options like 'Manage Orders', 'Manage Agreements', 'Manage Questionnaires', and 'View Qualifications'. A callout box points to this menu with the text: 'You can access your Purchase Orders from the Task Menu'. The main content area features several tiles: 'Requiring Attention' (with a lightning bolt icon and 'No data available'), 'Recent Activity' (Last 30 Days, 'Orders opened' count of 2), and 'Transaction Reports' (Last 30 Days, 'PO Purchase Amount' of 15K GBP). A callout box points to the 'Orders opened' link in the 'Recent Activity' tile with the text: 'Click on the Orders opened link in the Recent Activity tile'. Another callout box points to the 'Transaction Reports' tile with the text: 'The Transaction Reports displays: Purchase Order Amount Over the last 30 days'.

View Recent Activity

To view the manage orders page and recent activity:

1. Click on the hyperlink

You can view the purchase order details and the lifecycle of the purchase order.

The screenshot shows the 'Advance Manage Orders' page. A callout box points to the 'Orders opened' hyperlink in the 'Recent Activity' tile from the previous screenshot with the text: 'Click on the Orders opened hyperlink to display your purchase order information'. The main content area shows a table of search results for purchase orders. The table has columns for Order, Order Date, Description, Supplier Site, Buyer, Ordered, Currency, Status, Life Cycle, and Creation Date. Two rows are visible, both for the date 11/5/24. The first row is for order GB-4401-510488 with a value of 10,000.00 GBP and status 'Open'. The second row is for order GB-4401-510487 with a value of 5,000.00 GBP and status 'Closed'. A callout box points to the 'Orders opened' hyperlink in the 'Recent Activity' tile from the previous screenshot with the text: 'Click on the Orders opened hyperlink to display your purchase order information'.

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
GB-4401-510488	11/5/24		GB_CAM_PBRD_01	EMEA, Procure...	10,000.00	GBP	Open		11/5/24
GB-4401-510487	11/5/24		GB_CAM_PBRD_01	EMEA, Procure...	5,000.00	GBP	Closed		11/5/24

In the illustration below, two purchase orders are displayed. To view the purchase order details:

2. Click on the **Order** hyperlink

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
GB-4401-510488	11/5/24		GB_CAM_PBRD_01	EMEA, Procure...	10,000.00	GBP	Open		11/5/24
GB-4401-510487	11/5/24		GB_CAM_PBRD_01	EMEA, Procure...	5,000.00	GBP	Closed		11/5/24

To return to the Supplier Portal home page:

3. Click on the **Done** button
4. Click on the **Lifecycle** icon

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
GB-4401-510488	11/5/24		GB_CAM_PBRD_01	EMEA, Procure...	10,000.00	GBP	Open		11/5/24
GB-4401-510487	11/5/24		GB_CAM_PBRD_01	EMEA, Procure...	5,000.00	GBP	Closed		11/5/24

To return to the Supplier Portal home page:

5. Click on the **Done** button

AVEVA Procurement contacts

If you have any questions, please contact your
Procurement team in the relevant area:

Americas

Procurement.AMS@aveva.com

APAC

Procurement.APAC@aveva.com

EMEA

Procurement.EMEA@aveva.com