Purchase Order Detail Communication

Purchase Orders

Purchase Orders (PO) will be sent via email to the provided group email address, but are also available on the Oracle Supplier Portal.

It is our recommendation that all vendors log into the Oracle Supplier Portal on a daily basis.

Reliance on email PO communication should NOT be the only method of verification that orders have been issued to vendors.

PDF versions of the orders are received by email or are available within the Oracle Supplier Portal and should be reviewed for all order attributes (delivery criticality, labeling details, delivery addresses, change order details).

All Items List (AIL)

The AIL is an Excel file that contains the same order attributes previously communicated via PDF. This format allows vendors to more easily organize orders through filtering, sorting, and other Excel functionality.

AILs are emailed to the vendor group email address on file whenever a purchase order is issued or revised.

Emails and their attachments may be as large as 60MB.

High-volume vendors that require an AIL more than once after PO release should reach out to the Procurement PO Buyer.