

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	It is a procurement document issued by Constellation for the purpose of
1.	(PO)	procuring both Signature and Non-Signature based Materials.
		It is a procurement document issued by Constellation to authorize the
2	Purchase Order	purchase of goods or services. It represents a commitment of a supplier to
۷.	(Release)	deliver specific products or services at agreed-upon terms, including
		quantities, prices, and delivery dates.
		It is a document or transaction that is associated with a master procurement
3.	Contract Release	contract. Contract Releases are used to specify details for individual
		procurements or orders made under the umbrella of a larger contract.
		They are used in fields to perform searches. These operators help
4.	Operator	users define the conditions under which data should be retrieved or
		displayed. For example, equals, less than, starts with, contains, etc.
		It is a formal contract or agreement that is established between Constellation
	Sourco	and its Suppliers. Source Agreements are used to outline the terms,
5.	Agroomont	conditions, and pricing for the procurement of goods or services, typically
	Agreement	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
0.	oracle oracl	through Oracle's Supplier Portal.
	Oracle	It refers to a formal contract or agreement between a buyer organization and
7.	"Agreement"	a supplier that outlines the terms and conditions of their business
	Agreement	relationship.
		It refers to a categorization or classification of invoices based on their nature,
8	Invoice Type	purpose, or characteristics. The concept of Invoice Types is used to
0.	involce Type	distinguish between different types of invoices and to apply specific
		processing rules, accounting treatment, and workflows to each type.
	Consumption	It refers to a document or notification provided by a buyer to a supplier to
9.	Advice	inform them about the actual consumption or usage of goods that were
	nuvice	previously ordered or delivered.
10	Supplier Site	This refers to a specific location or address associated with a supplier within
10.		the procurement and supplier management modules.
11	Inclusive Tax	It refers to a tax calculation method where the tax amount is included in the
11.		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,	
Supplier Portal Tools Others	
APPS 1b	
Supplier Portal	
	Strigmour.

 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.



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ORACLE		0 P Q	
Supplier Portal			
Search Orders	Q		
Tasks		(6
Manage Orders Manage Schedules	Requiring Attention	Recent Activity Last 30 Days	1
Acknowledge Schedules in Spreadsheet Agreements		4	1
Manage Agreements Shipments	110	No data available	1
Manage Shipments Create ASN Create ASN		Transaction Reports Last 30 Days Invoice Amount 1.17K USD	
Upload ASN or ASBN View Receipts	106	Involce Price Variance Amount 0 USD	

- 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							Done
Headers Schedules							
⊿ Search		Agvance	d Manage Watch	nlist Saved Search	All Orders	Ba	~
Sold-to Legal Entity		•	Order	01401377			
Bill-to BU	~		Status		~		
Supplier Site	•	Include CI	osed Documents	No ¥	3b Ser	arch 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			
Advanced Search			Basic Manage Watchlist Saved Search All Orders 🗸
Sold-to Legal Entity	Equals \checkmark	•	Order Contains 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 ②						Done
Headers Schedules				P47		
▶ Search		Advanced Manage Wat	chlist Saved Search	All Orders		~
Search Results						
Actions View V Format V J H EV Freeze Detach Wrap	Supplier Site	Buyer	Ordered Currency	Statue	Life	Creation
4 01401377 9/19/23	NX18442-01	Durham, Michae	36.89 USD	Open	Cycle	Date 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: 0140 <u>137</u>	7 ②		Acknowledge View PDF	Actions Refresh	Order Life Cycle
Main General Sold-to Legal Entity Bill-to BU	R.E. Ginna Nuclear Pow LLC Nuclear	er Plant, Supplier Supplier Ste	WW GRAINGER INC NX18442-01	Acknoweege View POP	36.89 USD	a Ordered
Order Status Buyer	01401377 Open Michael Durham	Supplier Contact Bill-to Location Ship-to Location	Nuclear Bill To Location GIN-RE GINNA NUCLEAR POWER PLANT	Source Agreement Supplier Order		View Details
Terms Notes and Attach	ments 5b				Upload/View Documents	H
Additional Informat AS Revision Number	tion	Safety Code		Contract Approver		
Actions ▼ View ▼ Fo	mat 🔻 🎵 🕎 🛛	Freeze 🔛 Detach 🚽 Wrap		A -1-114		
Line	Item Des	cription Quantity UOM	Price Ordered Stat	Addition tus AS PO Line AS Number Unit	Subline que Key AUP Burdened	
A 100	0001542397-4 HAN	GER, PIPE, CLEVIS 17 EACH	2.17 36.89 Ope	n 0001	•	

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	er			Done
		Tip - Fi	ile type(s) allowed to upload - jpg, gif, png, 7z, csv	Tip - Click on the Browse ico r, xls, xlsx, bd, zip, jlf, doc, docx, ppt, ppb, rtfc, Tip - Maximum permissable File s	n to select file(s) to be uploaded pdf, gdoc, gsheet, gslides, msg ize selected for upload is 50 MB
PC	O Creation Date 01-19-2024 Business Unit Nuclear		PO Number 01401377	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 🗸	
				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 C Deta	ach al Wran					Bill-to Lo	ocation		
Order Or	3 대 Preeze 교 Deta	ach 🚽 Wrap	Supplier Site Buyer		Order	ed Cu	Bill-to Lo Buyer Change	Order Status	5	eation ate
Order Or Columns Hidden 27	게 다 III Preeze III Deta	ach _e l Wrap	Supplier Site Buyer	_	Order	ed Ci	Bill-to Lo Buyer Change Closed D	Order Status	5	eation ite
Order Or Columns Hidden 27	引 译 Ereze 記 Det	sch ₄∄ Wrap	Supplier Site Buyer		Order	ed Ci	Bill-to Lo Buyer Change Closed D Consign	Order Status Date ment Terms I	s Enabled	reation ate
Order Or Columns Hidden 27	31 Er Erreze Si Deta	ach 🚚 Wrap	Supplier Site Buyer		Order	ed Cu	Bill-to Lo Buyer Change Closed E Consign Creation Currency	Order Status Date ment Terms I Date y	s Enabled	eation ate
Order Or Columns Hidden 27	39 EF E Freeze Description	ach 🚽 Wrap	Supplier Site Buyer		Order	ed Cu	Bill-to Lo Buyer Change Closed D Consigne Creation Currency Descripti	Order Status Date ment Terms I Date y tion	s Enabled	reation ate
Order Or Columns Hidden 27	31 EF Prezz	ach	Supplier Site Buyer		Order	ed Cı	Bill-to Lo Buyer Change Change Consigner Creation Currency Descripti Document	Order Status Date ment Terms I Date y tion ent Style	s Enabled	eation ste
Order Or Columns Hidden 27	3 EF EFF	ech el Wrap	Supplier Site Buyer		Order	ed Cı	Bill-to Lo Buyer Change I Closed D Consigni Creation Currency Descripti Documer Exclude	Order Status Date ment Terms I i Date y ion mt Style Orchestratio	s Enabled on Orders	reation ste





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.

Manage	orders (?)										Done
		_									
Headers	Schedules										
► Adv	anced Search				Basic Manag	ge Watchlist	Saved Search	All Orders			~
Search F	Results										
Actions	▼ View ▼ Format	.	Er Ereeze Platach d Wran								
/ Cabilio	• non • ronnar	· /]·	el millerer sel peren de meh						Life	Creation	
3	Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Cycle	Date	
	00606656-REL0008	9/20/23	JAF-2023 SUPPLIES FOR B/G & HVAC SUPPORT (WW GRAINGER IN	NX18442-03	Troiano, Lori M	8,572.10	USD	Open	0	9/20/23	*
	00606656-REL0005	9/20/23	JAF - 2021 IMD GRAINGER PO	NX18442-03	Troiano, Lori M	281.60	USD	Closed for R	0	9/20/23	
	00606656-REL0007	9/20/23	JAF - VMI FOR 2023 (WW GRAINGER INC)	NX18442-03	Troiano, Lori M	12,000.00	USD	Open	0	9/20/23	
	00606656-REL0008	9/20/23	JAF - GRAINGER MISC MATERIALS FOR EMD 2023	NX18442-03	Troiano, Lori M	897.10	USD	Open	0	9/20/23	
	00606656-REL0008	9/20/23	JAF - 2023 IMD GRAINGER PO	NX18442-03	Troiano, Lori M	100.08	USD	Open	0	9/20/23	18
	00606656-REL0007	9/20/23	JAF - VMI FOR 2023 (WW GRAINGER INC)	NX18442-03	Troiano, Lori M	14,000.00	USD	Open	0	9/20/23	
	01401377	9/19/23		NX18442-01	Durham, Michae	36.89	USD	Open	0	9/19/23	
	01400570	9/19/23		N221GMA-03	Merluzzi, Nikola	327.12	USD	Open	0	9/19/23	
	01400997	9/19/23		NG8025-01	Hartnett, Christine	19.79	USD	Open	0	9/19/23	1

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.

n General									
General							4		
Sold-to Legal Entity Bill-to BU Order Status Buyer Creation Date	Constellation Energy Generation, LLC Nuclear Openencein Train Open Loin Troiano 9/20/23	Supplier Supplier Site Supplier Contact Bill-to Location Work Location	WW GRAI NX18442-0 Nuclear Bi JAF-CONS FITZPATR	NGER INC 03 II To Location STELLATION ICK, LLC	C Des Source Agr Supplie	Ordered 8 cription 8 reement 0	3.572.10 USD IAF-2023 SUPPLIES FOR BIG I HVAC SUPPORT (WW RAININGER INC) 30606656-REL00082	Ordered	2K 4K 6K 8K Amount (USD) View Details
Notes and Attachn Note to Supplier	nents					Upk	pad/View Documents	8	
Additional Information	n	Safety Code	4		Contract App	rover			
Actions View View Form	nat 🕶 🎹 🐺 🦷 Freeze 😭 Deta	ch 🚽 Wrap				Additional	Information		
Line D	Description		Price	Ordered Status	AS PO Line Number	AS Sub Unique	line AUP Burdened Key		
			000000						



- 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.

Line	es Sche	dules	58							
	Actions -	Viev	v 🔻 F	Format 🔻 🎵 📴 Freeze 🔐 Detach	📣 Wrap					
	5	b	Lino	Description	Location	Requested	Promised	Status	Life	Additional Information
			Line	Description	Location	Delivery Date	Delivery Date	Status	Cycle	AS Schedule Unique Key
	Δ		1	JUNE SUMMARY BILL - \$693 TO TBCLC HEAT EXC	JAF-CONS	1/1/23	1/1/23	Open	0	
	Columns	Hidde	en 11							

- 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.

Format 👻 🗯	🛱 🏢 Freeze 😭 Deta	ach 📣 Wrap				7		Additional
_						7		Additional
llooorintion	Location	Requested	Promised	Status	Life		Received	Information
Description	Location	Delivery Date	Delivery Date	Status	Cycle		Quantity	AS Schedule Unique Key
JUNE SUMMARY	BILL - \$693 T(JAF-CONS	1/1/23	1/1/23	Open	0			
	JUNE SUMMARY	JUNE SUMMARY BILL - \$693 T(JAF-CONS	JUNE SUMMARY BILL - \$693 TC JAF-CONS 1/1/23	JUNE SUMMARY BILL - \$693 TC JAF-CONS 1/1/23 1/1/23	JUNE SUMMARY BILL - \$693 TC JAF-CONS 1/1/23 1/1/23 Open	JUNE SUMMARY BILL - \$693 TC JAF-CONS 1/1/23 1/1/23 Open	JUNE SUMMARY BILL - \$693 TC JAF-CONS 1/1/23 1/1/23 Open	JUNE SUMMARY BILL - \$693 TC JAF-CONS 1/1/23 1/1/23 Open

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		Advz	nced Manage Watchlist	Saved Search	All Schedules	•
Sold-to Legal Entity		Supplier It	tem			
Supplier Site	•	Ship-to Locat	tion	۹		
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 Schee	iules	~
Search Results										
Actions 🔻 View 🔻 Format 👻 🎢	Freeze	Detach 🚽 Wrap								
Order Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity UOM	Pricing UOM	Price	Ordered	Currency	Statu
A . 00606656-REL0008 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.

3	Sched	lules								
Acti	ons 🔻	View 🔻	Format 👻 🎵 🖙	🗐 Freeze 📓 Deta	ach 📣 Wrap					
		1 :	Description	Lestin	Requested	Promised	Status	Life	Received	Additional Information
		Line	Description	Location	Delivery Date	Delivery Date	Status	Cycle	Quantity	AS Schedule Unique Key
l	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	
	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 Vorder Number	٩		
Tasks			6
Orders			
Manage Orders	Requiring Attention	Recent Activity	
Manage Schedules	4	2001 00 000,0	
Acknowledge Schedules in Spreadsheet			
Agreements		7	
Manage Agreements		No data available	
Shipments	110		
Manage Shipments		Transaction Reports	
Create ASN		Last 30 Days	
Create ASBN		Invoice Amount 1.17K USD	
Upload ASN or ASBN	108	Invoice Price Variance Amount 0 USD	
View Receipts	100		
View Returns	Schedules Overdue or Due Today II 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	
View Invoice	Supprier Code of Conduct.		
View Payments	Prease visit <u>https://www.constellationenergy.com/our-work/supplie</u> Invoicing and Payments FAQ page	atsanvoxang-ano-payments.ntmi 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	~
		3 a				/	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	Searc	h Result	S						4	b		
	Invo Num	oice nber	Invoice Date	Туре	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice I Amount S	nvoice Status	Payment Number	Comments
4	a _	914	9/14/23	Standard	000000000009	WW GRAINGER INC	NG8025-01	1,449.70 USD	1,449.70 USD II	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).



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	Businese	Unit Nuclear												
	Legal Entity Na	Constellati	ion Energy Gen	neration,		In	voice Amount	1,449.7	0 USD					
	Supplier or P	arty WW GRAI	INGER INC			U	npaid Amount	1,449.7	0 USD			Inv	oice Type	Standard
	Supplier	Site NG8025-0	1			Paym	ent Currency	USD				De	escription	
	Addr	ess SW JEFFE PEORIA, I	CIAL SUPPLY, ERSON AVENU	1017 JE,		Tax Co	ontrol Amount							Upload/View Documents
ines Payı	Invoice E ments	Vate 9/14/23												
tems _{View} 🗸	🕎 🔐 Detach													
Line	Amount	Description		Quantity	Unit Price	UOM Name	Ρ	urchase	Order	Rece	eipt	Consur Adv	mption /ice	Tax Determinants
							Number	Line	Schedule	Number	Line	Number	Line	Ship-to Location
1	1,449.70	FUSE, INDICAT	ING, 0.5A,	5	289.94	EACH	0000000	100	1					QDC-CONSTELLATION
	Line * Regir	ne	* Tax Name	Тах	x Jurisdiction	* Tax	Status	* Rate	Name	Percentage	Р	Line	Туре	Am
	Line * Regin	me X US TAX	* Tax Name	Tax	x Jurisdiction	* Tax Standa	Status rd	* Rate	Name	Percentage 6.25	P	Line	Туре	Am
¢	Line * Regir 1 VERTE:	me Y	* Tax Name STATE	Tax	x Jurisdiction	* Tax Standa	Status rd	* Rate	Name	Percentage 6.25	P	Line	Туре	Am
Totals	Line * Regin	me X US TAX	* Tax Name STATE	Tax	x Jurisdiction	* Tax : Standa	Status rd	* Rate	Name	Percentage 6.25	P	Line	Туре	An
• Totals ax charges	Line * Regin 1 VERTE:	me X US TAX	* Tax Name STATE	Ta: ILL	x Jurisdiction	* Tax Standa	Status rd	* Rate	Name	Percentage 6.25	P	< Line	Туре	Am
Totals	Line * Regin 1 VERTE: s summary	me X US TAX	* Tax Name STATE	Ta 2 ILL	x Jurisdiction	* Tax Standa	Status rd	* Rate	Name	Percentage 6.25	P	4 Line	Type	Am 1,449.7
otals	Line * Regin 1 VERTE: s summary	me X US TAX S	* Tax Name STATE	Ta: ILL 0.00	x Jurisdiction	* Tax Standa	Status rd	* Rate	Name	Percentage 6.25	P	Line	Type Items Freight	Am 1,449.7 0.0
otals	Line * Regin 1 VERTE:	me X US TAX : Inclusive Self-Assessed	* Tax Name STATE Tax Tax	Ta: ILL 0.00 90.60	x Jurisdiction	* Tax : Standa	Status rd	* Rate	Name	Percentage 6.25	₽ }	4 Misc	Type Items Freight ceilaneous	Am 1,449.7 0.0
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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.

Lines Payment	ts									
Payments										
Number	Payment Do	cument Status	Rec	onciled Payment Date	Paid A	mount Address				Remit-to Account
No payments.						USD				
Installments	3					Applied Prepa	ayments			
Number	Due Data	Amount (US	SD)	Payment Method		Number	Purchase	Applied Amount (USD)	Description
Number	Due Date	Gross	Unpaid	Payment Methou		Number	Order	Тах	Item	Description
1 🕓	10/11/23	131.73	131.73	CHECK		No applied prepaym	ents.			
		131.73	131.73							

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

View Invoices				Done
			6	
✓ Search			Advanced Saved Sav	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 🗸
						** At	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	Č.	
Due Date	Equals v m/d/	y Éô			71		
						Search Reset Add Fiel	ds 🔻 Reorder



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

S	Search Results view ▼ ፺	S 📄 Detach									
-	Invoice Number	Invoice Date	Туре	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
	INV-914	9/14/23	Standard	000000000009	WW GRAINGER INC	NG8025-01	1,449.70 USD	1,449.70 USD	In proc		
8	IV-913	9/13/23	Standard	000000000009	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.

nitoreeri							_						
	Business U	Unit Nuclear	States in the local division in the local di	A CONTRACTOR OF A CONTRACTOR OF A CONTRACTOR OF A CONTRACTOR AND A CONTRAC									and the second second
	Legal Entity Na	Constellation Energy	Generation,		In	voice Amount	1,449.7	O USD					Chandrad
	Supplier or Pa	arty WW GRAINGER INC	;		U	npaid Amount	1,449.7	70 USD			Inv	оксе туре	Standard
	Supplier	Site NG8025-01			Payn	ent Currency	USD				De	escription	
	Addr Invoice D	COMMERCIAL SUP SW JEFFERSON AV PEORIA, IL 6160539 Date 9/14/23	PLY, 1017 ENUE, 48		Tax Co	ontrol Amount							Upload/View Documents
-ines Paym	nents												
View 🔻	🕎 🔛 Detach												
Line	Amount	Description	Quantity	Unit Price	UOM Name	P	urchase	Order	Rece	eipt	Consur Adv	nption	Tax Determinar
					Hume	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-CONSTELLATIO
View 🔻	Line * Regir	ne * Tax Nar	ne Ta	ax Jurisdiction	* Tax	Status	* Rate	e Name	Percentage	P	Shipping) and Ha	andling A
View 🗸	Line * Regir	ne * Tax Nar X US TAX STATE	ne Ta	ax Jurisdiction	* Tax Standa	Status rd	* Rate	e Name	Percentage 6.25	P	Shipping Line) and Ha	andling A
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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		
Good afternoon, a Supplier Portal Tools Others		
	- String	

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			- T
Manage Orders	Requiring Attention	Recent Activity	
Manage Schedules	4		
Acknowledge Schedules in Spreadsheet			
Agreements		7	
Manage Agreements		No data available	
Shipments	110	a	
- Manage Shinments	110	Transaction Departs	
Create ASN		Last 30 Days	
Create ASBN		Invoice Amount 1.17K USD	
Upload ASN or ASBN	100	Invoice Price Variance Amount 0 USD	
View Receipts	100		
View Returns	Schedules Overdue or Due Today Invoices Overdue		
Consigned Inventory		and a second sec	
Review Consumption Advices			
Invoices and Payments	Supplier News		
Create Invoice	Please visit https://www.constellationenergy.com/our-work/supplik 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 (?)		Doue
Headers Lines			
Search			Advanced Manage Watchilst Saved Search All Agreements V
- 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.

Manage Agreements	s			3			_	_			Done
Search Search Results Actions view view Format	- 第 ⋤	Freeze	🔐 Detach 👴 Wrap		Advanced M	anage Watchlist Sa	aved Sear	rch All Ag	reements		~
Procurement B	J Agreement	Agreemer Date	ⁿ¹ Description	Supplier Site	Buyer	Agreement Rel Amount Ar	eased mount	Currency	Status	Start Date	
Nuclear	01382991	9/20/23	2023 GRAINGER	NG8025-01	Gagliardi, Gi	7,	659.23 l	JSD	Open	1/31/23	
Nuclear 4	01345967	9/20/23	2022 GRAINGER CONTRACT	NG8025-01	Gagliardi, Gi		0.00 L	JSD	Open	1/20/22	
Nuclear	00606656-REL00	005 9/20/23	JAF - 2021 IMD GRAINGER	NX18442-03	Troiano, Lori M		281.60 l	JSD	Open	1/6/21	
Nuclear	00606656-REL00	00E 9/20/23	JAF - GRAINGER MISC MAT	NX18442-03	Troiano, Lori M		0.00 (JSD	Open	1/1/21	
Nuclear	00606656-REL00	00E 9/20/23	JAF - 2022 GRAINGER MAT	NX18442-03	Troiano, Lori M		0.00 (JSD	Open	1/1/22	
Nuclear	00606656-REL00	00€ 9/20/23	JAF - 2022 SAFETY MATERI	NX18442-03	Troiano, Lori M		0.00 1	JSD	Open	1/1/22	
Nuclear	00606656-REL00	00€ 9/20/23	JAF - 2022 MATERIALS FOR	NX18442-03	Troiano, Lori M		0.00 1	JSD	Open	1/1/22	
Nuclear	00606656-REL00	00€ 9/20/23	JAF - 2022 SUPPLIES FOR	NX18442-03	Troiano, Lori M		0.00 1	JSD	Open	1/1/22	
Nuclear	00606656-REL00	00€ 9/20/23	JAF - MATERIALS FOR MSU	NX18442-03	Troiano, Lori M		0.00 (JSD	Open	1/4/22	
Nuclear	00606656-REL00	00€ 9/20/23	JAF - VMI FME MATERIAL (NX18442-03	Troiano, Lori M		0.00 (JSD	Open	1/4/22	
Nuclear	00606656-REL00	007 9/20/23	JAF - VMI FOR 2022 (WW G	NX18442-03	Troiano, Lori M		0.00 1	JSD	Open	1/7/22	
Nuclear	00606656-REL00	007 9/20/23	JAF - SECURITY BLANKET	NX18442-03	Troiano, Lori M		0.00 L	JSD	Open	1/10/22	
Nuclear	00606656-REL00	008 9/20/23	JAF - GRAINGER MISC MAT	NX18442-03	Troiano, Lori M		897.10 l	JSD	Open	1/11/23	
Nuclear	00606656-REL00	007 9/20/23	JAF - J1R25 VMI (VENDOR	NX18442-03	Troiano, Lori M		0.00 (JSD	Open	7/1/22	
Nuclear	00606656-REL00	007 9/20/23	NMP - 2022 RP - PURCHAS	NX18442-03	Troiano, Lori M		0.00 l	JSD	Open	7/27/22	
Nuclear	00606656-REL00	007 9/20/23	JAF - J1R25 - RX SERVICES	NX18442-03	Troiano, Lori M		0.00 (JSD	Open	9/23/22	
Nuclear	00606656-REL00	007 9/20/23	JAF - 2023 RP GRAINGER	NX18442-03	Trolano, Lori M		0.00 (JSD	Open	1/1/23	
Nuclear	00606656-REL00	007 9/20/23	JAF - 2023 SAFETY GRAIN	NX18442-03	Trolano, Lori M		0.00 (JSD	Open	1/1/23	+



- 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.

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General					
Procurement BU	Nuclear	Supplier	WW GRAINGER INC	Start Date	1/20/22
Agreement	01345967	Supplier Site	NG8025-01	End Date	
Status	Open	Supplier Contact		Agreement Amount	0
Buyer	Gianna Gagliardi	Communication		Minimum Release Amount	
Creation Date	9/20/23	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.