

Navigation Information for Supplier Portal

4. Manage Deliverables

Step	Action
1.	From the Orders Tab, click on the Deliverables link.
2.	Click on the pencil icon under Update on the Deliverable Name that needs to be updated.
3.	The Description field will have information concerning what deliverable is being requested.
4.	Click Add Attachment and upload the requested information then click Apply.
5.	Change the Status to Submitted then click Apply to complete submission of the deliverable.