AIM for Business Flows

DO.070 USER GUIDE

King Fahd University of Petroleum & Minerals (KFUPM)

Hitachi Consulting

Oracle i-Supplier

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CHAPTER

1

Registration

his Chapter contains the following topics:

1. Registering Supplier

Training Guide

Registering a Supplier

Self-service prospective vendor registration enables you to register your interest in establishing a business relationship with the buying company. Once registered, you can provide details about your company and describe the types of goods and Services you provide. You need to provide your company name, key tax identification details, and main company address. This information is verified against existing records to ensure that duplicate registration information is not recorded. If company information is already approved in the buyer's system, an e-mail is sent to your current company contact regarding the new registration request.

| Category | Description/Value |
|-------------------|--|
| Process No | SP-0101 |
| Process Case Name | Register Supplier |
| Navigation Path | Purchasing Supper User > Supply Base > Supplier User Creation > Register Supplier User |

Register Supplier User

The buying company initiates the process of adding new suppliers by inviting supplier users to register, or by registering supplier users directly. If you receive an invitation to access Oracle iSupplier Portal, you can respond to the invitation (and provide user profile information, such as name and contact details), or forward the invitation to another user in your company. For example, the buying company may send an invitation to the Vice President of Sales within your organization; he can forward it to the appropriate person in his company. The user who responds can change any of the details except the name of the supplier company for whom he or she is registering. If your buying company has multiple definitions for the same supplier, or if a supplier has multiple subsidiaries, your buying company may give you access to view information for multiple supplier definitions.

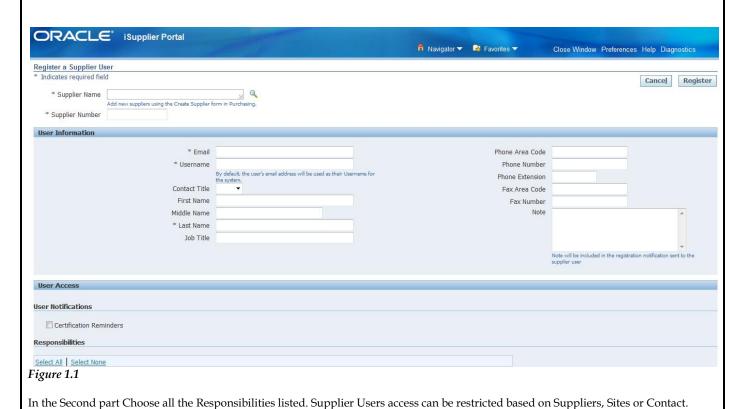




Figure 1.2

A buyer administrator will approve or reject the user's registration. The user receives notification of the buyer administrator's actions. The notification includes the URL at which the user can access the network, plus any additional information such as the username and a system-generated password needed for initial login. (The user will be prompted to change this password after first login.) If the buying company chooses to register a new user account directly, the user will receive an e-mail notification with the URL, username, and system-generated password. If additional people in your company need access to Oracle iSupplier Portal, they should contact the buyer administrator to request additional accounts.

Pre-requisites N/A

CHAPTER

2

Navigating & Searching

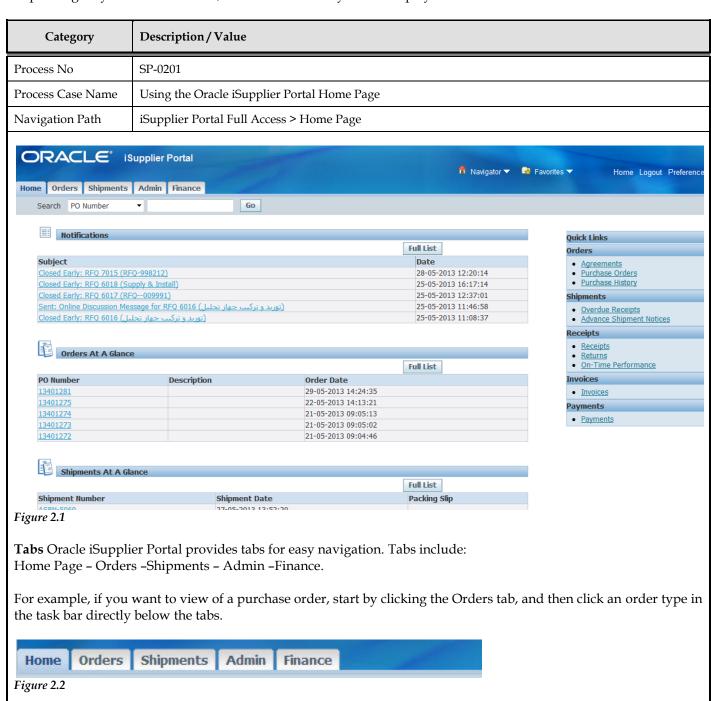
T

his Chapter contains the following topics:

- 1. Using the Oracle iSupplier Portal Home Page
- 2. Setting Up User Preferences
- 3. Searching

Using the Oracle iSupplier Portal Home Page

This chapter includes information to help you learn how to navigate and search in Oracle iSupplier Portal. After you learn the basic techniques, you will be able to search for transaction information, and respond accordingly. Depending on your authorizations, the Admin tabs may not be displayed.



1) Home page Tab

This page provides the following information:

Global buttons

The following buttons display on the home page and all Oracle iSupplier Portal pages:

Home - Returns you to the main portal where you can select another responsibility or application Logout

Preferences - Displays the **Preferences** page

Quick Links (Right side of Home Page)

This section displays direct links to various functionality in the Oracle iSupplier Portal application; it actually displays a procure-to-pay flow through the Oracle iSupplier Portal application. Click any link to go directly to the corresponding page.



Figure 2.3

Notifications

To view notifications, click the linked subject. Notifications are messages that you may respond to. For example, a supplier may have submitted a change request and is waiting for you to respond to (accept) it. Some notifications are view-only, while other notifications require action. To view your notifications, click the linked subject to open the **Notification Details** page. This page provides complete notification details, as well as the appropriate action button.

After you select an action, the **Notifications Summary** page displays.

- -You can continue to respond to any additional notifications you have.
- -You can continue working by clicking any of the tabs.



Figure 2.4

Orders at a Glance

To view your five most recent orders, click a purchase order number to view purchase order details. Pending Change Requests

To respond to supplier change requests, click a purchase order number.



Figure 2.5

For example, if you want to view purchase order details, start by clicking the Orders tab, and then click Purchase Orders in the task bar directly below the Home Page tab.

Search The Search field enables you to enter a document number and quickly find information about:

- Purchase orders
- _Shipments
- _Invoices
- _Payments



Figure 2.6

To search for a document:

- 1. Select which type of document you would like to search.
- 2. Enter the document number and click Go

Shipments at a Glance

This section displays recent shipments. Click a shipment number to view a list of your recent shipments. To view a complete list of your Notifications, Orders at a Glance, or Shipments at a Glance, click Full List.



Figure 2.7

2) Orders Tab

Purchase Orders

The View Purchase Orders page displays the most recent 25 purchase orders (use the Previous and Next links to view additional purchase orders). Oracle iSupplier Portal enables you to track your purchase orders throughout the entire procure-to-pay flow.

Supplier can do many activates as:

- Viewing / Printing Purchase Orders
- Acknowledging Purchase Orders

Category

Description/Value

- Submitting Change Requests
- Splitting Shipments
- Viewing Change History on Purchasing Orders

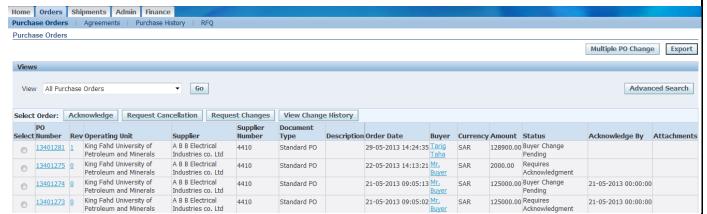


Figure 2.7

Agreements

Supplier agreements are purchase agreements you have made with the buying company. On the Supplier agreements page, you can review the details of those agreements, and the corresponding releases (orders) that have been created for a particular agreement.



Figure 2.8

To view agreements, click the Orders tab, and then Agreements in the task bar directly below the tabs. Use the search criteria to get a summarized list of agreements. For each agreement, you can select to view the releases created to date for that agreement. You can export details from any page.

Editing Agreements:

As from time to time you may need to update your catalog content at the buyer's site. You can do this by editing the blanket agreement you have with your buyer providing the buyer has enabled the agreement to allow you to do so.

Purchase Order Revision History

The PO Revision History page enables you to search for details on the revision history of a purchase order. Using the search criteria, you can get a summarized list of purchase orders that have been revised. You may choose to compare each revised PO to the original PO, the previous PO, or last signed PO (if the revised PO has been signed). You can also view all changes made to the PO.

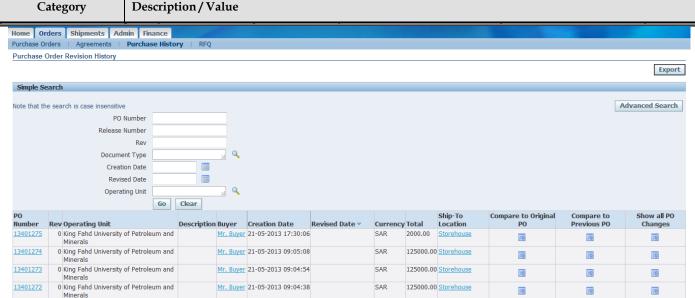


Figure 2.9

Requests For Quotes (RFQ)

Viewing requests for quotes (RFQs) enables you to select possible negotiations to participate in with the buying company.

To view RFQs, click the Orders tab, and then click RFQ in the task bar directly below the tabs. Enter search criteria in the search fields and click Go. The RFQ Summary page provides the details of all RFQs created by the buying company in its ERP application.

Click any of the links on the RFQ Summary page to get more details about the RFQ.

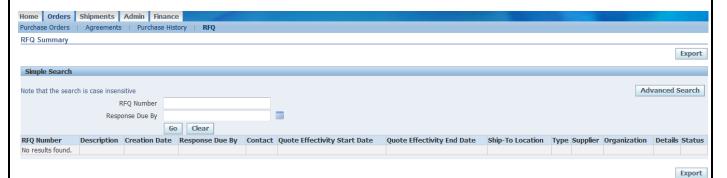


Figure 2.9

3) Shippments Tab

Shipment Notices

Oracle iSupplier Portal enables you to view your existing shipments. Using your shipments you can create or cancel advance shipment notices. The system enables you to view other shipment information such as delivery schedules. Using shipping features, you can alert the buyer to upcoming shipments and expedite receipts and payments for the buying company.

Shipping information details all of your shipping transactions on Oracle iSupplier Portal. You can create or cancel shipment notices as well as view shipment delivery schedules and overdue shipment receipts.

The shipping information section includes:

- Creating Advance Shipment Notices (ASN) and Advance Shipment Billing Notices (ASBN)
- Uploading Routing Requests
- Viewing Routing Responses
- Viewing Delivery Schedules

Category

Description/Value

- Viewing Receipts
- Viewing Overdue Receipts
- Viewing Returns
- Viewing On-Time Performance

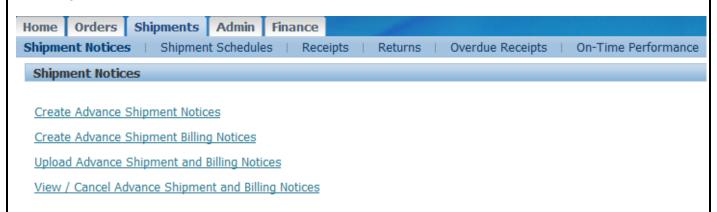


Figure 2.10

Creating Advance Shipment Notices (ASN) / Advance Shipment Billing Notices (ASBN)

When you enter an Advance Shipment Notice (ASN) or Advance Shipment Billing Notice (ASBN), you alert the buying company of upcoming shipment deliveries. To create an ASN or ASBN, select the purchase order shipments being shipped and provide the appropriate shipment details.

You can create advance shipment notices and advance shipment billing notices using PO shipment lines. To create advance shipment notices and advance shipment billing notices:

- 1. Click the Shipments tab, and then click Shipment Notices in the task bar directly below the tabs.
- 2.On the **Shipment Notices** page, click Create Advance Shipment Notices for an ASN or Create Advance Shipment Billing Notice for an ASBN.
- 3. Select either View Shipments Due This Week or View Shipments Due Any Time, and then click Go. Click Advanced Search to enter additional search criteria to perform a more restrictive search.
- 4. Select one purchase order for each shipment, and then click Add to Shipment Notice.

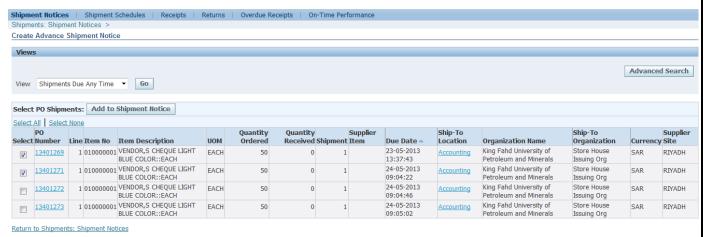


Figure 2.11

The details that can be specified on an ASN/ASBN include:

Shipment Lines: Supplier Can modify Quantity Shipped & UOM

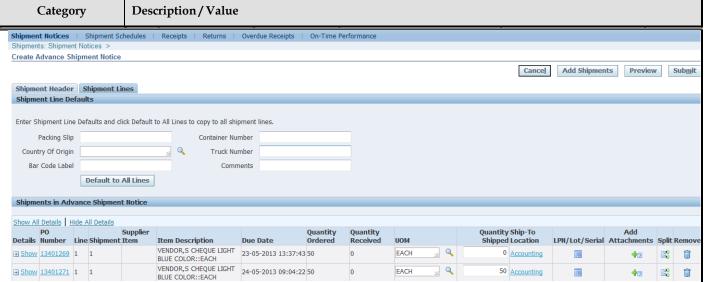
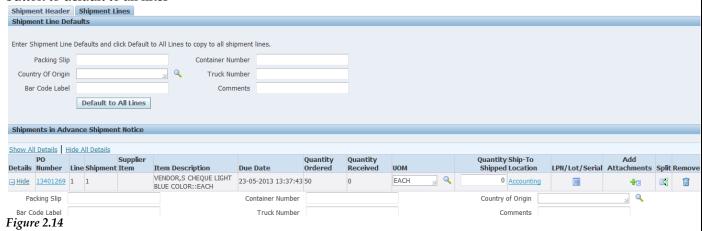


Figure 2.12

When Clicking on the Show link it will expand to include:

- Packing Slip
- Country of Origin
- Bar Code Label
- Container Number
- Truck Number
- Comments

For many rows, these fields can be defaulted by entering the information at the top then press default to All Lines button to default to all lines



Shipment Headers

After entering the required data at line levels, go to the Headers level to enter the other information: (Required fields are marked with *)

- Shipment Number*
- Shipment Date*
- Expected Receipt Date*
- Freight Information
- Freight Terms
- Number of Containers
- Freight Carrier
- Waybill/Air bill Number
- Bill of Lading

Category

Description/Value

- Packaging Code
- Packing Slip
- Tar Weight
- Special Handling Code
- Net Weight
- Tar Weight UOM

When creating an ASBN, the system basically creates an invoice in the buyer's payables system. Creating an ASBN will requires the same above information, in addition to the above details, the following billing details should be provided (Required fields are marked with *):

- Invoice Number*
- Invoice Amount*
- Invoice Date*
- Payment Terms
- Freight Amount
- Tax Amount

4) Admin Tab

Management of your company's profile information involves the use of a high-level page. The **General** information page provides a quick, high-level display of information at the company level. You can use the General information page to add an attachment to your profile. Adding attachments allows you to upload documents Pertinent to your relationship with the buying company or upload documents that may have been specifically requested by the buying company (for example, tax documents).



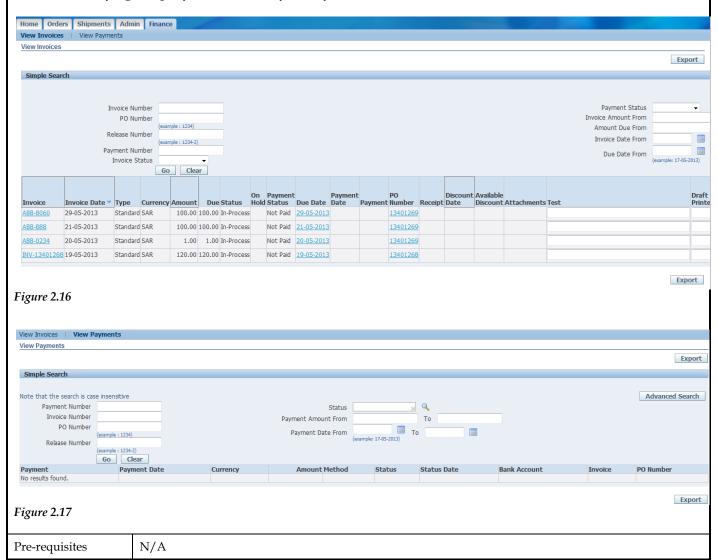
Figure 2.15

Category Description/Value

4) Finance Tab

Invoice and Payment Information

You can access invoice and payment information as well as review invoice status online using Oracle iSupplier Portal. If the buying company uses Oracle Payables, you can also submit invoices online.



Setting Up User Preferences

| Category | Description/Value | | | | | |
|-------------------|--|--|--|--|--|--|
| Process No | SP-0202 | | | | | |
| Process Case Name | Setting Up User Preferences | | | | | |
| Navigation Path | iSupplier Portal Full Access > Home Page | | | | | |

Setting Up User Preferences

You can change your user settings or preferences at any time using the Preferences icon. You can change the following references:

_General - You can select your language, territory, time zone, client character encoding (the character set that's used in your page display), and accessibility features (such as screen reader use).

Note: Date and time values are always displayed to you in the time zone you set in your user preferences, even if you're buying

company is in a different time zone

- Notification You can select how you want to receive your notifications (for example, in HTML or plain text email).
- Formatting You can define your date format and number format (from Reginal section).
- _Password You can reset or change your password. A valid password must be at least five, but no more than 30, characters. Passwords can be numeric, alphanumeric, or special characters

To change your preferences:

1. Click the Preferences icon.

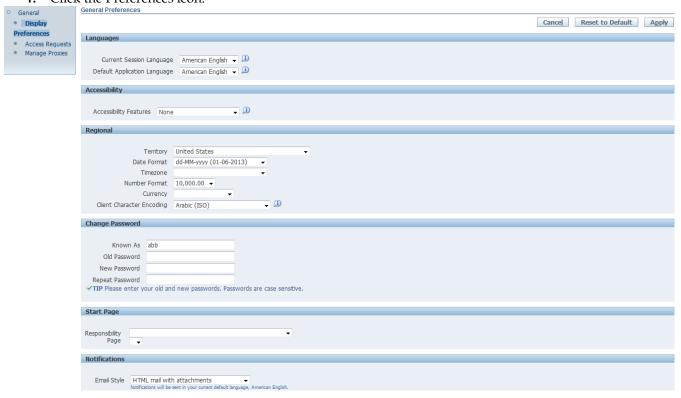


Figure 2.18

- 3. Complete or update the required fields.
- 4. Click Apply to save your changes. Click Cancel to return to the system without making any changes.

Requesting Access to unassigned Responsibilities

Supplier User can request access to some unassigned Responsibilities not assigned to him by pressing the Request Access button

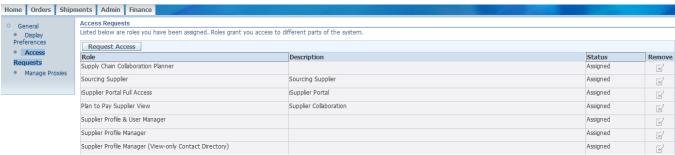


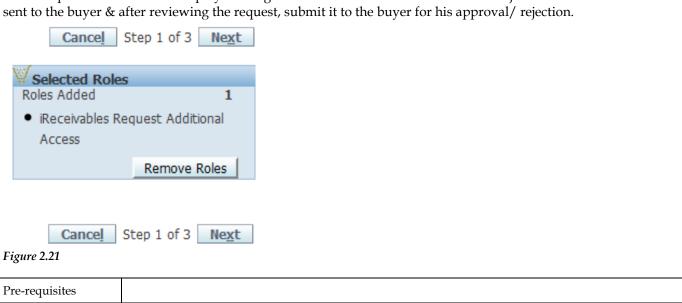
Figure 2.19

After pressing the button, user can select the required responsibility to request for accessing it then press the Add To List button to add it to the Cart (right side of the page - see figure 2.21)



Figure 2.20

The user proceeds to the next step by clicking on the Next button in order to enter the justification that will be sent to the buyer & after reviewing the request, submit it to the buyer for his approval/rejection.



Searching

| Category | Description/Value |
|-------------------|--|
| Process No | SP-0203 |
| Process Case Name | Searching |
| Navigation Path | iSupplier Portal Full Access > Home Page |

Searching

Oracle iSupplier Portal provides extensive search criteria on all pages to help you retrieve information. The search results have a number of columns that you can sort for your data. Some common search fields are PO number, Invoice Number, Payment Number, Date, and Status. You can use the percent sign (%) as a wildcard to search for generic items. For example, to search for all orders beginning with 27 and end in a 5 (such as 275, 2715, 27125) enter 27%5. The% wildcard does not control the number of wild characters

Note: The search logic attempts to find matches containing values in any position.

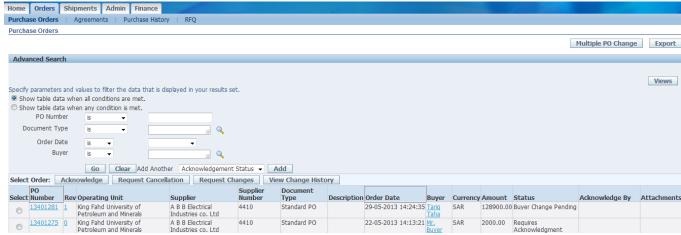


Figure 2.22

Using "Advanced Search," you can build and narrow searches with the available search operators. Search operators enable you to specify the matching conditions for a search. Available search operators are:

- Is Use this operator for an exact match.
- Is not Use this operator to exclude a specific match.
- Contains Use this operator to find a partial match.
- Starts with Use this operator to find a partial match only at the beginning.
- Ends with Use this operator to find a partial match that only ends with your criteria.
- Greater than Use this operator to include results greater in value than a value specified.
- Less than Use this operator to include results lower in value than a value specified.
- After Use this operator to include results with a date after the specified date.
- before Use this operator to include results with a date before the specified Date

| D | |
|---------|---------|
| Pre-req | uisites |

CHAPTER

3

Order Information

T

his Chapter contains the following topics:

- 1. Purchase Orders
- 2. Agreements
- 3. Purchase Order Revision History

Order Information

The real-time data provided in Oracle iSupplier Portal allows you to communicate procure-to-pay information with the buying company while viewing the purchase order flow. Using purchase order information, you can acknowledge purchase orders, make change requests to purchase orders, split shipments, or cancel orders. You can also view supplier agreements and the revision history of a purchasing document.

| Category | Description/Value | | | | | |
|---|---------------------------------------|--|--|--|--|--|
| Process No | SP-0301 | | | | | |
| Process Case Name Viewing Purchase Orders | | | | | | |
| Navigation Path | iSupplier Portal Full Access > Orders | | | | | |

Viewing Purchase Orders

You can view details such as terms and conditions, lines, shipments, and attachments. When you navigate to the View Purchase Orders page, the most recent 25 purchase orders are displayed. Alternatively, you can view all orders that require acknowledgment, and all orders pending supplier change. An advanced search is available to define your search even further. You also have the option to export the displayed data.

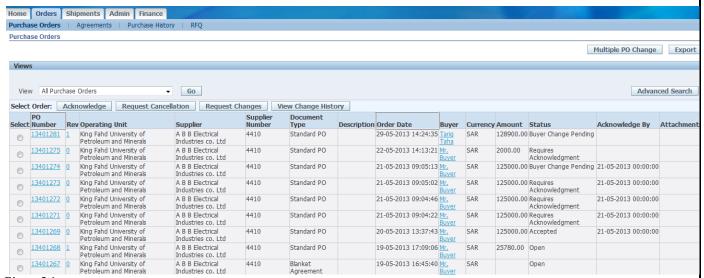


Figure 3.1

To view purchase order header and line details, click the purchase order number



Figure 3.2

A buyer administrator will approve or reject the user's registration. The user receives notification of the buyer administrator's actions. The notification includes the URL at which the user can access the network, plus any additional information such as the username and a system-generated password needed for initial login. (The user will be prompted to change this password after first login.) If the buying company chooses to register a new user account directly, the user will receive an e-mail notification with the URL, username, and system-generated password. If additional people in your company need access to Oracle iSupplier Portal, they should contact the buyer administrator to request additional accounts.

On the View Order Details page, you can view the order and PO details.

Note: In the PO Details section, to view Details, clicks Show. To hide details, click Hide.

| O Details | | | | | | | | | | | | | | | | | |
|-------------|------------------|-------------|------------|----------|-----------|----------|----------|---------------------|--------------|-----------|--------|---------------|-----------|----------------------|-------|--------|-----------|
| | | | | | | | | | | | | | | | | | |
| now All De | tails Hide All | Details | | | | | | | | | | | | | | | |
| etails Line | Туре | Item/Job | Supplier | Item | Descript | tion | | | | UOM | Qty | Price | Amount 9 | Status | Attac | hments | Reason |
| Hide 1 | Goods | 010000001 | | | VENDOR | S CHEQUE | LIGHT BL | UE COLOR::EACH | | EACH | 100 | 1289 | 128900.00 | Open | | | |
| ipments | | | | | | | | | | | | | | | | | |
| ipilients | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | Qty | | | Amount | | | | | | | | | | | |
| nipment | Ship-To Loca | ation Order | d Received | Invoiced | Ordered | Received | Invoiced | Promised Date | Need-By Date | Payment 5 | Status | Status | | Supplier Line | Split | Reason | Attachmen |
| | Storehouse | 10 | | | 128900.00 | | | 01-06-2013 14:24:35 | | | | Requires Ackn | | | | | |

Figure 3.3

You can also view receipts, invoices, and payments related to the selected order by clicking the Receipts, Invoices or Payments in the Related Information section on the **View Order Details** page. In addition to viewing purchase order details, you can submit acknowledgments to orders for which a buyer has requested acknowledgment, as well as submit an electronic signature of approval to a buyer. You can view a history of change requests submitted, as well as a buyer's response to each change request.

Acknowledging Purchase Orders

When creating a purchase order, buying companies can request acknowledgment of the purchase order. If so, you will receive a notification requiring your response. The purchase order may include a date by which you need to acknowledge or sign it.

You acknowledge purchase orders to communicate to the buying company that you have received, reviewed the details of, and accepted or rejected a purchase order. You can also communicate changes to the purchase order during acknowledgment.

You can either acknowledge the order online, or accept or reject the order using the notification. The notification does not allow shipment level acknowledgment, which must be entered online. When you respond, the purchase order is automatically updated, and a notice is sent to the buyer. You can submit acknowledgments for an entire order, or for individual shipments.

For example, if you can fulfill only part of a purchase order, accept the shipments you can fulfill, and reject the others. You can also communicate change requests during acknowledgment. For example, if you cannot fulfill a shipment on the given date, but can fulfill it a few days later, you can communicate a date change request instead of rejecting the shipment line.

To acknowledge purchase orders:

- 1. Click the Orders tab, and then click Purchase Orders in the task bar below the tabs.
- **2.** Select Purchase Orders to Acknowledge, and then click Go. If you know the PO number of the purchase order you would like to acknowledge, you can use advanced search to display purchase orders.
- 3. Select a purchase order with a status of Requires Acknowledgment, and click Acknowledge.
- **4.** On the **Change Purchase Order** page, you can accept or reject an entire order, or you can accept or reject individual shipment.



Figure 3.4

Selecting the Acknowledge option from the Action menu then pressing the Go button will show the next page with all the following options:

Reject Entire Order - Accept Entire Order - View Change History - Export - Submit:



Figure 3.5

Order Level acknowledgment:

- To accept an entire order, click Accept Entire Order, enter a note to your buyer, and click Submit.
- To reject an entire order, click Reject Entire Order, enter a note to your buyer, and click Submit.

Shipment Level acknowledgment:

_To respond at a shipment level, in the PO Details section, make your changes. Enter the response reason, and click Submit. The available actions at the shipment level are Accept, Reject, and Change. After you have completely acknowledged the order, the buyer is notified of your acknowledgment response.

Submitting Change Requests

Oracle iSupplier Portal enables you to request changes to purchase orders when modifications are needed to fulfill an order. You can make changes during and after acknowledgment.

To submit change requests:

- 1. Click the Orders tab, and then click Purchase Orders in the task bar below the tabs.
- **2.** On the **Purchase Orders** page, search for and select a purchase order.
- 3. Click Request Changes.
- **4.** On the **Change Purchase Order** page, enter your changes. If you would like to make changes to shipment details, click Show.



Figure 3.6

- **5.** You may request changes to:
- Price/Price Breaks on Blanket Agreements
- _Supplier Item
- _Quantity Ordered
- _Promised Date
- Supplier Order Reference Number
- _Additional Change Requests use this text box if you would like to submit more changes than offered above. You may enter both order and line reference numbers. If you would like to split a shipment (see Next page). In the reason text box, you can enter a reason for your change request.
- 6. Click the appropriate action button from the action list. Enter your reason for change, and then click Submit.

Note: After submitting your changes, the purchase order status changes to *Supplier Change Pending* until the buyer approves the changes.

To view change order history:

This view enables you to view the history of change requests submitted on a document, and the corresponding buyer response.

- 1. Click the Orders tab, and then click Purchase Orders in the task bar below the tabs.
- 2. Search for and select a purchase order, and then click View Change History.
- 3. View the change order history details on the PO Change Order History page.

Category Description/Value

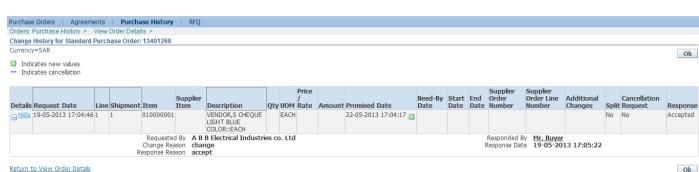


Figure 3.7

4. Click OK to return to the Purchase Orders page

Splitting Shipments

You can request to split a shipment. For example, if you can only partially ship the quantity ordered for the given date, you can enter a split shipment change request. This request will let the buyer know the number of items you can deliver and what date you will deliver them. To request to split a shipment:

- 1. Click the Orders tab, and then click Purchase Orders in the task bar below the tabs.
- 2. Search for and select a purchase order, and then click Request Changes.
- 3. On the Change Purchase Order page, click Show to display shipment details.
- 4. Click the split icon on the desired shipment line. (Another row is added for your split shipment).

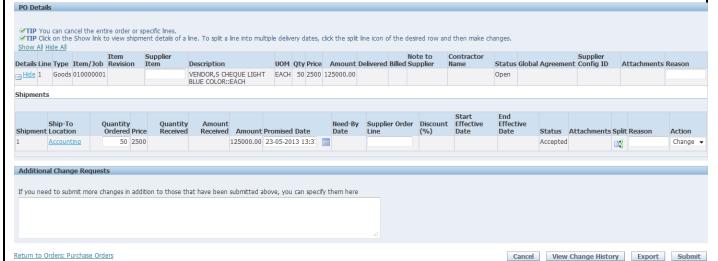


Figure 3.8

- 5. In the Quantity Ordered field of the first shipment line, enter a new quantity.
- **6.** In the Quantity Ordered field of the second shipment line, enter the new quantity.
- 7. Change the Promised Date.
- 8. Enter the Supplier Order Line.
- **9.** Enter a reason for splitting.
- 10. Select an action for change.
- 11. Click Submit.

Note: You can split a shipment as many times as needed. To create more shipment lines, click the split icon.

Canceling Orders or Shipments

You can submit cancellation requests for an entire order or a particular shipment. You can also submit changes and cancellations at the same time Click the Orders tab, and then

- 1. Click Purchase Orders in the task bar below the tabs.
- 2. Search for and select a purchase order, and then click Request Cancellation.
- 3. On the **Request Cancellation** page, click Cancel.

Note: To cancel a few shipments, but not the entire order, click Show in the PO Details section, and then select Cancel from the

Action list of values (on the shipment line you want to cancel). Enter a cancellation reason, and then click Submit



Figure 3.9

Agreements

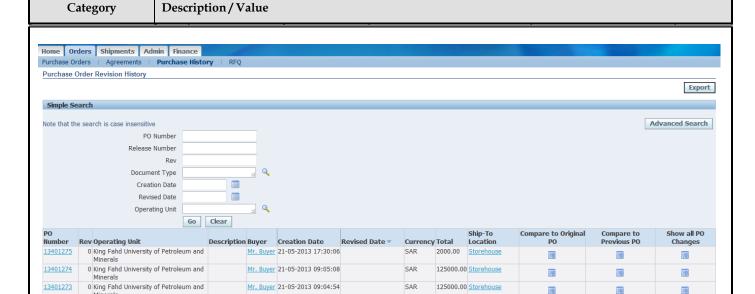
Supplier agreements are purchase agreements you have made with the buying company. On the Supplier Agreements page, you can review the details of those agreements, and the corresponding releases (orders) that have been created for a particular agreement. To view agreements, click the Orders tab, and then Agreements in the task bar directly below the tabs. Use the search criteria to get a summarized list of agreements. For each agreement, you can select to view the releases created to date for that agreement. You can export details from any page



Figure 3.10

Purchase Order Revision History

The PO Revision History page enables you to search for details on the revision history of a purchase order. Using the search criteria, you can get a summarized list of purchase orders that have been revised. You may choose to compare each revised PO to the original PO, the previous PO, or last signed PO (if the revised PO has been signed). You can also view all changes made to the PO.



13401272 Figure 2.9

Requests For Quotes (RFQ)

0 King Fahd University of Petroleum and

Viewing requests for quotes (RFQs) enables you to select possible negotiations to participate in with the buying company.

To view RFQs, click the Orders tab, and then click RFQ in the task bar directly below the tabs. Enter search criteria in the search fields and click Go. The RFQ Summary page provides the details of all RFQs created by the buying company in its ERP application.

125000.00 Storehouse

Click any of the links on the RFQ Summary page to get more details about the RFQ.

Mr. Buyer 21-05-2013 09:04:38



Figure 3.11

Requests For Quotes (RFQ)

Viewing requests for quotes (RFQs) enables you to select possible negotiations to participate in with the buying company.

To view RFQs, click the Orders tab, and then click RFQ in the task bar directly below the tabs. Enter search criteria in the search fields and click Go. The RFQ Summary page provides the details of all RFQs created by the buying company in its ERP application.

Click any of the links on the RFQ Summary page to get more details about the RFQ.



CHAPTER

4

Shipping Information

T

his Chapter contains the following topics:

- 1. Using Advance Shipment Notices and Advance Shipment Billing Notices
- 2. Viewing Receipt Information

Shipping Information

Oracle iSupplier Portal enables you to view & manage your existing shipments. Using your shipments you can create or cancel advance shipment notices. The system enables you to view other shipment information such as delivery schedules.

Using shipping features, you can alert the buyer to upcoming shipments and expedite receipts and payments for the buying company. Shipping information details all of your shipping transactions on Oracle iSupplier Portal. You can create or cancel shipment notices as well as view shipment delivery schedules and overdue shipment receipts.

| Category | Description/Value |
|-------------------|--|
| Process No | SP-0401 |
| Process Case Name | Shipping Information |
| Navigation Path | iSupplier Portal Full Access > Shipments |

Shipment Notices

Oracle iSupplier Portal enables you to view your existing shipments. Using your shipments you can create or cancel advance shipment notices. The system enables you to view other shipment information such as delivery schedules. Using shipping features, you can alert the buyer to upcoming shipments and expedite receipts and payments for the buying company.

Shipping information details all of your shipping transactions on Oracle iSupplier Portal. You can create or cancel shipment notices as well as view shipment delivery schedules and overdue shipment receipts.

The shipping information section includes:

- Creating Advance Shipment Notices (ASN) and Advance Shipment Billing Notices (ASBN)
- Uploading Routing Requests
- Viewing Routing Responses
- Viewing Delivery Schedules
- Viewing Receipts
- Viewing Overdue Receipts
- Viewing Returns
- Viewing On-Time Performance

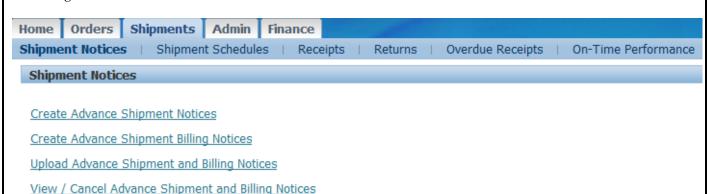


Figure 4.1

Using Advance Shipment Notices and Advance Shipment Billing Notices

When you enter an Advance Shipment Notice (ASN) or Advance Shipment Billing Notice (ASBN), you alert the

Category

Description/Value

buying company of upcoming shipment deliveries. To create an ASN or ASBN, select the purchase order shipments being shipped and provide the appropriate shipment details.

Creating Advance Shipment Notices

You can create advance shipment notices and advance shipment billing notices using PO shipment lines.

To create advance shipment notices and advance shipment billing notices:

- 1. Click the Shipments tab, and then click Shipment Notices in the task bar directly below the tabs.
- **2.** On the **Shipment Notices** page, click Create Advance Shipment Notices for an ASN or Create Advance Shipment Billing Notice for an ASBN.
- **3.** Select either View Shipments Due This Week/ Due Any Time, and then click Go. Click Advanced Search to enter additional search criteria.
- **4.** Select one or multiple purchase order shipments, and then click Add to Shipment Notice.
- 5. On the Create Advance Shipment Notice or Create Advance Shipment Billing

Notice page, enter the appropriate shipment line defaults.

The details that can be specified on an ASN/ASBN include:

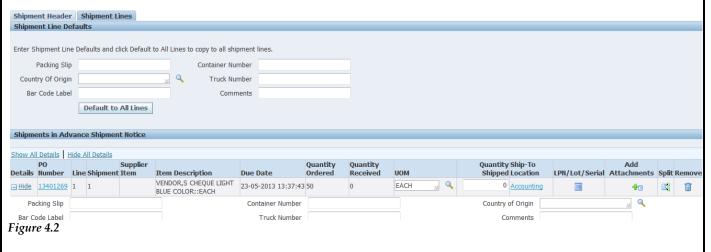
• Shipment Lines information

You can enter the line details once for all shipment lines if the details are common to all lines. To copy all default shipment lines, click Default to All Lines.

These fields can be seen in shipment details, to view them, click Show in the Shipment and Advance Shipment Notice section. To hide shipment details, click Hide in the Shipment.

Shipment Line Defaults:

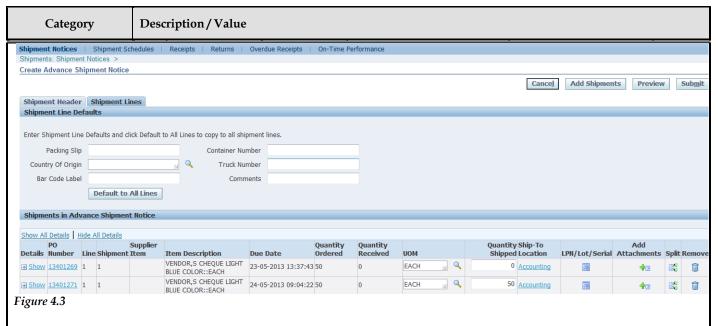
- Packing Slip
- Country of Origin
- Bar Code Label
- _Container Number
- Truck Number
- Comments



Main information that can be entered:

Supplier Can modify Quantity Shipped

LUOM



Note:

- _To split a shipment line, click the split icon in the Shipments in Advance Shipment Notice section, and enter Shipping Quantity for the original and new lines.
- _To remove a shipment, click the remove icon in the Shipments in Advance Shipment Notice section. (You can always add more shipments by clicking Add Shipments on the **Shipments Line** page.)

After entering the lines details, Click Shipment Headers. Enter the required ASN or ASBN information. You can also enter other information. The information you enter at the header level is transferred to the line level. (However, changes you make at the line level override information at the header level).

- Shipment Headers information
- _Shipment Information (Required fields are marked with *)
- _Shipment Number*
- _Shipment Date*
- _Expected Receipt Date*
- _Freight Information
- _Freight Terms
- _Number of Containers
- _Freight Carrier
- _Waybill/Air bill Number
- Bill of Lading
- Packaging Code
- _Packing Slip
- _Tar Weight
- _Special Handling Code
- _Net Weight
- _Tar Weight UOM
- _Comments
- Net Weight UOM

| Category | Description / Value |
|--|---|
| Shipment Header | Shipment Lines |
| Shipment Information | |
| Snipment Informati | OII . |
| * Indicates required fi | eld |
| * Shipmer | * Shipment Date |
| * Expected Re | ceipt Date Note: Shipment Date cannot be later than today |
| | Example: 01-06-2013 16:16:59 |
| Freight Information | |
| | |
| Freight 1 | Terms 🔟 🔍 Freight Carrier 🔟 🔟 🔍 |
| Number of Conta | ainers Bill of Lading |
| Waybill/Airbill Nu | mber Packing Slip |
| Packaging | |
| Tar W | |
| Net W | |
| Comn | nents |
| Figure 4.4 | |
| | |
| When creating an ASBN, the system basically creates an invoice in the buyer's payables system. | |
| Creating an ASBN will requires the same above information, in addition to the above details, the following billing details should be provided (Required fields are marked with *): | |
| • Invoice Number* | |
| • Invoice Amount* | |
| Invoice Date*Payment Terms | |
| • Freight Amount | |
| Tax Amount | |
| Billing Information | |
| * Indicates required field | |
| * Invoice Number * Invoice Date | * Invoice Amount Payment Terms |
| Freight Amount | Currency SAR |
| Tax Amount Remit To Site | |
| Name RIYADH | |
| Address 251 Riyadh 11383 | |
| , SA | |
| Bank Account | Change |
| | |

Figure 4.5

eturn to Create Advance Shipment Billing Notice

After entering the header information, click Apply.

- **6.** To preview the ASN or ASBN, click Preview.
- 7. Review the ASN or ASBN and click Submit.

Cancel Add Shipments Preview Submit

Uploading Advance Shipment Notices

If you have a large volume of ASNs or ASBNs, you may create a spreadsheet containing shipment details and upload it into your buying company's system Using the spreadsheet template in iSupplier Portal, you can create shipment notices offline, and then upload the file.

To download instructions on how to upload ASN and ASBNs:

- 1. Click the Shipments tab, and then click Shipment Notices in the task bar directly below the tabs.
- **2.** On the **Select a Task** page, click Upload Advance Shipment and Billing Notices.
- 3. On the **Upload Advance Shipment and Billing Notices** page, click Download Template for instructions on uploading an ASN/ASBN.

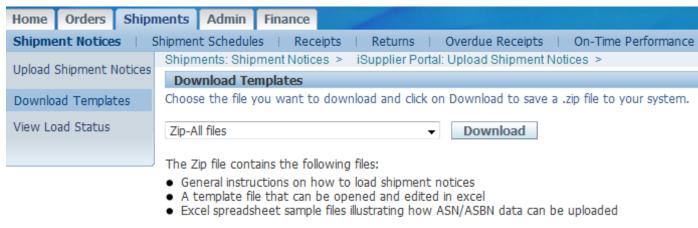
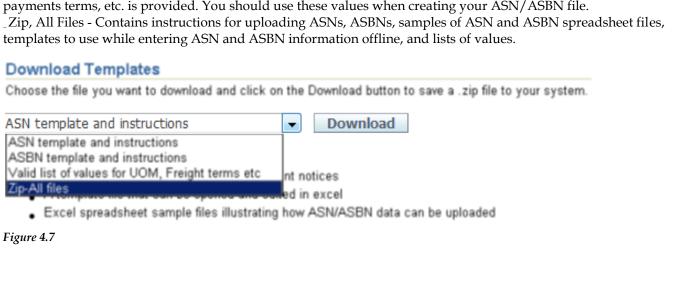


Figure 4.6

- 4. On the **Download Templates** page, choose the file you want to download and click Download. You may choose from the following files to download:
- ASN Template and Instructions Contains instructions for uploading ASNs, a sample ASN spreadsheet file, and the template to use when entering ASN information offline.
- ASBN Template and Instructions Contains instructions for uploading ASBNs, a sample ASBN spreadsheet file, and the template to use when entering ASBN information offline.
- _Valid List of UOM, freight terms, etc.... A list of values including country of origin, UOM, freight, carriers, payments terms, etc. is provided. You should use these values when creating your ASN/ASBN file.
- templates to use while entering ASN and ASBN information offline, and lists of values.



Canceling Advance Shipment Notices

When you cancel an ASN or ASBN, the system sends a notification to the buyer. You can always reenter an ASN for the same purchase order shipments at a later time. When you cancel an ASBN, both the shipment notice and corresponding invoice that was issued in the buyer's payable system are canceled.

To cancel a submitted advance shipment notice or advance shipment billing notice:

- 1. Click the Shipments tab, and then click Shipment Notices in the task bar directly below the tabs.
- 2. On the **Select a Task** page, click View/Cancel Advance Shipment Notices.
- **3.** On the **View/Cancel Advance Shipment Notices** page, search for and select the advance shipment notice you would like to cancel.
- 4. Click Cancel Shipment Notice. A notification of your cancellation is sent to the buyer.

Note: You can use the advanced search feature to narrow your search.

Important: Canceling a shipment notice cannot be undone. An ASN cannot be canceled if any of the lines have been received by the buying company. You can cancel an ASBN if none of the lines has been received and the invoice has not been paid by the buying company

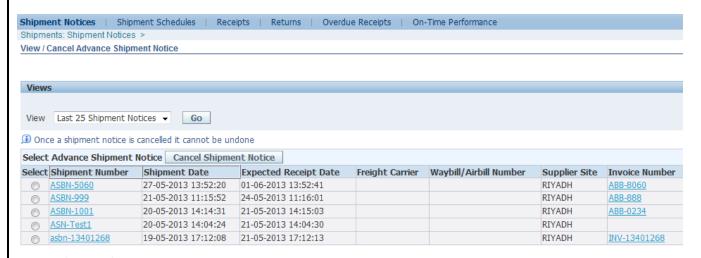


Figure 4.8

Viewing Delivery Schedules

You can use the **Delivery Schedules Results** page to quickly determine deliveries that need to be scheduled and deliveries that are past due. Click the purchase order number, receipt quantity, and ship-to location links to view further detail.

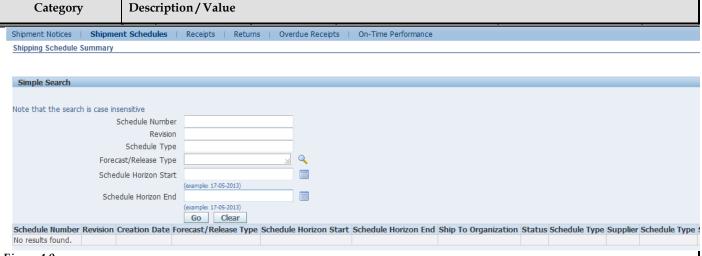


Figure 4.9

Viewing Receiving Information

Receiving Information enables you to view your receipts, returns, and delivery performance. The receiving information section includes:

- _Viewing Receipts
- _Viewing Returns

Viewing Receipts

The **Receipts Transactions** page enables you to explore a historical view of all receipts that have been recorded for your shipped goods. Click Receipt Number and PO Number to view further data

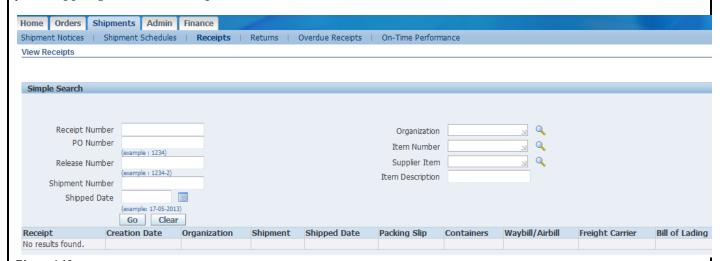


Figure 4.10

Viewing Returns

The **Returns Summary** page enables you to view the return history, the causes for goods returned by the buying company, and inspection results of a shipment. The search summary results include basic information along with details about the return, such as quantities and a reason for return. Click Receipt Number and PO Number to view further detail.

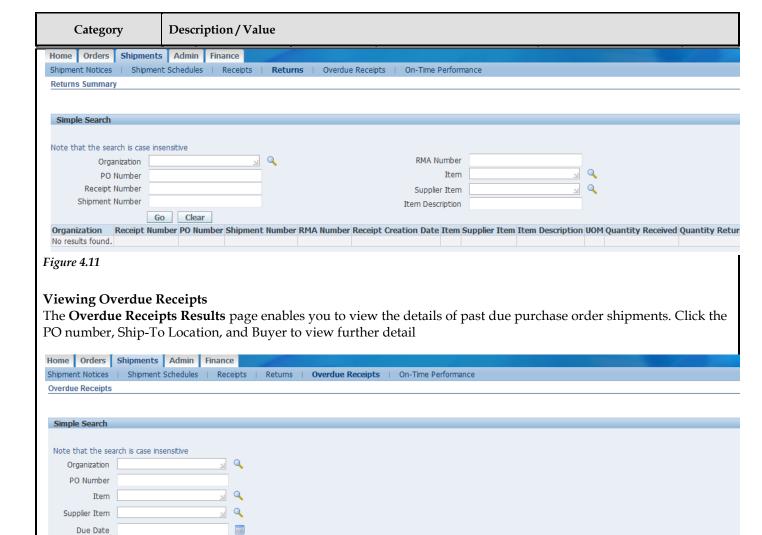


Figure 4.12

Organization

On-Time Performance

King Fahd University of Petroleum and

King Fahd University of Petroleum and

King Fahd University of Petroleum and

(example: 17-05-2013) **Go** Clear

King Fahd University of Petroleum and 13401272 010000001

This provides the delivery status of shipments you made against purchase orders. You can view your performance for timeliness of deliveries.

Item Description

COLOR::FACH

COLOR::EACH

VENDOR,S CHEQUE LIGHT BLUE

VENDOR, S CHEQUE LIGHT BLUE

VENDOR,S CHEQUE LIGHT BLUE

VENDOR,S CHEQUE LIGHT BLUE

Click the PO Number and Receipt Number to view further details.

Number

13401274

Item

010000001

010000001

010000001

Supplier

Quantity

UOM Ordered

Due Date ▼

01-06-2013 14:24:35 EACH 100

24-05-2013 11:02:59 EACH 50

24-05-2013 09:05:02 EACH 50

24-05-2013 09:04:46 EACH 50

Quantity

0

0

0

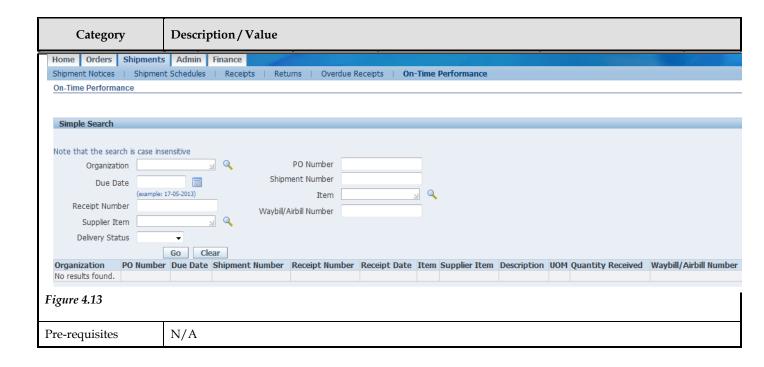
Ship-To

Location

Storehouse

Accounting

Accounting



CHAPTER

5

Invoice & Payment

T

his Chapter contains the following topics:

- 1. Viewing Invoice Information
- 2. Viewing Payment Information

Invoice and Payment Information

You can access invoice and payment information as well as review invoice status online using Oracle iSupplier Portal. If the buying company uses Oracle Payables, you can also submit invoices online

| Category | Description/Value |
|-------------------|--|
| Process No | SP-0401 |
| Process Case Name | Register Supplier |
| Navigation Path | iSupplier Portal Full Access > Home Page > Finance |

Viewing Invoice Information

The Invoice Summary Results page enables you to view the history of all your invoices by the buying company. You can search using various search criteria such as:

- Invoice Number
- _ Invoice date
- Due date
- _ Payment status

You can select and view further purchase order details. The system displays a list of all purchase orders that are included on the invoice. You can also select and view payment details, as well as view invoice attachments. To view invoice attachments, click the attachment icon.

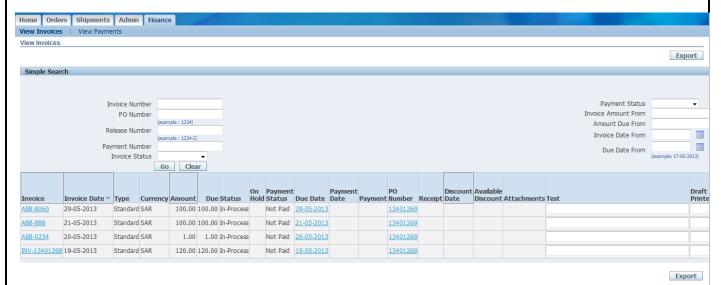


Figure 5.1

Note: If you submitted your invoice online, there may be a delay before you can review it because the Accounts Payable department needs to process it first.

Viewing Payment Information

Payment inquiry enables you to view the history of all the payments to your invoices completed by the buying company. You can search using various search criteria, including:

- _Payment number
- Payment date

Category Description / Value _Purchase order number Packing slip identifier View Invoices | View Payments View Payments Export Note that the search is case insensitive Advanced Search Payment Number Status Invoice Number Payment Amount From То (example : 1234) Payment Date From Relaase Number (example : 1234-2) Go Clear Status Date Bank Account Payment Date Amount Method Status Invoice PO Number No results found.

Figure 5.2

You can view further payment or invoice details:

Payments - Select a payment link and the **Payment Detail** page displays and enables you to view the details of the payment or select the invoices included in the payment.

Invoices - Select an invoice link and the **Payments** page displays. There can be one or more invoice lines in the list depending on how many invoices were included in the payment. If you then select a specific invoice, the **Invoice Summary** page displays the details of that particular invoice.

Pre-requisites N/A

Export

CHAPTER

6

Supplier Profile Mgmt

 \mathbf{T}

his Chapter contains the following topics:

- 1. Supplier Profile Management Flow
- 2. Supplier Details
- 3. Address Book
- 4. Contact Directory
- 5. User Accounts

Supplier Profile Management

Supplier Profile Management enables you to manage key profile details used to establish or maintain a business relationship with the buying company. This profile information includes address information, names of main contacts, business classifications, banking details, and category information about the goods and services you are able to provide to the buyer. Buyer administrators will review the details you provide and use them to update the appropriate records in the buyer's purchasing transaction system.

You benefit from managing your profile yourself. Supplier Profile Management enables you to effectively represent yourself to the buying company and update your profiles details as necessary, making important information accurate.

| Category | Description/Value |
|-------------------|--|
| Process No | SP-0601 |
| Process Case Name | Supplier Profile Management Flow |
| Navigation Path | iSupplier Portal Full Access > Home Page > Admin |

Supplier Profile Management Flow

To have the information you enter in Supplier Profile Management processed in the system, log into the Oracle iSupplier Portal and access your profile. You can then enter information for your address book, contact directory, business classifications, products and services, or user accounts. The buyer administrator will review any changes to your profile and use this information to update their purchasing system.

Supplier Details

The **Supplier Details** page is an introductory page to Supplier Profile Management. From this page, you can add to or change your profile information. You can also add an attachment to your profile. Adding attachments allows you to upload documents pertinent to your relationship with the buying company or upload documents that may have been specifically requested by the buying company (for example, tax documents).



Figure 6.1

Address Book

Using Supplier Profile Management, you can enter profile details such as address book information online. You can create and modify the multiple addresses used in transactions with the buying company (for example, purchasing locations, payment sites, and addresses for RFQs). You can provide a comment for each address entry to describe how it is used. For example, you can enter an address record and indicate that this is an address for a location from which goods or services may be purchased. You can inactivate addresses that are obsolete, as well as view and update bank account details associated with each address. After you enter address information, buyer administrators are notified of the changes. Buyer administrators must review the updates and decide how to use the details to update the purchasing system. Therefore, any changes you make may not be promoted to the system for a few days.

To manage address book details:

- 1. On the Supplier Details page, click Address Book. You can select from a current list of addresses.
- **2.** On the **Manage Address Book Details** page, click Add.

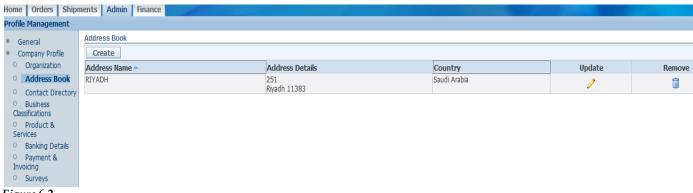


Figure 6.2

- 3. On the Add Address page, complete the required fields.
- 4. Click Apply.

To edit or remove addresses:

- 1. On the Manage Address Book Details page, click either the edit or remove icon.
- 2. Click Apply.

Contact Directory

You can enter contact directory information online. You can create and modify information about the multiple contacts in your organization that interact with the buying company (for example, people who respond to RFQs or involved in selling the company's goods and services). After entering the contact details, you can link the contacts to the appropriate address (described below). As people move within your organization, you can also revise the address details for a contact. You can create multiple contacts and link each one to as many addresses as needed. Each contact must be unique based on first name, last name, and phone number. Contacts that are obsolete can be removed. After you enter the information, buyer administrators are notified so they can review the details and use then to update their purchasing system. Therefore, your changes may not be promoted to the purchasing system for a few days.

Note: This page enables you to see information regarding users that can access the Oracle iSupplier Portal application on behalf of your company. Viewing user accounts is helpful for you to track which suppliers are no longer with the company.

To add a contact:

- 1. On the **Supplier Details** page, click Contact Directory. The system displays your current list of contacts.
- 2. On the Contact Directory page, click Create.

Category Description/Value Home Orders Shipments Admin Finance Profile Manage **Contact Directory: Active Contacts** Company Profile Create Organization First Name Last Name Email Address Update Address Book info@AA.com Bob Current Current Directory Contact Directory : Inactive Contacts Classifications Banking Details Payment & Invoicing Surveys

Figure 6.3

- 3. On the Add Contact page, complete the required fields.
- **4.** Click Apply.

Address Associations for Contact

From the Contact Directory: Active Contacts page:

- 1. Click on the Addresses icon (for Active contact)
- 2. Click Add Another Row button to add Address.
- 3. Query the Address & then select in order to be linked to the contact and then click Save button to Link the Address to the Contact.

To edit contact details:

- **1.** On the **Contact Directory** page, click the edit icon.
- **2.** Make appropriate edits, and then click Apply.

To remove contact details:

- **1.** On the **Contact Directory** page, click the remove icon.
- 2. You will receive confirmation that your contact has been removed.

Banking Details

To simplify the process of capturing bank account related details and to improve data quality, you can create and maintain your own bank account details and assign these accounts to multiple addresses within your company. Buying companies can then access and approve these details for propagation into their payables systems. You can create and maintain bank account details that you want the buying company to use when they make payments to you. The system captures all relevant information. Since bank accounts are defined for a particular bank, branch and account number, you have the ability to enter all this information when creating your account entries. When you enter your account information, the system validates for duplicate entries.

Creating Banking Details

To create a new bank account entry:

- **1.** From the Supplier Details page, click Bank Accounts. The **Bank Accounts** page displays information on any bank accounts already defined for your company.
- _The **Bank Accounts** page displays a shortened form of account information. To see all address assignments for a particular bank account, click the Show link at the beginning of the line for the account. This opens the full display. Your bank account entry will not be completed unless you provide address assignments for each bank account.
- You can edit bank account information by clicking the pencil icon. This takes you to the **Edit Bank Account** page.
- You can remove the bank account by clicking the garbage icon at the end of the line.
- **2.** To create a new bank account, click Add New. On the **Add Bank Account** page, enter required information and any additional information. After you add an account, if the buying organization already has details for the bank,

Description/Value

branch, or account you have entered, you will be asked to confirm your account details. If any details are missing, you will be asked for additional information.

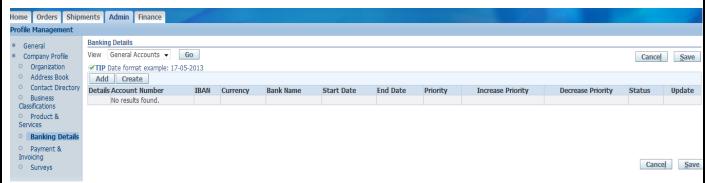


Figure 6.4

- **3.** Assign which company addresses can use the account. You can associate the address with all company addresses. You can pick a particular company address to associate with the account. Or you can model the new account off an existing account by clicking Copy from Another Account. When you have finished associating your addresses with your accounts, click Apply.
- **4.** If the bank or branch details you provide are new to the system, you will be asked to provide some additional details. Otherwise, you will see the **Confirmation** page for the account you are setting up. Once you have confirmed the bank account status, your account will be listed with a new status.
- **5.** Once the buying company has your bank information, they will verify the details you have provided. After your bank account details are validated, your account status is changed to Approved. If there is any problem with the account details, the status will change to Verification Failed, and you will need to check and re-submit your bank account details.

| Pre-requisites | N/A |
|----------------|-----|
| | |

CHAPTER

7

Buying Company View

T

his Chapter contains the following topics:

- 1. Using the Oracle iSupplier Portal Home Page with the Buying Company View
- 2. Order Information
- 3. Shipment Information
- 4. Account Information

Buying Company View

The buying company view provides the same easy to use view of procure-to-pay transactions as the supplier view. Using the Internal User View responsibility in Oracle iSupplier Portal, your buying company can view order, shipment, receipt, invoice, and payment information. They can also search for information across all suppliers, as well as respond to supplier change requests. This chapter includes information for buying companies using Oracle iSupplier Portal

| Category | Description/Value |
|-------------------|--|
| Process No | SP-0701 |
| Process Case Name | Using the Oracle iSupplier Portal Home Page with the Buying Company View |
| Navigation Path | iSupplier Portal Internal View > Home Page |

Using the Oracle iSupplier Portal Home Page with the Buying Company View

When you access the Oracle iSupplier Portal application using the Internal User View responsibility, the **Oracle** iSupplier Portal home page displays

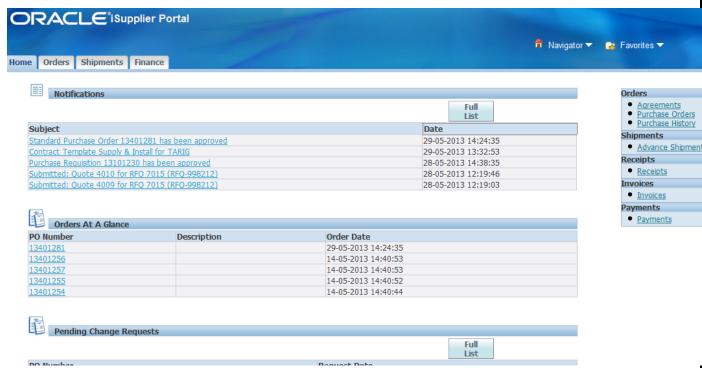


Figure 7.1

This page provides the following information:

Global buttons The following buttons display on the home page and all Oracle iSupplier Portal pages:

- _Home Returns you to the main portal where you can select another responsibility or application
- Logout
- Preferences Displays the **Preferences** page
- _Help
- Personalize Page If this button appears, you may choose personalization context for your system

Tabs Oracle iSupplier Portal provides tabs for easy navigation. For example, if you want to view of a purchase order, start by clicking the Orders tab, and then click an order type in the task bar directly below the tabs.

Quick Links This section displays direct links to various functionality in the Oracle iSupplier Portal application. Click any link to go directly to the corresponding page.

Notifications To view notifications, click the linked subject. Notifications are messages that you may respond to. For example, a supplier may have submitted a change request and is waiting for you to respond to (accept) it.

Orders at a Glance To view your most recent orders, click a purchase order number.

Pending Change Requests To respond to supplier change requests, click a purchase order number.

Order Information

Purchase Orders

The **Purchase Orders** page enables you to view and search for purchase orders.

| Purchase Orders | | | | |
|---|--|--|--|--|
| Expor | | | | |
| Personalize Stack Layout: (BuyerRN) | | | | |
| Personalize Query: (BuyerQueryRN) | | | | |
| Advanced Search | | | | |
| Personalize "Advanced Search" | | | | |
| Personalize Advanced Search: (BuyerAdvSearchRN) | | | | |
| To search, please enter Operating Unit AND at least one of the following search criteria: PO Number, Supplier Simple Search | | | | |
| ● Show table data when all conditions are met. | | | | |
| O Show table data when any condition is met. | | | | |
| Operating Unit is Vision Operations | | | | |
| PO Number is 🔻 | | | | |
| Supplier is =hffice Supplies Inc. | | | | |
| Supplier is = pffice Supplies, Inc. | | | | |
| Document Type is 🔻 | | | | |
| Go Clear Add Another Acknowledgement Status V Add | | | | |
| Personalize Stack Layout | | | | |
| Personalize "PO Summary" | | | | |
| PO Operating Supplier Document <u>Order</u> Acknowledge | | | | |
| Select Number Rev Unit Supplier Site Type Description Date Buyer Currency Amount Status By Attachmen | | | | |
| No search conducted. | | | | |

Figure 7.2

Some examples of fields for you to enter search criteria include:

- Operating Unit
- PO Number
- _Order Date
- $_{\rm Supplier}$
- _Document Type

You must enter minimum search criteria to display search results. Minimum search criteria for purchase orders include business unit and PO number or supplier. Using advanced search, you can build and narrow searches with the available search operators. Search operators enable you to specify the matching conditions for a search.

Description/Value

Available search operators include:

_is - Use this operator for an exact match.

Note: This advanced search explanation applies to all search screens mentioned in this chapter. Once your search criterion is displayed, you may view details of purchase orders in the purchase orders list. If you would like to export data regarding purchase orders, click Export.

Agreements

The **Supplier Agreements** page enables you to view and search for supplier agreement details. You may search for details on supplier agreements using the following search criteria:

- Operating Unit
- PO Number
- _Supplier
- _Supplier Site
- _Global
- _Effective From Date
- _Effective To Date

You must enter minimum search criteria to display search results. Minimum search criteria for agreements include business unit and PO number or supplier. You may view details of supplier agreements in the search results list. If you would like to export data regarding supplier agreements, click Export.

Supplier Agreements Export Personalize Query: (PosQueryRegContInternalRN) Simple Search To search, please enter Operating Unit AND at least one of the following search criteria: PO Number, Supplier 0 Operating Unit Vision Operations 0 PO Number 0 Supplier Office Supplies, Inc. 0 Supplier Site Global Effective-From Date Effective-To Date Clear Personalize "Supplier Agreements Results" Operating Amount Amount Supplier Supplier Site Number Revision Unit **Global Description Buyer** Order Date 🔻 Currency Agreed Released 13243 1 Vision Office OFFICESUPPLIES Yes Global BPA user9 last333999, 08-29-2006 19:46:07 USD Operations Supplies, Mr. user9 first333999 13141 1 Vision Office OFFICESUPPLIES Yes GA1 Created Pocommon, Mr. 08-29-2006 19:39:57 USD Operations Supplies, for Standard Buyer1 Inc. Style 13202 1 Vision Office OFFICESUPPLIES Yes Global BPA user9 last333999, 08-29-2006 12:29:03 USD 500.00 Operations Supplies, Mr. user9 first333999

Figure 7.3

Purchase History

Description/Value

The **Purchase Order Revision History** page enables you to view and search for purchase history details. You may search for details on purchase order revision histories using the following search criteria:

- **Business Unit**
- PO Number
- _Release Number
- _Supplier
- _Revision
- _Supplier Site
- _Document Type
- _Creation Date
- _Revised Date

You must enter minimum search criteria to display search results. Minimum search criteria for purchase history include business unit and PO number or supplier. You may view details of purchase order revision histories in the search results list.

If you would like to export data regarding purchase order revision histories, click Export.

Figure 9-4 Purchase Order Revision History page

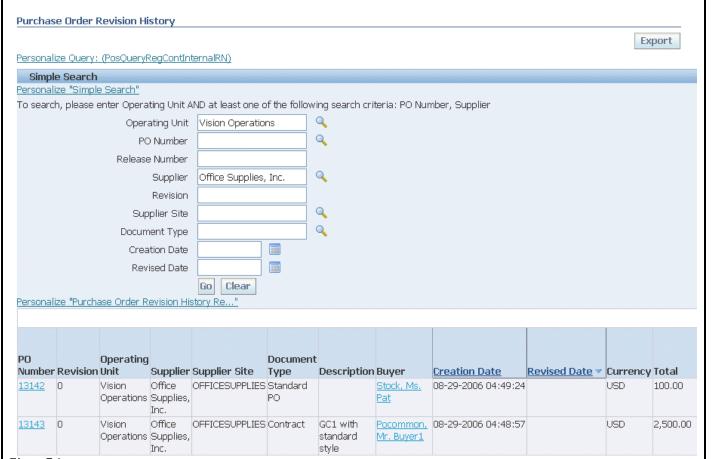


Figure 7.4

Pending Changes

The **Manage Change Requests** page enables you to search for change requests pending response, rejected orders and shipments, as well as respond to supplier change requests. To search for information on supplier change requests, select what information you would like to search for and click Go

Description/Value

Responding to Change Requests

To respond to supplier change requests:

- 1. Select the PO Number of the purchase order you would like to respond to and click Respond to Changes.
- **2**. On the **Respond to Change Request** page, enter your response to the change request and the reason for your response in the PO Details section.
- 3. Click Submit.
- 4. You will receive confirmation that your response to changes has been submitted.



Figure 7.5

Shipment Information

Shipment Notices

On the **View Advance Shipment Notices** page, you may search for details on advance shipment notices using the following search criteria:

- _Shipment Number
- _Supplier
- _Supplier Site

You must enter minimum search criteria to display search results. Minimum search criteria for shipment notices include shipment number or supplier. You may view details of shipment notices in the search results list. If you would like to export data regarding shipment notices, click Export

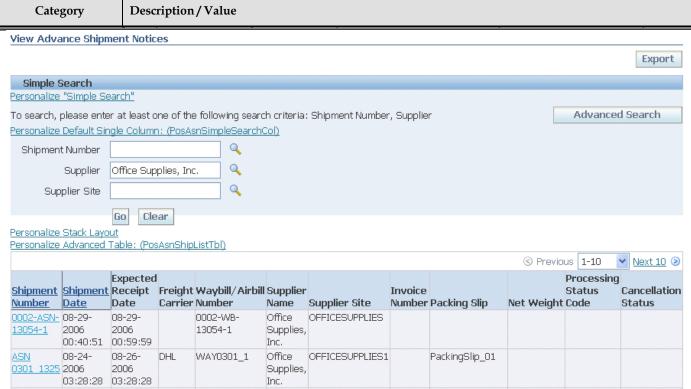


Figure 7.6

Receipts

On the **Receipt Transactions** page, you may search for details on receipt transactions using the following search criteria:

- _Organization
- _Supplier
- _Supplier Site
- Receipt Number
- _Receipt Date
- _PO Number
- _Item
- _Supplier Item
- _Receipt Location

You must enter minimum search criteria to display search results. Minimum search criteria for receipts include receipt or supplier. You may view details of receipt transactions in the search results list. If you would like to export data regarding receipt transactions, click Export.

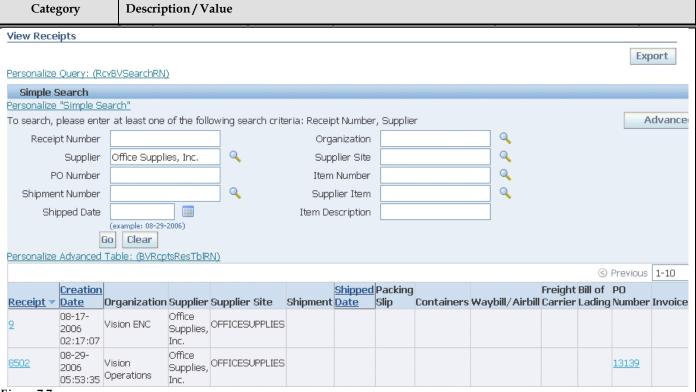


Figure 7.7

Account Information

Invoices

On the View Invoices page, you may search for details on invoices using the following search criteria:

- _Invoice Supplier
- _Supplier Site
- _Invoice Date
- PO Number
- _Payment
- _Packing Slip
- _Payment Status
- _Business Unit
- Gross Amount
- _Invoice Date
- _Amount Due
- _Due Date

You must enter minimum search criteria to display search results. Minimum search criteria for invoices include invoice number or supplier. You may view details of invoices in the search results list. If you would like to export data regarding invoices, click Export.

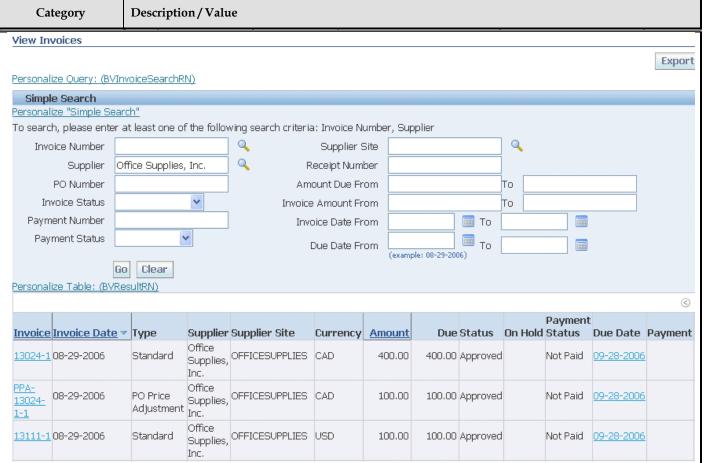


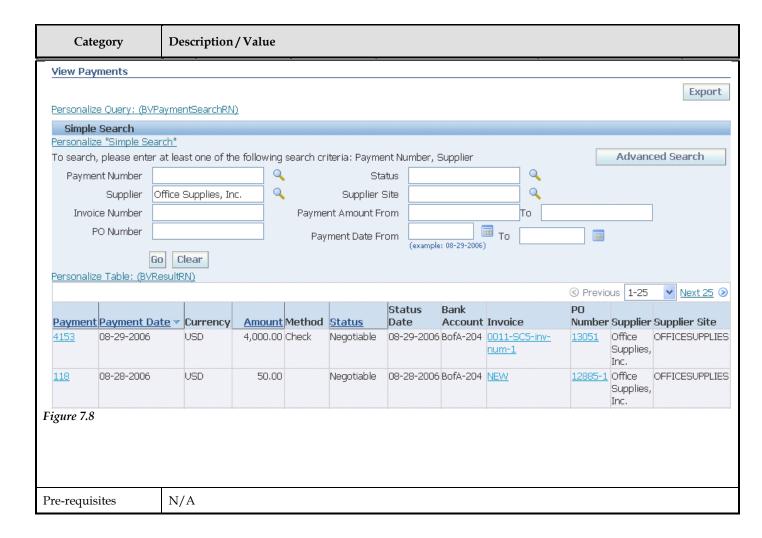
Figure 7.8

Payments

On the **View Payments** page, you may search for payment summaries using the following search criteria:

- _Payment
- _Supplier
- _Supplier Site
- _Payment Date
- _PO Number
- _Packing Slip
- _Business Unit
- _Payment Amount
- _Payment Date

You must enter minimum search criteria to display search results. Minimum search criteria for payments include payment number or supplies You may view payment details in the search results list. If you would like to export data regarding payments, click Export.



Open Issues

| ID | Issue | Resolution | Responsibility | Target Date | Impact Date |
|----|-------|------------|----------------|-------------|-------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Closed Issues

| ID | Issue | Resolution | Responsibility | Target Date | Impact Date |
|----|-------|------------|----------------|-------------|-------------|
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