

# **Oracle® Supplier Network**

User Guide

Release 4.3

**Part No. B19152-01**

June 2005

Oracle Supplier Network User Guide, Release 4.3

Part No. B19152-01

Copyright © 2005, Oracle. All rights reserved.

Primary Author: Oracle Supplier Network Team

The Programs (which include both the software and documentation) contain proprietary information; they are provided under a license agreement containing restrictions on use and disclosure and are also protected by copyright, patent, and other intellectual and industrial property laws. Reverse engineering, disassembly, or decompilation of the Programs, except to the extent required to obtain interoperability with other independently created software or as specified by law, is prohibited.

The information contained in this document is subject to change without notice. If you find any problems in the documentation, please report them to us in writing. This document is not warranted to be error-free. Except as may be expressly permitted in your license agreement for these Programs, no part of these Programs may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose.

If the Programs are delivered to the United States Government or anyone licensing or using the Programs on behalf of the United States Government, the following notice is applicable:

#### U.S. GOVERNMENT RIGHTS

Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are "commercial computer software" or "commercial technical data" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, use, duplication, disclosure, modification, and adaptation of the Programs, including documentation and technical data, shall be subject to the licensing restrictions set forth in the applicable Oracle license agreement, and, to the extent applicable, the additional rights set forth in FAR 52.227-19, Commercial Computer Software-Restricted Rights (June 1987). Oracle Corporation, 500 Oracle Parkway, Redwood City, CA 94065.

The Programs are not intended for use in any nuclear, aviation, mass transit, medical, or other inherently dangerous applications. It shall be the licensee's responsibility to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of such applications if the Programs are used for such purposes, and we disclaim liability for any damages caused by such use of the Programs.

The Programs may provide links to Web sites and access to content, products, and services from third parties. Oracle is not responsible for the availability of, or any content provided on, third-party Web sites. You bear all risks associated with the use of such content. If you choose to purchase any products or services from a third party, the relationship is directly between you and the third party. Oracle is not responsible for: (a) the quality of third-party products or services; or (b) fulfilling any of the terms of the agreement with the third party, including delivery of products or services and warranty obligations related to purchased products or services. Oracle is not responsible for any loss or damage of any sort that you may incur from dealing with any third party.

Oracle, JD Edwards, PeopleSoft, and Retek are registered trademarks of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

---

# Contents

**Send Us Your Comments**

**Preface**

**1 Introduction**

Purpose . . . . .	1-1
Process Overview . . . . .	1-1
Environment Information . . . . .	1-1

**2 Company Registration**

About Registering Your Company. . . . .	2-1
Enter Registration Information . . . . .	2-1
Registration Confirmation . . . . .	2-3

**3 Getting Started**

Starting Your Session . . . . .	3-1
Site Overview. . . . .	3-1
Ending Your Session. . . . .	3-2

**4 Profile Setup**

About Profile Setup . . . . .	4-1
Company Profile . . . . .	4-1
User Profile . . . . .	4-1

**5 Messaging**

About Messaging . . . . .	5-1
Identifiers . . . . .	5-1
Communication Parameters . . . . .	5-2
Transaction Management. . . . .	5-4
Notifications . . . . .	5-5
Send Documents . . . . .	5-6

## 6 Trading Partner Management

About Trading Partner Management . . . . .	6-1
Add Trading Partners . . . . .	6-1
Approve Trading Partners . . . . .	6-2
Update or Remove Trading Partners . . . . .	6-3
Review Routing Rules . . . . .	6-3

## 7 Transaction Monitor

About the Transaction Monitor . . . . .	7-1
View Messages . . . . .	7-1
Download Messages . . . . .	7-2
View Transaction Details . . . . .	7-2
View Message Errors . . . . .	7-3
Common Errors . . . . .	7-3

## 8 User Management

About User Management . . . . .	8-1
Add Users . . . . .	8-1
Update Users . . . . .	8-2
User Roles . . . . .	8-2

## 9 Oracle Supplier Network Run-Time

About Oracle Supplier Network Run-Time . . . . .	9-1
Move Changes to Run-Time . . . . .	9-1
View Settings and Monitor Transactions . . . . .	9-2

## 10 iSupplier Portal Punch-in and Registration

About iSupplier Portal Registration and Punch-in . . . . .	10-1
Supplier Users: Using iSP Punch-in . . . . .	10-2
Submit iSP Punch-in Supplier Account Request . . . . .	10-2
Set Up iSP Accounts . . . . .	10-2
Punch-in to Buyer's iSP Site . . . . .	10-3
About the iSP Wallet . . . . .	10-3
Buyers: Configure and Set Up iSP Punch-in . . . . .	10-4

## Index

---

# Send Us Your Comments

## **Oracle Supplier Network User Guide, Release 4.3**

**Part No. B19152-01**

Oracle welcomes your comments and suggestions on the quality and usefulness of this publication. Your input is an important part of the information used for revision.

- Did you find any errors?
- Is the information clearly presented?
- Do you need more information? If so, where?
- Are the examples correct? Do you need more examples?
- What features did you like most about this manual?

If you find any errors or have any other suggestions for improvement, please indicate the title and part number of the documentation and the chapter, section, and page number (if available). You can send comments to us in the following ways:

- Electronic mail: [appsdoc\\_us@oracle.com](mailto:appsdoc_us@oracle.com)
- FAX: 650-506-7200 Attn: Oracle Procurement Documentation Manager
- Postal service:  
Oracle Procurement Documentation Manager  
Oracle Corporation  
500 Oracle Parkway  
Redwood Shores, CA 94065  
USA

If you would like a reply, please give your name, address, telephone number, and electronic mail address (optional).

If you have problems with the software, please contact your local Oracle Support Services.



---

# Preface

## Intended Audience

Welcome to Release 4.3 of the *Oracle Supplier Network User Guide*.

This guide is intended for the individuals who are responsible for the setup, maintenance, and operations associated with executing electronic transaction integration for a company or organization.

## Prerequisites

Before reading this document, you should be familiar with the type of documents and methods of electronic communication that your company plans to communicate with on the Oracle Supplier Network.

See Related Documents on page viii for more Oracle Applications product information.

## TTY Access to Oracle Support Services

Oracle provides dedicated Text Telephone (TTY) access to Oracle Support Services within the United States of America 24 hours a day, seven days a week. For TTY support, call 800.446.2398.

## Documentation Accessibility

Our goal is to make Oracle products, services, and supporting documentation accessible, with good usability, to the disabled community. To that end, our documentation includes features that make information available to users of assistive technology. This documentation is available in HTML format, and contains markup to facilitate access by the disabled community. Accessibility standards will continue to evolve over time, and Oracle is actively engaged with other market-leading technology vendors to address technical obstacles so that our documentation can be accessible to all of our customers. For more information, visit the Oracle Accessibility Program Web site at <http://www.oracle.com/accessibility/>.

## Accessibility of Code Examples in Documentation

Screen readers may not always correctly read the code examples in this document. The conventions for writing code require that closing braces should appear on an otherwise empty line; however, some screen readers may not always read a line of text that consists solely of a bracket or brace.

## Accessibility of Links to External Web Sites in Documentation

This documentation may contain links to Web sites of other companies or organizations that Oracle does not own or control. Oracle neither evaluates nor makes any representations regarding the accessibility of these Web sites.

## Structure

- 1 Introduction**
- 2 Company Registration**
- 3 Getting Started**
- 4 Profile Setup**
- 5 Messaging**
- 6 Trading Partner Management**
- 7 Transaction Monitor**
- 8 User Management**
- 9 Oracle Supplier Network Run-Time**
- 10 iSupplier Portal Punch-in and Registration**

## Related Documents

Other documents that relate to this guide include:

- Oracle Supplier Network Buyer's Guide to Connecting 11i
- Oracle Supplier Network XML Solutions Guide

## Do Not Use Database Tools to Modify Oracle Applications Data

Oracle **STRONGLY RECOMMENDS** that you never use SQL\*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications data unless otherwise instructed.

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL\*Plus to modify Oracle Applications data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle Applications tables are interrelated, any change you make using an Oracle Applications form can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. If you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL\*Plus and other database tools do not keep a record of changes.



---

# Introduction

## Purpose

The Oracle Supplier Network (Oracle SN) enables electronic document transformation and routing between companies through a single connection point that Oracle hosts and manages. The Network also allows Buying organizations to allow direct connectivity to their Oracle iSupplier Portal sites for supplier users to access.

Oracle Outsourcing hosts the Oracle Supplier Network to provide a high availability connection for trading partner collaboration, which greatly simplifies the administrative burden of creating and managing a complex multi-point integration infrastructure.

This document serves as a users guide for the trading partner to begin communicating with the Oracle Supplier Network.

## Process Overview

The process of setting up a company account on the Oracle Supplier Network is initiated with a Web-based self-registration process. Oracle Supplier Network Operations reviews the registration information and determines whether to approve the trading partner account. If approved, the trading partner can proceed to set up their communication protocols, identify the transaction types that they are interested in sending or receiving, and indicate the trading partners with whom they intend to exchange messages. Before two trading partners can send electronic messages through the Oracle Supplier Network, both parties must agree to the relationship. This process is called **trading partner approval**. This user guide explains this process in detail.

## Environment Information

The Oracle Supplier Network is composed of two primary Web sites: Oracle Supplier Network Setup and Oracle Supplier Network Run-Time.

Oracle Supplier Network Setup, at <http://osn.oracle.com/> is the site for account registration, configuration, and testing.

Oracle Supplier Network Run-Time is the site for production of electronic message delivery with your trading partners. It is a read-only environment, so you must complete and test all account configuration changes in Oracle Supplier Network Setup before migrating those changes to Oracle Supplier Network Run-Time. You do not have to register an account on Oracle Supplier Network Run-Time. For details on how to migrate your account configuration from Oracle Supplier Network Setup to Oracle Supplier Network Run-Time, see the Oracle Supplier Network Run-Time section.



---

## Company Registration

### About Registering Your Company

The Oracle Supplier Network has a self-registration process for trading partners to quickly register their company and begin sending and receiving transactions or establishing connectivity with an Oracle iSupplier Portal site.

To register your company, navigate to Oracle Supplier Network page at <http://osn.oracle.com>, and click the Register Your Company link. If additional users would like access to your company's account, you can add them upon approval of your registration. They should not use the Register Your Company link to request an account.

### Enter Registration Information

The following information describes the registration fields. On the Registration page, all required fields include an asterisk (\*). For reference, see also the Registration Page figure, *Oracle Supplier Network User Guide*.

#### Company Information

- **Company Name:** Enter the complete, formal name of your company.
- **Address Lines, City, State, ZIP, Country:** Enter your postal mail address.
- **Identifier Type:** The Oracle Supplier Network allows the company to choose the credential that they want to use for uniquely identifying themselves on the Oracle Supplier Network. For certain messaging protocols, the identifier type is also a unique identifier on messages that the Oracle Supplier Network transforms and delivers. The identifier types to choose from include DUNS number, telephone number, Global Location Number, Tax Identifier, or Miscellaneous. Choose the identifier type that your company uses from the list.
- **Identifier Value:** Enter the identifier value that corresponds to the Identifier Type that you chose (preceding item). Note that the Oracle Supplier Network verifies that the value entered for the chosen Identifier Type does not already exist in the Oracle Supplier Network trading partner database.
- **Oracle Applications Customer?:** Indicate whether your company uses Oracle E-Business Suite Applications.
- **Customer Support Identifier (CSI):** Enter your CSI number if your company has an active support contract for Oracle Applications. For more information on reporting support issues, see the support documentation that is available from the Resources link.

## Company Contact Information

- **Title:** Enter your company title or position.
- **First Name, Middle Name, Last Name:** Enter your name as the trading partner administrator. This person is responsible for managing the account. Additionally, the Oracle Supplier Network sends any e-mail communications to the trading partner administrator.
- **Email Address:** Enter your e-mail address
- **Username:** Enter a username for logging in to your Oracle Supplier Network account. The system verifies the selected username to ensure that it is unique across all trading partners and is between 6 to 32 characters in length.
- **Password, Confirm Password:** Enter a password to use to authenticate you when logging in to the Oracle Supplier Network. It should be between 6 to 12 characters in length.

**Important:** Electronic XML documents that you send to the Oracle Supplier Network must include your Oracle Supplier Network username and password for authenticating the sender as a valid trading partner registered on the Oracle Supplier Network. This may impact what you choose for your username and password.

Trading partners using Oracle Applications use their chosen username and password in their XML Gateway configuration. For more information, refer to the *Oracle Supplier Network Buyer's Guide to Connecting 11i*.

## Registration Page

### Registration

Please complete the registration form. Your Identifier information will be used by the Oracle SN for message routing.

#### Company Information

* Company Name	Vision Corporation
* Address Line 1	28 North Avenue
Address Line 2	
Address Line 3	
* City	Palo Alto
State/Region	CA
* Zip/Postal Code	94025
* Country	United States
* Identifier Type	DUNS Number
* Identifier Value	77864255
* Oracle Applications customer?	Yes
Customer Support Identifier (CSI)	350645604

#### Company Contact Information

Title	Purchasing IT Manager
* First Name	Michael
Middle Name	
* Last Name	Stephens
* Email Address	mstephens@vision.com
* Username	mstephens
* Password	*****
* Confirm Password	*****

\* Indicates a Required Field

## Registration Confirmation

After you have completed the registration page, click the Continue button. If successful, the Oracle Supplier Network Temporary Terms of Use message appears. Read the terms, select the Accept check box if you agree to all the terms, and click the Submit button.

A confirmation page indicates that your registration has been submitted for review. After review of your registration, you will receive an e-mail notification. If approved, the notification informs you that your account has been activated and that you can log in to begin your account setup.



---

## Getting Started

### Starting Your Session

Access the Oracle Supplier Network Home page at <http://osn.oracle.com>, log in with the username and password that you specified during registration, and click the Login button. A successful login displays the Trading Partner Home page. If you cannot remember your password, then click the Forgot Your Password link to have your registered password sent by e-mail to you by providing your Oracle Supplier Network username.

### Site Overview

The Trading Partner Home page appears every time you log in to the Oracle Supplier Network. It provides

- Information about the latest features available on the Oracle Supplier Network.
- An outline of the key steps that you must complete before you can begin sending and receiving live transactions with your trading partners.

The links and tabs that are in the upper part of the page let you navigate to all setup and administration pages available on the Oracle Supplier Network. These tabs include: Profile, Messaging, Trading Partners, Monitor, and Users.

### Profile

View company and user information. The Profile subtabs include:

- **Company Profile:** View and update company profile information.
- **User Profile:** Allow users to manage their own profile information.

### Messaging

The Messaging subtabs include:

- **Identifiers:** Make changes to identifier information that you provided during registration.
- **Communication Parameters:** Add your delivery methods that you intend to use for exchanging documents.
- **Transaction Management:** Select the document types, formats, and versions that your company sends and receives and assign them to a particular delivery method.

- **Notifications:** Allow users to register for business document notifications.
- **Send Document:** Allow companies to send XML messages directly from the Oracle Supplier Network.

## Trading Partners

Manage your trading partner relationships. The Trading Partners subtabs include:

- **My Trading Partners:** Lets you add your trading partners and review requests from other companies that want to initiate a trading relationship.
- **Routing Rules:** View all your document routes for each approved trading relationship and view any routing issues or exceptions.
- **iSP Wallet:** Allows supplier users to manage their accounts to customers' iSupplier Portal sites for access from the Oracle Supplier Network.

## Monitor

Track all documents that have been sent to the Oracle Supplier Network where your company is either the sender or the receiver.

## Users

Allows administrators to create new users and maintain roles for existing users.

## Ending Your Session

At any time, you can end your session by clicking the Logout link located on the upper-right corner of all Oracle Supplier Network pages.



---

## Profile Setup

### About Profile Setup

The profile setup section lets you view and update your company profile and user profile information.

### Company Profile

The Company Profile page lets you update any of the company profile information that you entered during registration. It also allows you to change the Company Contact, which is the official user who receives all company related notifications. The Company Contact person can be anyone who has the Administrator role. You can change the Company Contact by choosing one from the Company Contact list.

### User Profile

The User Profile page lets users update their profile information. With the exception of the username, users can view and update their first name, middle name, last name, e-mail address, title, and password.

**Note:** Documents that are sent to the Oracle Supplier Network must include the Oracle Supplier Network username and password of one of your active users in order to authenticate your documents. Be careful that the user whose credentials are being used does not inadvertently change their Oracle Supplier Network password without changing it in the destination system so that it is reflected on payloads being sent to the Oracle Supplier Network.



---

# Messaging

## About Messaging

The Messaging setup section lets you view and update account configuration that is necessary for communicating electronic transactions. This information includes identifiers, communication parameters, delivery methods, and transactions. It also includes the ability to subscribe to notifications for specific messages and a send message function to manually send messages to trading partners.

## Identifiers

The Identifiers page lets you update your primary identifier or add optional secondary identifiers for your company. The primary identifier indicates how the trading partners uniquely identify themselves on the Oracle Supplier Network. Additionally, for many message types, they identify the sending and receiving trading partner on messages. Trading partners can use any of your defined identifiers in the message header or envelope, depending on the message format. For identifier usage requirements for specific document types, refer to the *Oracle Supplier Network XML Solutions Guide*.

To add an identifier, select the Identifier Type from the Add Identifiers table, enter the identifier value, and click the Add button. To update an identifier value, select it from the Your Identifiers table, enter the new value in the text box and click the Update button.

To change your primary identifier, select the identifier that you want to make as your primary, and click Set as Primary. To remove a non-primary identifier, select it from the Your Identifiers table and click the Remove button.

## Identifiers Tab

### Identifiers

Your identifiers must be unique within the identifier type.

#### Your Identifiers

<div><div>Update</div><div>Remove</div><div>Set as Primary</div></div>				
Select	Identifier Type	Description	Value	Primary Identifier
<input checked="" type="radio"/>	DUNS	DUNS Number	72288009	<input checked="" type="checkbox"/>

#### Add Identifiers

<a href="#">Add</a>			
Select	Identifier Type	Description	Value
<input checked="" type="radio"/>	DUNS	DUNS Number	<input type="text"/>
<input type="radio"/>	GLN	Global Location Number	<input type="text"/>
<input type="radio"/>	MISC	Miscellaneous	<input type="text"/>
<input type="radio"/>	PHONE	Telephone Number	<input type="text"/>
<input type="radio"/>	TAXID	US Federal Tax Identifier	<input type="text"/>

## Communication Parameters

The Communication Parameters page lets you set up your delivery methods to send and receive documents with the Oracle Supplier Network. You can view the supported protocols in the Add Delivery Methods table.

To add a delivery method, select one from the Add Delivery Methods table, and click the Add button.

Oracle Supplier Network supports the following Delivery Methods:

- **HTTP URL Connection:** Send and receive documents over the Internet with the Oracle Supplier Network using a specified HTTP/S URL. It is required that you use HTTPS for all HTTP-based messaging. For additional security you have the option of using Basic Authentication.
- **Oracle XML Transport Agent:** The standard delivery protocol that Oracle Applications customers use to communicate with the Oracle Supplier Network. Supports both inbound and outbound messaging.
- **Web:** Method for sending and receiving messages on the Oracle Supplier Network. You can upload outbound messages and send them to any of your trading partners. You can retain inbound messages on the Oracle Supplier Network and download them at anytime.

You can also select a default delivery method. The default delivery method applies to all transactions unless you override the default for a specific XML transaction. For example, a trading partner may want to have all change orders that they receive delivered to their Web mailbox, whereas they can specify that Oracle Supplier Network delivers purchase orders to their specified URL through HTTP/S. To change your default delivery method, select one from Add Delivery Methods table and click the Set as Default button.

## Communication Parameters

ORACLE<sup>®</sup> Supplier Network

[Home](#) [Logout](#) [Resources](#)

[Profile](#)

**[Messaging](#)**

[Trading Partners](#)

[Monitor](#)

[Users](#)

[Identifiers](#) | **[Communication Parameters](#)** | [Transaction Management](#) | [Notifications](#) | [Send Document](#)



[Move Changes to Run-Time](#)

### Communication Parameters

#### Your Delivery Methods

<a href="#">Remove</a> <a href="#">Set as Default</a>	
Select Delivery Method	Default
<input checked="" type="radio"/> Web	
<input type="radio"/> HTTP URL Connection	<input checked="" type="checkbox"/> <a href="#">Modify</a>

#### Add Delivery Methods

The following delivery methods are available. Select the appropriate delivery method and press Add.

<a href="#">Add</a>	
Select	Description
<input checked="" type="radio"/>	Oracle XML Transport Agent
<input type="radio"/>	Email

Depending on the selected delivery methods, additional parameters may be required. An additional window prompts you if parameter settings are required for a delivery method. Because the Oracle Supplier Network consists of two environments

- A Run-Time instance for production transaction.
- A Setup instance for testing and maintenance.

You must provide two sets of parameters: Setup and Run-Time. This lets you test the communication and connectivity before applying them to real transactions. Click Submit after entering all required values.

To modify your delivery method parameters, click the Modify button that appears on the table row. The Modify button is not available if there are no parameters for a given delivery method.

## Delivery Method Parameters

ORACLE<sup>®</sup> Supplier Network

[Home](#) [Logout](#) [Resources](#)

[Profile](#)

**[Messaging](#)**

[Trading Partners](#)

[Monitor](#)

[Users](#)

[Identifiers](#) | **[Communication Parameters](#)** | [Transaction Management](#) | [Notifications](#) | [Send Document](#)



[Move Changes to Run-Time](#)

### HTTP URL Connection

#### Delivery method parameters

**TIP** Please enter delivery method parameter values for both Oracle SN Setup and Run-Time environments.

Description	Oracle SN Setup	Oracle SN Run-Time
URL	<input type="text" value="https://b2btest.acme/orderPost"/> Enter the URL for the server that will receive documents from the hub.	<input type="text" value="https://b2b.acme/orderPost"/> Enter the URL for the server that will receive documents from the hub.
Use Basic Authentication	<input type="text" value="No"/> Select whether HTTP Basic Authentication will be enabled.	<input type="text" value="No"/> Select whether HTTP Basic Authentication will be enabled.
Basic Authentication Realm	<input type="text"/> Enter the HTTP Basic Authentication realm.	<input type="text"/> Enter the HTTP Basic Authentication realm.
Basic Authentication Username	<input type="text"/> Enter the HTTP Basic Authentication username.	<input type="text"/> Enter the HTTP Basic Authentication username.
Basic Authentication Password	<input type="text"/> Enter the HTTP Basic Authentication password.	<input type="text"/> Enter the HTTP Basic Authentication password.

# Transaction Management

The Transaction Management page lets you choose which document types that your company intends to support, specify how to deliver each document type, and whether you will be sending or receiving the document. For details on the specific transactions that the Oracle Supplier Network supports, refer to the *Oracle Supplier Network XML Solutions Guide*.

The following attributes define the supported electronic transactions:

- **Transaction Type:** This is the functional business name of the transaction.
- **Document Type:** Identifies the exact name of the business transaction for a certain standard specification. For example, the Open Applications Group (OAG) calls the purchase order transaction a PROCESS PO. Commerce XML (cXML) calls a similar transaction an OrderRequest. For more information on OAG, refer to <http://www.openapplications.org>. For more information on cXML, see <http://www.cxml.org>.
- **Format:** Indicates the electronic format specification.
- **Version:** Indicates the transaction format version

## Transaction Management

**ORACLE** Supplier Network

[Home](#) [Logout](#) [Resources](#)

[Profile](#) [Messaging](#) [Trading Partners](#) [Monitor](#) [Users](#)

[Identifiers](#) | [Communication Parameters](#) | [Transaction Management](#) | [Notifications](#) | [Send Document](#)

 [Move Changes to Run-Time](#)

### Transaction Management

#### Your Transactions

<a href="#">Modify</a> <a href="#">Remove</a>				
Select	Transaction Type	Document Format	Format Version	Action
<input checked="" type="radio"/>	Advance Ship Notice	OAG	005	SHOW_SHIPMENT_005 Receive
<input type="radio"/>	Change Order	OAG	006	CHANGE_PO_006 Send
<input type="radio"/>	Invoice	OAG	002	PROCESS_INVOICE_002 Receive
<input type="radio"/>	Purchase Order	OAG	007	PROCESS_PO_007 Send

#### Add Transactions

<a href="#">Add</a>				
Select	Transaction Type	Document Format	Document Type	Format Version
<input checked="" type="radio"/>	Advance Ship Notice	cXML	ShipNoticeRequest	1.2.007
<input type="radio"/>	Change Order	cXML	OrderRequest	1.2.009
<input type="radio"/>	Change Sales Order	OAG	CHANGE_SALESORDER	008
<input type="radio"/>	Invoice	cXML	InvoiceDetailRequest	1.2.007
<input type="radio"/>	Purchase Order	cXML	OrderRequest	1.2.007
<input type="radio"/>	Purchase Order Acknowledgment	OAG	ACKNOWLEDGE_PO	008
<input type="radio"/>	Purchase Order Acknowledgment	cXML	ConfirmationRequest	1.2.011

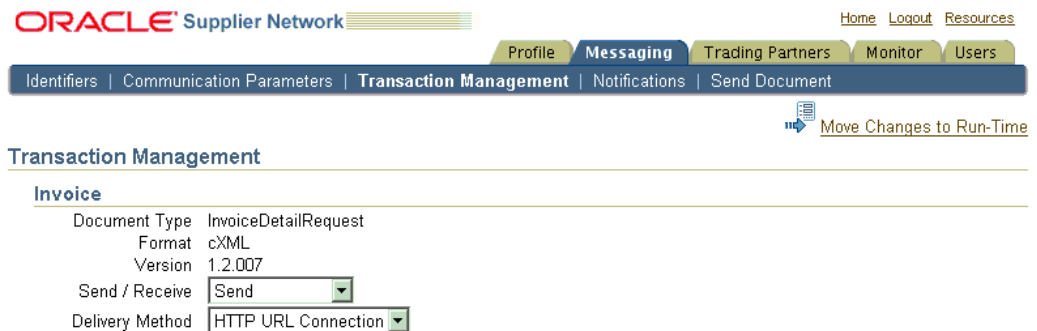
To enable a transaction, select it on the Add Transactions table and click the Add button.

Upon adding a transaction, select the direction and delivery method for this transaction. Your default delivery method is automatically selected. You can override this default by choosing from the list. Only delivery methods that you have selected on the Communication Parameters page appear on the list. Click Submit after you have made your selections. It is important to add every supported transaction that you send and receive, or otherwise you risk having incomplete mappings with trading partners.

You can modify your delivery method of choice by selecting the appropriate transaction and clicking the Modify button. You cannot change the direction of the message through this process. Instead, you can remove the appropriate transaction and then add it from the list of available transactions.

When you remove a document type, Oracle Supplier Network will not accept that document type from you that you send for routing, or for received messages, the Oracle Supplier Network will not deliver any messages of this document type to you.

### Transaction Parameters



ORACLE Supplier Network

Home Logout Resources

Profile Messaging Trading Partners Monitor Users

Identifiers | Communication Parameters | Transaction Management | Notifications | Send Document

Transaction Management

Invoice

Document Type	InvoiceDetailRequest
Format	cXML
Version	1.2.007
Send / Receive	Send
Delivery Method	HTTP URL Connection

## Notifications

The Notifications page shows a table of transactions for which a user can subscribe to receive messaging related notifications for a given transaction, such as purchase orders or invoices. (Only the documents that your company has identified as supporting on the Transaction Management tab are available.) Subscribers receive e-mail notifications whenever any of their subscribed transactions have any type of processing error. Error examples include incorrect XML payloads, routing rule setup errors on Oracle Supplier Network, and posting errors when sending documents to the receiving party.

On the Notifications tab, you can view a list of registered transactions, which includes the Transaction Type (or document name) and the document direction (send or receive).

What you can do or view depends on your role.

The user who has the View Messages and Messaging role can:

- View his or her transaction subscriptions.
- Subscribe or unsubscribe to or from a transaction notification by selecting the item's check box and clicking the Remove button.

The user who has either the Messaging or Administrator roles can view all users subscribed to each transaction.

## Notifications

**ORACLE** Supplier Network [Home](#) [Logout](#) [Resources](#)

[Profile](#) [Messaging](#) [Trading Partners](#) [Monitor](#) [Users](#)

[Identifiers](#) | [Communication Parameters](#) | [Transaction Management](#) | **Notifications** | [Send Document](#)

 [Move Changes to Run-Time](#)

### Notifications

#### Your Subscriptions

[Unsubscribe](#)

[Select All](#) | [Select None](#)

Select	Transaction Type	Action
<input type="checkbox"/>	Purchase Order	Send
<input type="checkbox"/>	Change Purchase Order	Send

#### Add Subscriptions

[Subscribe](#)

[Select All](#) | [Select None](#)

Select	Transaction Type	Action
<input type="checkbox"/>	Invoice	Receive
<input type="checkbox"/>	Purchase Order Acknowledgment	Receive

## Send Documents

You can access the Send Documents subtab from the Messaging tab in Oracle Supplier Network, which allows users to send XML documents directly from the site.


The document types (with Action of Send) that you added in your Oracle Supplier Network account setup under the Transaction Management subtab appear on the Document Type list. Choose the appropriate document type, followed by your approved trading partner from the Send To list whom you want to send the transaction to. Document Number is a user defined text field that allows you to assign any identifier for this transaction delivery, which you can use for tracking purposes.

### Send Document

**ORACLE** Supplier Network [Home](#) [Logout](#) [Resources](#)

[Profile](#) [Messaging](#) [Trading Partners](#) [Monitor](#) [Users](#)

[Identifiers](#) | [Communication Parameters](#) | [Transaction Management](#) | [Notifications](#) | **Send Document**

 [Move Changes to Run-Time](#)

#### Send Document

\* Indicates a Required Field

\* Document Type

\* Send To

\* Document Number

\* Payload  [Browse...](#)

Lastly, click the Browse button to select the transaction from a specified file folder, which uploads it to the site, and click Send to execute the delivery over the Oracle Supplier Network.



---

# Trading Partner Management

## About Trading Partner Management

The Trading Partner tab lets you find and select companies on the Oracle Supplier Network to initiate the exchange of business documents. Identifying your trading partners is the final setup step before your company can begin processing transactions over the Oracle Supplier Network.

Another key function of Trading Partner Management is to setup links between supplier users and Oracle Buying companies' iSupplier Portal sites. Suppliers can manage their access to several iSupplier Portal sites through the Oracle Supplier Network, enabling suppliers to centralize all of their collaboration activities with their Oracle customers. Additionally, suppliers can request iSupplier Portal accounts from those Buyer companies that have registered their site on the Oracle Supplier Network. For more information, see the iSupplier Portal Punch-in and Registration, page 10-1 section.

Trading Partner Management on the Oracle Supplier Network includes:

- The My Partners tab, where you can add, remove, and approve trading partner relationships; and suppliers can request iSupplier Portal accounts.
- The Routing Rules tab shows the communication paths for transactions with your approved trading partner relationships, as well as broken routes.
- The iSP Wallet tab, where suppliers maintain their iSupplier Portal accounts for instant access to their customers' iSP sites. For more information, see the iSupplier Portal Punch-in and Registration, page 10-1 section.

## Add Trading Partners

In the Add Trading Partners section, select one or multiple companies from the Oracle Supplier Network Trading Partner Directory that you want to establish a relationship with. Enter a Trading Partner Alias (TP Alias) for each selection and click the Add button. You must enter a TP Alias value in the corresponding input box for all selected trading partners. The alias can be a name or numeric identifier that you define, which is included in the message envelope for all transactions that you send to the Oracle Supplier Network. The Oracle Supplier Network finds the TP Alias on each inbound message and uses that alias to determine the ultimate receiver of the message. The TP Alias enables a cross-reference between what you may call the trading partner in your internal systems and what the trading partner has registered as on the Oracle Supplier Network.

The TP Alias eliminates the need for you to know how the trading partner has identified themselves on the Oracle Supplier Network. This reduces the maintenance of having

to store the exact ID that a trading partner would otherwise require you to use when sending them a document. The TP Alias that you assign each trading partner is verified to ensure uniqueness so that the Oracle Supplier Network can generate a valid document route.

Because the number of trading partners available on the Oracle Supplier Network may be quite large, you can search for companies with the help of wildcard characters. You can use an \* (asterisk) for a single character wildcard or a % (percent) to represent a string of characters. For example, enter a partial name with the % wildcard, such as **John%**, and all names that start with John appear in the results. Enter **%john%** to return all companies that contain john anywhere in the name. Click the Search button to execute the query. If you want to see all the available trading partners, click the Show All link. The table shows 10 trading partners at a time. You can page through to view all trading partners.

### Adding a Trading Partner

[Profile](#) [Messaging](#) [Trading Partners](#) [Monitor](#) [Users](#)

My Trading Partners
Routing Rules
ISP Wallet

[Move Changes to Run-Time](#)

---

#### Trading Partner Management

---

##### Trading Partners Requesting Approval

The following companies require your approval.

Select	Trading Partner Name	Trading Partner Alias	Contact Name	Contact Email
<input type="checkbox"/>				

---

##### Your Trading Partners

Below is a list of your selected trading partners.

Select	Trading Partner Name	Trading Partner Alias	Messaging Status
<input type="radio"/>	SN Operations	<input type="text" value="sn_ops"/>	Approved
<input type="radio"/>	Integration Solutions, Inc.	<input type="text" value="45882"/>	Approved

---

##### Add Trading Partners

Search the Oracle SN directory to find registered trading partners.

Trading Partner Name

Previous
 

1-10 of 101

 Next 10

[Select All](#) | [Select None](#)

Select	Trading Partner Name	Trading Partner Alias
<input type="checkbox"/>	ABE Services, LLC	<input style="width: 150px;" type="text"/>
<input type="checkbox"/>	ADB Systems International	<input style="width: 150px;" type="text"/>
<input type="checkbox"/>	Affiliated Computer Services, Inc.	<input style="width: 150px;" type="text"/>

## Approve Trading Partners

Both trading partners must agree to a relationship before exchanging electronic messages. After you add a company from the Oracle Supplier Network Trading Partner directory, the company appears in the Your Trading Partners table with a status of Pending. The account administrator for this trading partner receives an e-mail notification that indicates that a request has been made to initiate a trading partner relationship. The account administrator must approve this request before any two

companies can exchange any documents. When your request is approved, the status for your trading partner changes to Approved, which indicates that you can begin sending and receiving transactions with them. Additionally, you also receive a notification about the relationship status.

Similarly, when another trading partner selects your company (by using the Add feature of the Trading Partner directory), you receive a notification request to review. Trading partners that initiate the request appear in the Trading Partners Requesting Approval table. The company contact and their e-mail address also appear if you need to start any dialogue regarding their request. To accept the request, select the trading partner, enter a Trading Partner Alias, and click the Approve button. To reject the request, select the trading partner and click the Reject button.

## Update or Remove Trading Partners

To remove a trading partner, select the company from Your Trading Partners table and click the Remove button. The trading partner receives a notification that you have ended the trading partner relationship.

It is very important to ensure that you maintain the TP Alias so that all of your outbound messages can correctly reference the destination or receiving trading partner. To edit the TP Alias, select the trading partner, enter the new alias value, and click the Update button.

## Review Routing Rules

After your trading partners have been added and approved, and all required account setup is complete, you can review the routing rules that you have defined. A routing rule or mapping is generated after transactions, delivery methods, and your trading partners have been successfully configured. It indicates the path that transactions follow as they flow from a sender through the Oracle Supplier Network to the receiver. The following table shows an example of a routing path for an incoming purchase order after all configurations are set up correctly.

### ***Example of Routing Path for Incoming Purchase***

<b>Sending TP</b>	<b>Transaction</b>	<b>Document Info</b>	<b>Delivery Method</b>
SampleBuyer	Purchase Order	cXML 1.2.007. OrderRequest	HTTP URL Connection

The Oracle Supplier Network identifies any of the document routes that are incomplete. For example, if you have selected to receive a specific transaction that your trading partner has not set up to send, a routing rule exception is logged. To view your routing rule exceptions, click the Routing Rules sub-tab under the main Trading Partners tab.

## Routing Rule Exceptions

ORACLE<sup>®</sup> Supplier Network

[Home](#) [Logout](#) [Resources](#)

[Profile](#)

[Messaging](#)

[Trading Partners](#)

[Monitor](#)

[Users](#)

[My Trading Partners](#) | [Routing Rules](#) | [iSP Wallet](#)



[Move Changes to Run-Time](#)

### Routing Rules

\* Routing Type

[Search](#)

### Routing Rule Exceptions

<a href="#">Previous</a> <input type="text" value="1-10 of 77"/> <a href="#">Next 10</a>				
Send / Receive	Transaction	Document Information	Trading Partner Name	Exception
Receive	Change Order	OAG.006.CHANGE_PO_006	Airstream Industries Corp.	Trading partner hasn't defined a matching document for this transaction
Send	Invoice	OAG.002.PROCESS_INVOICE_002	Airstream Industries Corp.	Trading partner hasn't defined a matching document for this transaction

If you do have routing rule exceptions, you may need to take action. However, it often indicates different transaction capabilities of trading partners. A basic example follows:

- **Company A Capabilities:** Send OAG Purchase Order
- **Company B Capabilities:** Receive cXML Purchase Order, Send cXML Invoice

In this case, there would be a valid routing path for the Purchase Order transaction. However, a routing rule exception would be noted for the Invoice because Company A does not support that transaction.

You can also view all of your valid routes defined with each trading partner. From the Routing Type list, choose **Documents Sent to Oracle SN** to view all valid routing paths for outbound messages. By choosing **Documents Received From the Oracle SN**, you can view all valid inbound routing rules. This is a useful tool for tracking all of your document route maps, with each trading partner, defined on the Oracle Supplier Network.

---

# Transaction Monitor

## About the Transaction Monitor

The Monitor tab lets you track either the status of all documents that your company has sent to the Oracle Supplier Network or the status of all documents that a trading partner has sent to your company. Also, you can download any document that appears in the Transaction Monitor.

## View Messages

Select the appropriate radio button to view either Sent Messages or Received Messages, and then click the Search button. To filter your search results, enter information into any of the search criteria fields. You can use wildcard characters (% or \*) in the Trading Partner Name and Document Number fields to locate messages with companies that match a partial name or number search. You must click the Search button to execute the search after providing any filter information into the fields.

You have the option to search for documents processed during a particular date range by clicking the Calendar icon to display a date picker for either the beginning date or the ending date. Click the navigation arrows or lists to choose the month and year, and then choose the specific date.

## Transaction Monitor

To search the Transaction Monitor, wildcards (\* or %) may be used.

- ☒ Sent Messages  
☐ Received Messages

Trading Partner Name   
Status   
From Date   
To Date

Document Type   
Document Number

Search

### Search Results

Download Previous 1-10 of 39 Next 10								
Select	Date / Time	Receiver	Control Number	Document Number	Document Type	Status	Error Code	Error Message
<input checked="" type="radio"/>	1/13/2005 2:22:19	Integration Solutions, Inc.	3.189.20050113.140616	2	PROCESS_PO_007	POSTED OK		
<input type="radio"/>	1/17/2005 12:24:08	Integration Solutions, Inc.	3.207.20050117.122403	301	PROCESS_PO_007	POSTED OK		
<input type="radio"/>	6/16/2005 12:47:46	**Unknown**	null.130.3529.3333	3333	UNKNOWN	DEAD	XHUB: 141	Missing party ID in OXTA message

## Download Messages

You can use the Transaction Monitor to download documents. To download a document, select a transaction and click the Download button.

If your trading partner is sending or receiving a document in a different document format, for example, a buyer sends an OAG PO to the Oracle Supplier Network, but the supplier receives the PO in the cXML format, there are two different messages stored in this flow. Both trading partners have the option to download either of the two PO formats. When selecting the transaction for download, if a transformation has occurred, the Oracle Supplier Network allows the user to choose the document format that they want to download. In the example, the user would select either My Document or My Trading Partner's Document. Accessing both messages can be helpful for resolving data mapping issues between your trading partners.

## View Transaction Details

When Oracle Supplier Network receives messages, Oracle Supplier Network marks a time stamp on the document. The time zone reflects the Oracle Supplier Network server time, not a user time zone. Oracle Supplier Network assigns a unique tracking number, called the Control Number, to each message. A Document Number appears in the transaction monitor, which may be populated from the incoming message envelope.

You can view additional information about a transaction by drilling-down on the Control Number. This displays a complete activity log for the message and shows how (delivery method), and in what form (document type) the message was sent to the Oracle Supplier Network, and corresponding information on the delivery to the receiving trading partner. You can also see the detailed error messages that appeared on the on the main Transaction Monitor window.

## Activity Log for a Transaction

### Activity Log

Press the Return button to return to Transaction Monitor.

Date / Time	Trading Partner	Control Number	Document Number	To the Oracle SN		From the Oracle SN		Activity	Status
				Document Type Received	Sent Via	Document Type Sent	Received Via		
12/17/2004 6:08:52 PM CST	Integration Solutions, Inc.	ig3.82.1277	5921	PROCESS_PO_007	Web	OrderRequest	HTTP URL Connection	SNW_OUTBOUND_QUEUE	SENT
12/17/2004 6:08:53 PM CST	Integration Solutions, Inc.	ig3.82.1277	5921					SNW_OUTBOUND_QUEUE	POSTED OK

## View Message Errors

You can find additional information regarding a message error by selecting the Error Code from either the Activity Log or the main Transaction Monitor window. This action displays the full error code text, description of the error, possible causes, and potential remedies.

## Common Errors

**Exception cannot reprocess:** This error, also known as a Dead message, indicates that the message body contains syntax errors, and that the Oracle Supplier Network cannot process it any further. The XML message is validated when the Oracle Supplier Network receives it against either the DTD for the document type or the XML standard being used. The sender must fix the errors and re-send the message to the Oracle Supplier Network.

**Exception Processing an HTTP Post:** This error indicates that there is a problem posting to the recipient's HTTPS server. Possible causes include: their server is down, the URL set in their HTTP delivery method setup (under Communication Parameters subtab) is incorrect, or there may be an issue with the trusted certificate (called when posting to an HTTPS site). If Oracle Supplier Network encounters issues when trying to deliver a message though HTTP, it attempts to re-send the message. This automatic reprocessing continues based on an expanding time interval after each failed attempt, up to 72 hours. After a certain number of failed attempts, Oracle Supplier Network stops trying to deliver the message. If you are unable to diagnose the HTTP posting error, log a support issue according to the support instructions on the Resources tab.

**Exception pending reprocessing:** This error message generally refers to a failed document route, which occurs when the Oracle Supplier Network cannot determine a document route. The error details explain what the missing or bad setup is for either trading partner. You or your trading partner should correct the setup errors, and then either re-send the message or submit a support issue for that message that Oracle Supplier Network Operations should reprocess.

A common cause for a failed route occurs when the sender has not correctly set the Trading Partner Alias field for their intended receiving trading partner. As the Oracle Supplier Network receives each message, it reads the message envelope to authenticate the sender and verifies that the receiver ID in the envelope matches one of the sender's TP Alias values for one of their trading partners setup in their Oracle Supplier Network account. If a match is not found between the value set in the Destination Trading Partner Location Code (setup in the sender's XML Gateway) and the TP Alias value (set in the sender's Oracle Supplier Network account on the Trading Partners tab), the Oracle Supplier Network reports a missing document route when processing the message. The

Transaction Monitor displays a status of Exception; pending reprocessing, when one trading partner has not correctly set their messaging parameters. After correcting the appropriate parameters, the Oracle Supplier Network revalidates the message route, and if no errors still exist, the Oracle Supplier Network support team can reprocess the message to prevent the sender from having to re-send the message.



## User Management

### About User Management

The Oracle Supplier Network allows companies to create multiple user accounts associated with their company. Users can be assigned different roles to control what activities they can perform with their account access. Descriptions of the specific functions of each role in the User Roles section follow.

### Add Users

Only a user with an Administrator role can add new users, assign user roles, and deactivate users. When you create a new user, associated with your company, each new user receives a welcome notification e-mail message. This notification contains the user's username and password. The Oracle Supplier Network automatically generates the password. After a new user has been added, the user's record appears in a table on the Users tab, wherein you can view names, e-mail addresses, usernames, roles, and statuses.

#### Add User

##### Add User

Title	<input type="text"/>
* First Name	<input type="text"/>
Middle Name	<input type="text"/>
* Last Name	<input type="text"/>
* Email Address	<input type="text"/>
* Username	<input type="text"/>

#### Assign Roles

Select All   Select None		
Select	Role Name	Description
<input type="checkbox"/>	Administrator	Maintains company profile information, manages users and trading partners.
<input type="checkbox"/>	Messaging	Responsible for messaging configuration and execution, as well as trading partner administration.
<input type="checkbox"/>	View Messages	View only access to messaging configuration and transaction logs. Also able to register for messaging notifications.
<input type="checkbox"/>	iSP	Enables user to setup and request accounts for accessing buyers' iSupplier Portal applications.

## Update Users

Administrator users can modify users' roles and statuses on the Users tab.

To change a user's role, select the user, and click the Modify Roles button.

To deactivate a user, select the user, and click the Deactivate button.

Whenever you add a new user, the Oracle Supplier Network automatically generates the password for that new user and sends them a welcome e-mail notification to the Oracle Supplier Network and provides them their username and password.

## User Roles

Roles allow companies to restrict their users to specific functions on the Oracle Supplier Network if they choose. During company registration, the initial user's profile automatically includes all roles, including Administrator role, which allows them to create additional users and assign roles to each of them. Every user can have one or more role assignments.

The user roles include Administrator, iSP, Messaging, and View Messages.

### Administrator

The Administrator user:

- Adds new users and assigns them roles.
- Deactivates users.
- Maintains company profile information.
- Can view business document notifications to which users have subscribed.

One or more users can have the Administrator role.

By default, the initial user is also assigned to be the Company Contact, which can be changed to any subsequent user who also has the Administrator role.

The following table shows by tab and subtab the Administrator role's access in the Oracle Supplier Network.

***Administrator Role's Access***

<b>Tab</b>	<b>Subtab</b>	<b>Restrictions and Notes</b>
Profile	Company Profile	None
Profile	User Profile	None
Messaging	Identifiers	Read-only
Messaging	Notifications	Read-only
Trading Partners	My Trading Partners	None
Trading Partners	Routing Rules	None
Monitor	Transaction Monitor	None
Users	User Management	None

## iSP

The iSP role allows supplier users to maintain their Oracle iSupplier Portal accounts on the Oracle Supplier Network for direct access to their customers' iSP sites. They can access the Trading Partners tab to request and manage iSP accounts.

The following table shows by tab and subtab the iSP role's access in the Oracle Supplier Network.

### ***iSP Role's Access***

<b>Tab</b>	<b>Subtab</b>	<b>Restrictions and Notes</b>
Profile	Company Profile	Read-only
Profile	User Profile	None
Trading Partners	My Trading Partners	Limited access
Trading Partners	iSP Wallet	None

## Messaging

The Messaging user maintains all communication protocol and transaction setup related to the processing of electronic messages.

The following table shows by tab and subtab, the Messaging role's access in the Oracle Supplier Network.

### ***Messaging Role's Access***

<b>Tab</b>	<b>Subtab</b>	<b>Restrictions and Notes</b>
Profile	Company Profile	Read-only
Profile	User Profile	None
Messaging	Identifiers	None
Messaging	Communication Parameters	None
Messaging	Transaction Management	None
Messaging	Notifications	None
Messaging	Send Documents	None
Trading Partners	My Trading Partners	None
Trading Partners	Routing Rules	None
Monitor	Transaction Monitor	None

## View Messages

The View Messages user queries and monitors transactions that are sent and received with their trading partners. Typically, functional users or administrators who are responsible for resolving transaction failures for certain types of business documents

require this role. This user can choose to receive error notifications for specific business documents.

The following table shows by tab and subtab, the View Messages user's access to areas in the Oracle Supplier Network.

***View Messages Role's Access***

<b>Tab</b>	<b>Subtab</b>	<b>Restrictions and Notes</b>
Profile	Company Profile	Read-only
Profile	User Profile	None
Messaging	Identifiers	Read-only
Messaging	Communication Parameters	Read-only
Messaging	Transaction Management	Read-only
Messaging	Notifications	None
Trading Partners	My Trading Partners	Limited access
Trading Partners	Routing Rules	None
Monitor	Transaction Monitor	None

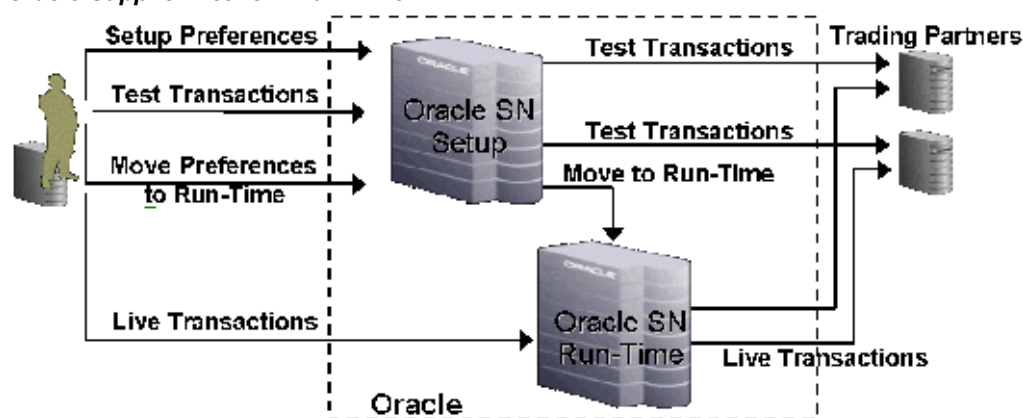
# Oracle Supplier Network Run-Time

## About Oracle Supplier Network Run-Time

Oracle Supplier Network consists of two environments, Oracle Supplier Network Setup and Oracle Supplier Network Run-Time. The company administrator completes all registration, account configurations, and trading partner approval tasks on Oracle Supplier Network Setup. Additionally, the company should test transaction delivery with their trading partners through Oracle Supplier Network Setup using its Transaction Monitor to view the status.

After having tested your account configurations, you migrate the account configuration to Oracle Supplier Network Run-Time. To view all of your migrated configurations, log in to Oracle Supplier Network Run-Time at <http://osn-rt.oracle.com> using your same Username and Password as Oracle Supplier Network Setup. You should always send and receive your production transactions through Oracle Supplier Network Run-Time. Note that there is no need to register on Oracle Supplier Network Run-Time, as an account is automatically created for you if your registration on Oracle Supplier Network Setup is approved. The following diagram shows a graphical view of this process.

**Oracle Supplier Network Run-Time**



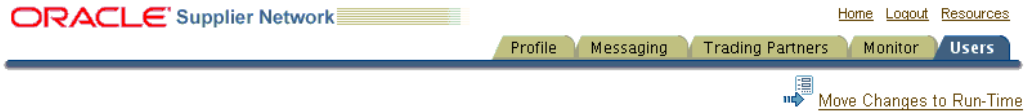
## Move Changes to Run-Time

On each Oracle Supplier Network Setup page, a change indicator icon and text appear. If you have made any account configuration changes in setup that have not been migrated in Run-Time, the icon is highlighted, and the text indicates Move Changes to Run-Time. If there are no pending changes, the icon is not highlighted, and the text indicates No Changes Pending.

To migrate your account configuration to Run-Time, click the icon or text. A warning page appears and asks you to confirm that you are ready to migrate. You can click Submit to initiate the process. You will receive an e-mail notification when the process completes.

**Note:** Before sending production transactions through Oracle Supplier Network Run-Time, verify that your trading partner has also migrated any of their account changes to Run-Time as well.

#### Migrate Changes Link



## View Settings and Monitor Transactions

You must log in to Oracle Supplier Network Run-Time to verify your account configuration setup (for processing your production transactions) and to monitor your production transactions that are sent and received with your trading partners. The same Transaction Monitor tool that is available in Setup is also available in Run-Time on the Monitor tab.

**Note:** At the beginning of e-mail notifications, Oracle Supplier Network indicates the environment that the exception message pertains to, either Setup or Run-Time. For example, if you receive a notification about an error with a particular message, you can see that it is for Oracle Supplier Network Setup, and then you can log in to Oracle Supplier Network Setup (as opposed to Oracle Supplier Network Run-Time) to view the error details.

## iSupplier Portal Punch-in and Registration

### About iSupplier Portal Registration and Punch-in

The Oracle Supplier Network allows suppliers to establish direct links to those Oracle buying companies that run the Oracle's iSupplier Portal (iSP) product for online supplier collaboration. Suppliers can manage their access to several iSupplier Portal sites through the Oracle Supplier Network, enabling suppliers to centralize all of their collaboration activities with their Oracle customers. Additionally, suppliers can request iSupplier Portal accounts from those buyer companies that have registered their site on the Oracle Supplier Network. Every iSupplier Portal site that is registered and set up can communicate with the Oracle Supplier Network to send and receive account request and approval information.

#### Requesting iSP Accounts

**ORACLE** Supplier Network [Home](#) [Logout](#) [Resources](#)

[Profile](#) [Messaging](#) [Trading Partners](#) [Monitor](#) [Users](#)

[My Trading Partners](#) | [Routing Rules](#) | [iSP Wallet](#)

No Changes Pending

#### Trading Partner Management

##### Trading Partners Requesting Approval

The following companies require your approval.

<a href="#">Approve</a> <a href="#">Reject</a>				
<a href="#">Select All</a>   <a href="#">Select None</a>				
Select	Trading Partner Name	Trading Partner Alias	Contact Name	Contact Email
<input type="checkbox"/>	Office Supplies Inc.		Dana Smith	<a href="mailto:dana@office.com">dana@office.com</a>

##### Your Trading Partners

Below is a list of your selected trading partners.

<a href="#">Update</a> <a href="#">Remove</a> <a href="#">Request iSP Access</a>				
Select	Trading Partner Name	Trading Partner Alias	Messaging Status	iSP Access
<input type="radio"/>	Vision Corp	<input type="text" value="vision"/>	Pending Approval	
<input type="radio"/>	JG Buyer Company	<input type="text" value="jgbuyer1"/>	Approved	
<input type="radio"/>	Buyer Company 201	<input type="text" value="buyer201"/>	Pending Approval	


## iSP Account Request

ORACLE Supplier Network

[Home](#) [Logout](#) [Resources](#)

[Profile](#) [Messaging](#) [Trading Partners](#) [Monitor](#) [Users](#)

[My Trading Partners](#) | [Routing Rules](#) | [iSP Wallet](#)

 No Changes Pending

### iSupplier Portal Account Request at JG Buyer Company

\* Are you already an existing iSupplier Portal user?

☐ Yes

☒ No

\* iSP Username

stan.moris@vision.com

We recommend using your email address as your iSupplier Portal username

\* Password

\*\*\*\*\*

\* Confirm Password

\*\*\*\*\*

## Supplier Users: Using iSP Punch-in

Topics in this section include:

- Submit iSP Punch-in Supplier Account Request, page 10-2
- Set Up iSP Accounts, page 10-2
- Punch-in to Buyer's iSP Site, page 10-3

### Submit iSP Punch-in Supplier Account Request

On the Trading Partner Management tab, supplier users can submit requests for access to a specific company's iSupplier Portal site. Buyer companies that have registered iSupplier Portal sites on the Oracle Supplier Network have a Punch-in icon in their iSP Access column to indicate to the supplier that they can request an account. The supplier must add the buyer from the Add Trading Partner directory, select the buyer, and click the Request iSP Access button. On a second page, the supplier user enters an iSP username and password that the buyer company receives for review. Their e-mail address is the default suggested iSP username, which they can change.

Upon submitting the request, the buyer receives the request immediately into their iSupplier Portal application. Upon approval, the Oracle Supplier Network receives an electronic notification that updates the supplier's iSP account to Approved on the iSP Wallet page. The iSP Wallet page shows all pending and approved iSP accounts that the supplier user has set up. The account is ready to use. The Punch-in icon on the My Trading Partners tab becomes active for this buyer company, and provides the supplier instant access to the buyer's iSP site by clicking the Punch-in icon.

### Set Up iSP Accounts

Supplier users can also use iSP Punch-in for their existing iSP accounts with buyer companies. If those buyers have registered their iSP site on the Oracle Supplier Network (as indicated by the Punch-in icon appearing in their iSP Access column), the supplier user can select the buyer company and click the Request iSP Access button. On the next page, the supplier user selects Yes to indicate that they have an existing iSP account with this buyer. They will then enter their iSP username and password for this buyer. Upon clicking submit, Oracle Supplier Network validates the username and password at the buyer's iSP site. If successfully validated, this account is added to the supplier user's iSP Wallet page, and they can begin using the active Punch-in icon with this buyer.



## Punch-in to Buyer's iSP Site

Upon the buyer's approval to allow the supplier access to the Oracle iSupplier Portal through the Oracle Supplier Network, a Punch-in icon in the iSP Access Column on the Trading Partner page becomes active. The supplier clicks the icon to punch-in to the buyer's iSupplier Portal. This method of punching-in:

- Bypasses the iSP login page.
- Takes the supplier directly in to the buyer's Oracle iSupplier Portal site.

## About the iSP Wallet

On the Trading Partners tab, the iSP Wallet tab lets suppliers maintain their iSP accounts that the Oracle Supplier Network uses to link into their customer iSP sites. This functionality offers suppliers the benefit of managing and maintaining all of their separate iSP URLs, usernames, and passwords for each customer in one location--the iSP Wallet tab. Accessing a buyer's Oracle iSupplier Portal site through Oracle Supplier Network is also known as punch-in.

The screenshot shows the Oracle Supplier Network interface. At the top, there's a navigation bar with 'Home', 'Logout', and 'Resources'. Below that, a secondary bar contains 'Profile', 'Messaging', 'Trading Partners', 'Monitor', and 'Users'. The 'Trading Partners' tab is selected, and within it, the 'iSP Wallet' sub-tab is active. The main content area is titled 'iSP Wallet' and includes 'Update' and 'Remove' buttons. Below these is a table with columns: 'Select', 'Trading Partner Name', 'iSP Username', 'iSP Password', and 'iSP Account Status'. The table lists two entries: 'Vision Corp' with username 'jgsupplier2' and status 'Approved', and 'JG Buyer Company' with username 'jglanville6' and status 'Pending'. The password fields are masked with asterisks.

Select	Trading Partner Name	iSP Username	iSP Password	iSP Account Status
<input type="radio"/>	Vision Corp	jgsupplier2	*****	Approved
<input type="radio"/>	JG Buyer Company	jglanville6	*****	Pending

The iSP Wallet page is available to all users with the role of iSP. When a buyer approves an iSP account in iSupplier Portal, the account login information is sent to the Oracle Supplier Network and stored in the supplier user's iSP Wallet.

Trading partners appear on the iSP Wallet page when:

- A supplier user submits an iSP account request from the My Partners page. Their status changes to Approved when the iSP site has approved the account request. When approved, the iSP Punch-in link becomes active on the My Trading Partners tab.
- The supplier user indicates that they already have an iSP account with the trading partner and the Oracle Supplier Network successfully verifies that the iSP account is valid.

Supplier users can update their iSP passwords on the iSP Wallet page, if they know that they have been changed at the iSP site. When attempting to update a password, the Oracle Supplier Network attempts to validate the new password at the respective iSP site. If it fails validation, the change is not saved. This prevents iSP passwords stored on the Oracle Supplier Network from getting out of synchronization with the iSP site.

# Buyers: Configure and Set Up iSP Punch-in

Buyers who would like to offer their suppliers the ability to punch-in to their iSupplier Portal site must register their buying company on the Oracle Supplier Network and provide connectivity information about their iSP site. The buyer's iSP administrator, or some support person must provide the following information on the Company Profile sub-tab, under the iSupplier Portal Punch-in Configuration section.

- iSP Messaging URL:** The Oracle Supplier Network uses this URL to communicate with the iSP site for sending suppliers' iSP account requests. Enter the URL accordingly:  
`https://oa_servlets/oracle.apps.pos.osn.PunchInServlet`
- iSP Punch-in URL:** Oracle Supplier Network uses the following URLto execute a punch-in session into the iSP site. It automatically performs the iSP login and brings ther user to their iSP home page. Enter the URL accordingly:  
`https://OA_HTML/fndvald.jsp`
- iSP username and password:** The Oracle Supplier Network uses this username and password for authentication when submitting requests to the buyer's iSP URLs, which you defined in the preceding examples.

## iSP Punch-in Configuration

Profile

Company Profile | User Profile

Company Profile

Profile Information

\* Company Name

Vision Corp

\* Address Line 1

90 Fifth Avenue

Address Line 2

Address Line 3

\* City

New York

State/Region

NY

\* Zip/Postal Code

10022-3422

\* Country

United States

\* Company Contact

Jeff Glanville

iSupplier Portal Punch-in Configuration

iSP Messaging URL

http://isp.acme.com/oa\_servlets/oracle.apps.pos.osn.PunchInServlet

iSP Punch-in URL

http://isp.acme.com/OA\_HTML/fndvald.jsp

iSP Username

operations

Password

\*\*\*\*\*

Confirm Password

\*\*\*\*\*

Test iSP URLs

test

---

# Index

## A

---

- access
  - Administrator, 8-2
  - iSP role, 8-3
  - manage, to iSP sites, 10-1
  - Messaging, 8-3
  - View Messages role, 8-3
- account requests
  - send and receive, 10-1
  - supplier, submit, 10-2
- accounts
  - create user, 8-1
  - maintain iSP, 10-3
  - maintain iSP Wallet, 10-2
  - migrate configurations, 9-1
  - setup iSP, 10-2
- activity log, 7-2
- Administrator
  - access, 8-2
  - role, 4-1, 5-5, 8-1, 8-2, 8-2
- Approved status, 6-2

## B

---

- broken routes, 6-1
- buyer
  - punch-in to iSP site of, 10-3
  - punch-in, configure, 10-4
  - punch-in, set up, 10-4

## C

---

- communication parameters, 3-1
  - messaging, 5-2
  - specify, 5-2
- company
  - profile setup, 4-1
  - registration information, 2-1
  - registration, about, 2-1
  - registration, enter, 2-1
- Company Contact
  - default, change, 8-2
  - list, 4-1
  - user, 4-1
- company profile, 3-1
- configurations, view, 9-1

- confirmation, registration, 2-3
- connection, HTTP URL, 5-2
- contact, registration information, 2-2

## D

---

- Dead message, 7-3
- delivery methods
  - about, 5-2
  - assign to, 3-1
  - default, 5-2
  - HTTP URL connection, 5-2
  - in activity log, 7-2
  - Oracle XML Transport Agent, 5-2
  - required parameters, 5-3
  - Web, 5-2
- delivery, stop document type, 5-5
- document routes, incomplete, 6-3
- document types, 5-6
  - in activity log, 7-2
  - messaging, 5-4
  - remove, 5-5
- documents
  - messaging, send, 5-6
  - send, access, 5-6
  - track status of all, 7-1

## E

---

- environments
  - about, 9-1
  - information, 1-1
  - notifications, 9-2
- error code text, 7-3
- errors, 7-3
  - See also* exceptions.
  - common, 7-3
  - descriptions of, 7-3
  - messages, view, 7-2, 7-2, 7-3
  - notifications about message, 9-2
  - notifications of, 8-3
  - possible causes of, 7-3
  - possible remedies, 7-3
  - processing, 5-5
  - view details of, 9-2
- exceptions, 7-3

*See also* errors.  
cannot reprocess, 7-3  
messages, 9-2  
pending reprocessing, 7-3  
process an HTTP post, 7-3  
routing rule, 6-3

---

## F

format, messaging, 5-4

---

## I

identifiers

- add or change, 5-1
- delete or remove, 5-1
- messaging, 5-1

Identifiers page, 5-1

iSP, 8-3

*See also* iSupplier Portal.

- access, 8-3
- accounts, set up, 10-2
- punch-in configuration, 10-4
- role, 8-3, 10-3
- username and password, 10-4
- wallet, 10-3

iSP Messaging URL, 10-4

iSP Punch-in URL, 10-4

iSP wallet, 3-2

iSP Wallet page, availability, 10-3

iSupplier Portal

- buyer punch-in, configure, 10-4
- buyer punch-in, set up, 10-4
- iSP Wallet, 10-2
- maintain accounts, 10-2
- punch-in, 10-1
- registration, 10-1
- supplier account request, submit , 10-2
- supplier punch-in to, 10-3

---

## L

log in

- information, 2-2
- session, 3-1

log out, session, 3-2

---

## M

messages

- dead, 7-3
- download, 7-2
- errors, view, 7-3
- stop delivery of, 5-5
- view, 7-1
- view, role, 8-3

Messaging

- access, 8-3

- role, 5-5, 8-3

messaging

- about, 5-1
- communication parameters, 5-2
- document type, 5-4
- format, 5-4
- identifiers, 5-1
- notifications, 5-5
- send documents, 5-6
- set up, 5-1
- transaction format version, 5-4
- transaction management, 5-4
- transaction type, 5-4

Messaging tab, 3-1

Monitor tab, 3-2

monitor transactions, run-time, 9-2

Move Changes to Run-Time indicator, 9-1

---

## N

No Changes Pending indicator, 9-1

notifications, 3-1

- about environment, 9-2
- account request, 10-2
- end trading partner relationship, 6-3
- errors, exceptions, 9-2
- errors, specific documents, 8-3
- initiate trading partner relationship, 6-2
- messaging, 5-5
- migration of configuration, 9-1
- passwords contained in, 8-1
- registration, 2-3
- relationship status, 6-2
- subscribe to or unsubscribe from, 5-5
- welcome, 8-1, 8-2

---

## O

Oracle Supplier Network Run-Time, about, 9-1

Oracle Supplier Network Setup, environment, 9-1

---

## P

parameters, required for delivery method, 5-3

passwords

- automatically generated, 8-2
- automatically generated user, 8-1
- contained in notification, 8-1
- enter or confirm, 2-2
- forgotten, 3-1
- iSP, 10-4
- log in, 3-1
- provided, 8-2
- update, 10-3
- validate, 10-2
- view, 4-1

Pending status, 6-2

prerequisites, broken index reference

- primary identifier, 5-1
- process
  - overview, 1-1
  - trading partner approval, 1-1
- profile setup
  - about, 4-1
  - company, 4-1
  - user, 4-1
- Profile tab, 3-1
- punch-in
  - iSupplier Portal, 10-1
  - supplier to iSP, 10-3
- purpose
  - Oracle Supplier Network, 1-1

## R

---

- registered transactions, list of, 5-5
- registrations
  - account, 1-1
  - company, 2-1, 8-2
  - company information, 2-1
  - completion by company administrator, 9-1
  - confirmation, 2-3
  - contact information, 2-2
  - enter company, 2-1
  - iSupplier Portal, 10-1
  - review of, 1-1
  - submit for review, 2-3
  - update, 4-1
  - upon approval, 9-1
- roles
  - Administrator, 5-5, 8-1, 8-2, 8-2
  - change, 8-2
  - iSP, 8-3, 10-3
  - Messaging, 5-5, 8-3
  - user, 8-2
  - View Messages, 5-5
- routing paths
  - example of, 6-3
  - valid, 6-4
  - view valid inbound, 6-4
  - view valid sent or outbound, 6-4
- routing rules, 3-2
  - exceptions, 6-3
  - review, 6-3
  - setup errors, 5-5
- routing, disabling, 5-5
- run-time
  - about Oracle Supplier Network, 9-1
  - monitor transactions, 9-2
  - move changes to, 9-1
  - view settings, 9-2

## S

---

- session
  - end, 3-2

- start, 3-1
- site overview
  - about, 3-1
  - Messaging tab, 3-1
  - monitor, 3-2
  - Profile tab, 3-1
  - trading partners, 3-2
  - users, 3-2
- status
  - Approved, 6-2
  - change user, 8-2
  - Exception, 7-3
  - of all documents, track , 7-1
  - Pending, 6-2
  - view, 9-1
- supplier
  - account request, submit, 10-2
  - punch-in to iSP, 10-3

## T

---

- testing
  - account configurations, about, 9-1
  - transaction delivery, 9-1
- time stamp, 7-2
- time zone, 7-2
- TP Alias
  - enter value for, 6-1
  - maintain, 6-3
  - match values for, 7-3
- trading partner alias
  - See* TP Alias or trading partners.
- trading partners
  - about management of, 6-1
  - accept request, 6-3
  - add, 6-1
  - add, approve, or remove, 6-1
  - administrator, 2-2
  - approval tasks, 9-1
  - approve, 1-1, 6-2
  - Approved status of, 6-2
  - authentication of, 2-2
  - collaboration, 1-1
  - correcting setup errors, 7-3
  - ending relationship with, 6-3
  - Identifier Type or value, 2-1
  - manage relationships of, 3-2
  - migrating account changes, 9-2
  - monitor documents sent, 7-1
  - partners, approve, 6-2
  - reject request, 6-3
  - remove, 6-3
  - routing paths, 6-4
  - routing rules, 6-3
  - routing rules, review, 6-3
  - sending and receiving messages, formats, 7-2
  - TP Alias, 6-1
  - transaction communication paths, 6-1

- uniquely identify, 5-1
- update, 6-3
- Trading Partners tab, 3-2
- transaction management
  - assign delivery method, 3-1
  - messaging, 5-4
  - select types, formats, versions, 3-1
- transaction monitor
  - about, 7-1
  - common errors, 7-3
  - details, view, 7-2
  - message errors, view, 7-3
  - messages, download, 7-2
  - messages, view, 7-1
- transaction notification, subscribe to or unsubscribe from, 5-5
- transaction type, messaging, 5-4
- transactions
  - add, 5-4
  - details, view, 7-2
  - enable, 5-4
  - list of registered, 5-5
  - modify, 5-4

## **U**

---

- URL connection, HTTP, 5-2
- user management
  - about, 8-1
  - administrator, 8-2
  - iSP, 8-3
  - messaging, 8-3
  - roles, user, 8-2

- users, add, 8-1
- users, update, 8-2
- view messages, 8-3
- user profile, 3-1
- User Profile page, 4-1
- users
  - add, 8-1
  - assign user roles, 8-1
  - create accounts for, 8-1
  - deactivate, 8-1, 8-2
  - functions, restrict, 8-2
  - profile setup, 4-1
  - roles, 8-2
  - update, 8-2
- Users tab, 3-2

## **V**

---

- version, transaction format, 5-4
- View Messages
  - access, 8-3
  - role, 5-5, 8-3

## **W**

---

- wallets
  - iSP, 10-3
  - maintain iSP, 10-2
- Web, delivery method, 5-2

## **X**

---

- XML Transport Agent, 5-2



